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FOR COMMITTEE MINUTES**

Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Secretary: \_\_\_\_\_

Members Present: \_\_\_\_\_

\_\_\_\_\_

Members Absent: \_\_\_\_\_

Others Present: \_\_\_\_\_

\_\_\_\_\_

Proceedings: Record all major topics of discussion, a consensus that was reached, main motions, who made the motion, who gave the second, and state if motion carried or failed. Attach pertinent documents or handouts.

Approved:

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_