

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 the motion carried or failed. Attach pertinent document or handouts.

Approved:

Chairperson: _____

Secretary: _____