****

**[Name of Committee]**

*Date*

**Resolution Title**

*Prepared for the [Month, Day Year] IPO Board Meeting*

Chair: Name

Vice Chair: Name

Board Liaison: Name

**1. Issue:** [No more than two to three sentences identifying the issue addressed in the Committee report.]

**2. Proposed Resolution:**

|  |
| --- |
| *RESOLVED, that IPO* …[The text of one or more resolutions to be voted on by the IPO Board (if applicable), stating a principle and/or a specific matter to be supported or opposed by IPO.] |

**3. Past Actions:**  [A description of any past actions taken by the IPO Board on this issue as well as any relevant resolutions.]

**4. Background and Proposal:**

**Executive Summary**

[One to two paragraphs]

**Analysis**

[Detailed analysis of several paragraphs]

[The Background and Proposal section should discuss the background of the issue, including an analysis of the current statutory framework and current case law if applicable and thoroughly address the proposed solution including a specific description of any changes in law, rules, policies, or treaties that are needed to implement the solution. In some lengthy reports, it may be helpful to repeat the text of the resolution within the body of this section.]

**5. Committee Votes For And Against**

On [date] the [\_\_\_] Committee held a conference call meeting to discuss a proposed Resolution \_\_\_\_. The committee did not recommend any revisions to the proposed Resolution and therefore a vote on the proposed Resolution was taken. The results of the vote taken on [date] are below.

[List names of committee members voting for, voting against, abstaining, and not voting.]