**ASABE Committee Meeting Attendance Sheet**

**COMMITTEE \_\_\_\_PLACE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_TIME \_\_\_\_\_\_\_\_\_\_\_\_\_**

***Attendance to this meeting denotes compliance with ASABE policies:***

**ASABE Technical Committee Meeting Recording Policy:**

• Electronic recording of **technical committee** meetings will not be allowed except by ASABE staff or committee leadership for the exclusive use in drafting meeting minutes. The recordings will be limited to audio only and will be deleted after the meeting minutes are drafted. Consent from all participants must be secured before recording begins. Even if one participant objects, no recording will be made.

• Photographs will be allowed to be taken of presenters and attendees of **technical committee** meetings by ASABE staff or if prearranged by a requesting individual.

• Photographs of projected/presented information during **technical committee** meetings will not be allowed.

**ASABE Standardization Procedures:**

Members of ASABE Committees and Councils shall follow the ANSI approved [ASABE Standardization Procedures](https://asabe.org/LinkClick.aspx?fileticket=pfSRSM44gRA%3d&portalid=0) which require adherence to the patent, commercial terms and conditions, and anti-trust policiesfound in [ANSI Essential Requirements](https://www.ansi.org/american-national-standards/ans-introduction/essential-requirements).

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