**MOTION REPORT FORM FOR THE RECORDING SECRETARY**



**Person Submitting this Form:**

**EEB Meeting Date:**

**Topic of Motion:**

**I move that:**

Send Completed Form at least 7 days prior to the meeting day to:

Jeanne Chang <[changj321@gmail.com](mailto:changj321@gmail.com)> and [CathyLynne Fong <punreading3@aol.com>](mailto:CathyLynne%20Fong%20%3cpunreading3@aol.com%3e)

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***Motion made by*:**

***Motion seconded by*:** (*Motions from committee*

*do not need a second.)*

***Action taken*:**

*File: EEB Motion Form Template 6-1-20*