**Due Date:** LEPCs must meet at least twice per calendar year (January 1 through December 31); LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once per calendar year. A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes, sign-in rosters, 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 Agenda**

**Date:**

**Location:**

**Address:**

**Call to Order (Time)**

**Roll Call**

**Reading and Approval of the Minutes**

**Reports of Officers**

Chair:

Vice Chair:

Coordinator of Information:

Treasurer:

**Old Business**

* Issues from last committee meeting

**New Business**

* Topics for discussion
* Issues to be voted on
* Expenditures to be discussed/voted on
* Motions to be discussed/drafted for next meeting

**Announcements**

* Next Committee Meeting

**Adjournment (Time)**