**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.

The Lamplighter President will serve as Chairman of the Committee. Other Committee members shall be the President and President-Elect. The minutes should also be sent to the Lamplighter Advisor to the Recording 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.

Duties of the Committee:

* The Recording Secretary will forward a copy of the minutes within fifteen (15) days following said meeting to the Committee members.
* The Committee members will review the minutes and annotate any needed corrections on their copy of the minutes. They will forward the page(s) of the minutes that have corrections and the completed Minutes Review Committee form to the Chairman within five (5) days.
* The Chairman will then consolidate the comments and submit to the Recording Secretary for her records.
* The Recording Secretary will make the needed corrections to the minutes prior to submission to the Web Team for posting to the CSC website.

February 2013

Revised January 2021

**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 Recording 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 Chairman of the Minutes Review Committee within five (5) days.

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

 Name, Chapter and Number

MINUTES OF THE COLORADO STATE COUNCIL MEETING HELD ON

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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

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

 Date

**Return to: Minutes Review Committee Chairman**

 **ESA Colorado State Council**

September 2004

Revised March 2008

Revised September 2011

February 2013