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My only minor comment/thought is in section 3 - Responsibilities. Should “and” be replaced with “but”? – see red print below

Section 3. Responsibilities

The Vice Chair is to aid the Chair in the performance of their responsibilities in running the committee, which includes researching information for committee business, lead committee task forces, and run committee meetings in the Chair’s absence, or perform other duties assigned by the Committee Chair.

The Vice Chair may also represent the Committee at Executive Committee meetings in the absence of the Committee Chair by presenting the report and by dialoguing with the Executive Committee about topics on the agenda and (but) shall not have the authority to vote on any motion of the Executive Committee.

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