



BOH Forms: #12 _____ BOH Meeting Agenda

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **template** can be used to organize minutes for BOH meetings. Draft minutes should be signed by the note taker.
 This form may also be used to take Minutes of the Meeting.

<u> </u> BOH Meeting	Location		Date:		Time:	
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Agenda Item	Time	Responsible Person	Brief Discussion	Motions	Action Items
1. Call to Order					<input type="checkbox"/>
2. Roll Call					<input type="checkbox"/>
3. Approval of Minutes of last meeting					<input type="checkbox"/>
4.					<input type="checkbox"/>
5. Reports					<input type="checkbox"/>
6.					<input type="checkbox"/>
7. Old Business					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10. New Business					<input type="checkbox"/>
11.					<input type="checkbox"/>
12.					<input type="checkbox"/>
13. Unforeseen Items					<input type="checkbox"/>
14.					<input type="checkbox"/>
15. Scheduled Next Mtg					<input type="checkbox"/>
16. Adjournment					<input type="checkbox"/>

Signed and Posted By _____ Date Submitted _____