**Due Date:** LEPCs must meet at least twice per calendar year (January 1 through December 31); LEPCs without an EHS in their jurisdiction are required to meet only once per calendar year. Quorum is required to conduct business. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes, sign-in rosters, meeting agenda and food invoices within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to the KERC, or designee, within thirty (30) days of the approval.

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**(Committee Name) Meeting Minutes**

**Date:**

**Location:**

**Address:**

**Call to Order (Time)**

**Roll Call**

**Business Conducted**

* **Motions w/ vote results**
* **Expenditures w/ vote results**

**Adjournment (Time)**

Signature of Chair (or other whom may take the chair)

Signature of Secretary (or other witnessing officer)

3 Attachments:

1. Sign-in roster

2. Food invoice

3. Agenda