

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**MINUTES REVIEW COMMITTEE**

The Minutes Review Committee shall:

* Review the minutes of the Colorado State Council (CSC) Fall Council Meeting, Spring Council Meeting, and State Convention.
* Annotate any needed corrections on their copy of the minutes.
* Forward the page(s) of the minutes that have corrections and the completed Minutes Review Committee form to the Secretary and Minutes Review Committee Chairman within five (5) days of receipt.

The Lamplighter President will serve as Chairman of the Committee.

* Other Committee members shall be the President, President-Elect/Membership Coordinator, and the Lamplighter Advisor to the Secretary.
* The designated committee members are generally present at all CSC meetings; they have a vested interest in ensuring accurate records of the meetings are documented.

The Secretary will forward the minutes within fifteen (15) days following said meeting to the Committee members for review.

* The Chairman will follow up on the status of the minutes and give final approval after all corrections are made.

After the Committee members have reviewed the minutes, the Secretary will forward the final approved minutes to the Web Team for posting to the CSC web site within 30 days of said meeting.



**COLORADO STATE COUNCIL**

**MINUTES REVIEW COMMITTEE FORM**

You will receive a copy of the minutes of the Fall Council Meeting, Spring Council Meeting, and the State Convention from the Secretary within fifteen (15) days following said meeting.

Please review the minutes and note any needed corrections on your copy of the minutes. Complete the information below. Return only the page (s) of the minutes you made correction(s) on and this completed form to the Secretary and Chairman of the Minutes Review Committee within five (5) days of receipt.

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HAVE READ THE

 Name, Chapter and Number

MINUTES OF THE COLORADO STATE COUNCIL MEETING HELD ON

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Place

I HAVE MADE CORRECTIONS ON MY COPY \_\_\_\_\_YES \_\_\_\_\_NO

THE MINUTES WERE CORRECT AS PRESENTED \_\_\_\_\_YES \_\_\_\_\_NO

I RECOMMEND THE APPROVAL OF THESE MINUTES

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

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 Date

**Return to: Minutes Review Committee Chairman**

 **ESA Colorado State Council**