

6.5.1 Chair

~~a) To ensure that issue meeting minutes and important requested documents are issued to members of the WG, the Sponsor, and liaison ~~groups~~ groups. The meeting minutes are to include:~~

- ~~a) List of participants and their affiliations~~
- ~~b) Next meeting schedule~~
- ~~c) Agenda as revised at the start of the meeting~~
- ~~d) Voting record (Resolution, Mover / Second, Numeric results)~~

~~a) Minutes shall be made available within 45 days of the meeting to the attendees of the meeting, all members, and all liaisons.~~

Original:

p) To issue meeting minutes and important requested documents to members of the WG, the Sponsor, and liaison groups The meeting minutes are to include:

- List of participants and their affiliations
- Next meeting schedule
- Agenda as revised at the start of the meeting
- Voting record (Resolution, Mover / Second, Numeric results)

Minutes shall be made available within 45 days of the meeting to the attendees of the meeting, all members, and all liaisons.

Final will read:

p) To ensure that meeting minutes and important requested documents are issued to members of the WG, the Sponsor, and liaison groups.

6.5.3 Secretary

~~This clause may be modified.~~

The Secretary shall record and publish minutes of each meeting within 30 calendar days of the end of the meeting. The meeting minutes are to include:

- List of participants, their employers and affiliations
- Next meeting schedule
- Agenda as revised at the start of the meeting
- Voting record (Resolution, Mover / Second, Numeric results)

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7.3 Subgroups of the Working Group

The working group may, from time to time, form subgroups for the conduct of its business. ~~Only working group members appointed to the subgroup shall vote on questions within such subgroups.~~ Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the working group shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the working group. Any resolution of a subgroup shall be subject to confirmation by the working group.