



## Hot Topics & Discussion

Some Clerks sent me questions and we will go over those now.

## Questions:

1. Is there a meeting minute template, does posting the orders count?
  - Do we attach orders to meeting minutes?
  - Do we include the chair swearing in members?
2. What happens if the BOE requests more information during the hearing?
3. How do I manage BOE member working relationships? How do I manage assessor working relationships?