Minutes (See BCBF)

**BCBH** 

**BCBH** 

Accurate minutes of each board meeting shall be taken and transcribed.

The clerk shall be responsible for taking and transcribing minutes of each board

meeting. The board shall designate an acting clerk if the clerk is absent. Neither

the superintendent nor a board member may serve as acting clerk. Unofficial

minutes shall be sent to the board as soon as possible after each meeting. The

board shall review minutes of each meeting as soon as

practicable, shall make any corrections or changes required to make the minutes

accurately reflect board actions taken, and then approve the minutes as presented

or changed.

The minutes shall clearly reflect all motions voted on by the board,

including board actions taken on motions which did not pass. The minutes will

not contain a summary of each statement, either written or oral, made by a board

member, a guest or a member of the staff unless the board chooses to have written

remarks made part of the minutes. If a request is made, the board may direct the

clerk to attach a copy of the written remarks to the original minutes.

Approved: 11/94: 7/20

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