



BOH Forms: #13 BOH Minutes for _____

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.
 The template is designed to be used in tandem with the **BOH SOP and Appendices**.

Town Board of Health Meeting	Location	Town Hall	Date:	Time:
Present	Role	Present		Role
Groups: Estimated				

Agenda Item	Time	Responsible Person	Brief Discussion	Motions	Action Items
1. Call to Order			None	None	<input type="checkbox"/>
2. Quorum Noted					<input type="checkbox"/>
3. Approval of Minutes a. Last Meeting b.					<input type="checkbox"/>
4. Reports a.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7. Old Business a.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10. New Business a.					<input type="checkbox"/>
11.					<input type="checkbox"/>
12. Unforeseen Items					<input type="checkbox"/>
13.					<input type="checkbox"/>
14. Schedule Next Mtg.					<input type="checkbox"/>
15. Adjournment					<input type="checkbox"/>

Submitted By _____ Date Submitted _____