

**AFG Area 9 - FLORIDA NORTH  
TURNOVER MEETING GUIDELINES**

- WHEN:** This event is held at the final Election Assembly of each Panel.
- WHERE:** The Outgoing Chairperson will arrange a location and time. Lunch on Sunday at Assembly hotel is suggested, but not required.
- LENGTH:** A meeting (not to exceed one hour) to exchange ideas/thoughts.  
  
If an Area Officer or Coordinator cannot stay for the Turnover, Area will reimburse for one meal (max \$15) and transportation costs to accommodate an individual meeting at a later date.
- WHO:** Officers and Coordinators, both outgoing and incoming, will attend .  
  
District Representatives and District Area Information Service Liaisons will not attend. Event Chairs and Past Delegates do not attend.
- FORMAT:** Be prepared to share what information or tools you will “turn over”.  
  
Request will be made of the Secretary for the incoming panel to prepare a preliminary CMA of the incoming panel members for distribution and begin to prepare the Form 1211 for WSO.

**Revised by Panel 55**

**Task Force June 24, 2015**

**Approved by AWSC August 2015**

**Approved by Assembly October 2015**