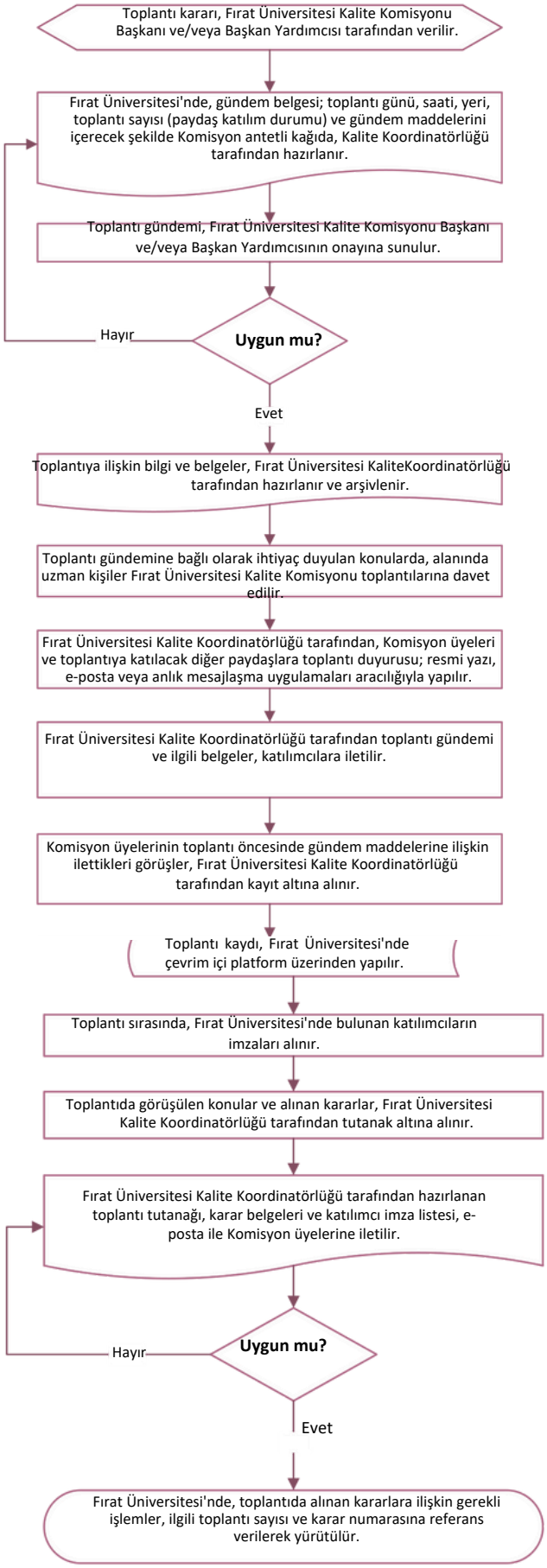KOMİSYON SEKRETARYA SÜRECİ