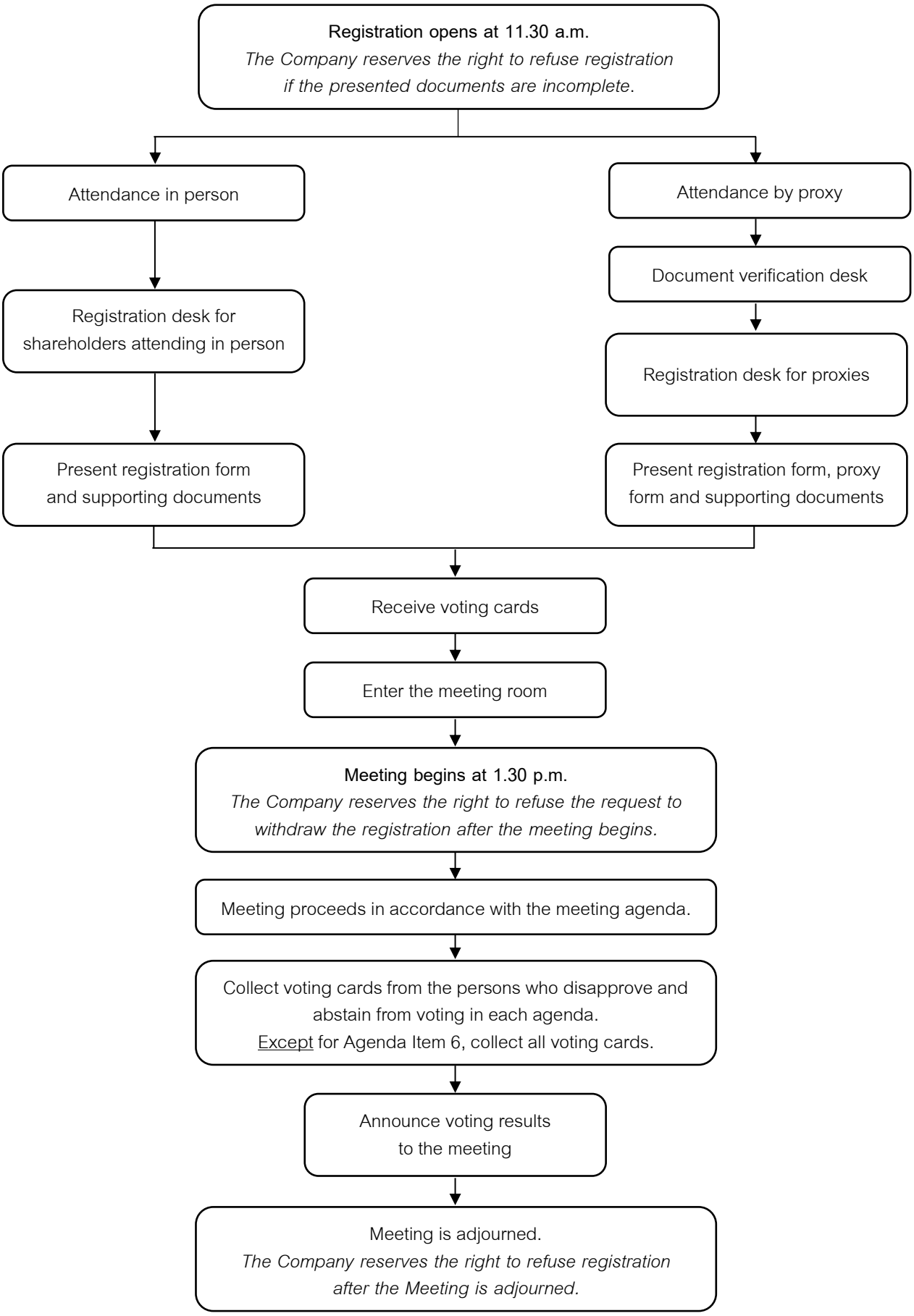Meeting Procedures