

MINUTES

Accurate minutes of each board meeting shall be taken and transcribed by the clerk of the board. The board shall designate an acting clerk if the clerk is absent. 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 that 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 such a request is made, the board may direct the clerk to attach a copy of the written remarks to the original minutes.