

STANDING COMMITTEE MEETING MINUTES



Following each meeting of the committee, complete and submit minutes to the CUPE Saskatchewan Division Office. The submission of minutes are required for Expense Vouchers to be processed.

COMMITTEE:

CHAIR:

MINUTE TAKER:

DATE OF MEETING:

IN ATTENDANCE:

I. CALL TO ORDER:

COMMITTEE MEMBERS:

II. ATTENDANCE & VERIFY QUORUM

III. READING OF THE EQUALITY STATEMENT

IV. LAND ACKNOWLEDGEMENT

V. ORDER OF BUSINESS &

ITEMS FOR DISCUSSION THIS MEETING:

EXECUTIVE BOARD LIAISON:

STAFF ADVISOR AND/OR GUESTS:

ABSENT & REGRETS:

QUORUM

For quorum to be reached, one-half (1/2) of the committee membership must be present. (This does not include the Executive Board Liaison or Staff Advisor).

LIST OF ANY ACTION ITEMS FOR COMMITTEE MEMBERS RESULTING FROM THE MEETING:

→ **Complete Page 2 to minute discussions and decisions reached.**

SUMMARY RECORD OF DISCUSSION AND DECISIONS REACHED:

SUMMARY OF REQUESTS TO THE DIVISION OFFICE AND/OR RECOMMENDATIONS:

Requests and further details related to the request should be forwarded to the attention of the Executive Assistant by the Chair or Executive Board Liaison to facilitate their action or further consideration.

VI. ADJOURNMENT TIME:

NEXT MEETING DATE:

Meeting Requests should be made by the Committee's Chair to the Division Office.

→ SUBMIT THESE MINUTES WITH THE MEETING REPORT COVER FORM TO THE DIVISION OFFICE.

A COPY OF THESE MINUTES WERE PROVIDED TO:

Committee members, Executive Board Liaison & Staff Advisor