

MINUTE NOTES

Location: _____ Date: _____

Hearing:

Public

Formal

ROLL CALL					
	Present	Absent	Present at a Later Time	Time Member Arrived	After Recess
Rep. (Chair)					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					

ADDITIONAL MEMBERS PRESENT

Rep. _____

Rep. _____

Rep. _____

Rep. _____

Rep. _____

QUORUM

Yes

No

CONVENE

Time: _____ AM PM

Type of Notice:

Who Convened: Chair

Rep. _____

A notice posted on _____

An announcement on the House Floor

A suspension of the 5-day posting rule

RECESS

On the motion of:

The meeting was recessed:

Time

Chair

subject to the call of the chair

Recessed _____ AM PM

Rep. _____

until (time/date)

Reconvened _____ AM PM

On the motion of _____

ADJOURNMENT

Committee adjourned on the motion of:

The meeting was adjourned:

Chair

subject to the call of the chair

another member, Rep. _____

until (time/date) _____

Time of adjournment: _____ AM PM