140 COMMITTEE MINUTES

Each committee shall have the power to decide the contents of its own minutes. Each committee shall arrange to produce the reports of its proceedings described in Bylaw 130. To this end a committee may request a member of the Office staff to attend its meetings, keep minutes, and write brief digests of its proceedings. If the Chair of the Division determines that the Office is too busy to provide such assistance, the chair of the committee shall appoint a member of the committee to keep minutes and write the brief digests.