

BCBH MINUTES**BCBH**

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as possible, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board and then approve such minutes as presented or changed.

APPROVED: August 6, 1973**REVIEWED: January 10, 2000****REVIEWED AND APPROVED: November 14, 2011****BCBH-R MINUTES****BCBH-R**

The clerk of the board, or a person designated by the board, shall be responsible for taking and transcribing the minutes of each meeting of the board. Such transcribed minutes shall be sent to the board as soon as possible after such meeting, but in no event, except in an emergency, shall said minutes be transcribed and submitted to the board no less than five days prior to the date of the board's next meeting. The minutes shall clearly reflect all motions voted on by the board, including action taken by the board on motions which did not pass. The minutes will not contain a summary of each statement made by the board member, a guest or a member of the staff unless such person requests that his/her written remarks be made part of the minutes. If such a request is made, the clerk shall record a summary in the minutes.

APPROVED: August 6, 1973**AMENDED: January 10, 2000****REVIEWED AND APPROVED: November 14, 2011**