

**[Committee Name]  
Meeting Minutes**

*[Date, Location, and Time]*

***These draft minutes must be approved by this committee to be the official approved record.***

Note: For votes concerning standards actions all members must be given an opportunity to vote. In the event all members are not present at the meeting a letter ballot will be sent to the absent members to vote, that will include all negative votes at the meeting and a Chair's response. In the event negative votes are received during the continuation ballot a recirculation ballot will be conducted.

Negative voters with comment on publication public review votes will be given an opportunity to appeal once the Board of Directors has approved the document for publication. Negative voters who do not comment **will not** be offered a right to appeal.

**Attendees (include voting members and guests)**

Name	Affiliation	Name	Affiliation
Add more rows as	needed		

**Approval of minutes from last meeting**

Any votes should be recorded as (Yes, No, No with comment, Abstention, and Unreturned)

**Old business**

- [Open issue/summary of discussion/Vote Result]
- [Open issue/summary of discussion/Vote Result]
- [Open issue/summary of discussion/Vote Result]

**New business**

- [New issue/summary of discussion/Vote Result]
- [New issue/summary of discussion/Vote Result]
- [New issue/summary of discussion/Vote Result]

**Adjournment**