**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> and CathyLynne Fong <punreading3@aol.com>

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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*