



Board Policy: Secretary of the Board	Policy Number: BP01: 03.015
Article: 1.) Institutional Integrity/ Board of Trustees Section: 3.) Bylaws and Organization of the Board	Adopted by the BOT: 10/11/1999 Reviewed:
Applicable WAC/RCW:	Page 1 of 1

BP01: 03.015 Secretary of the Board [formerly Resolution 94–11 –01]

The secretary of the Board shall serve as chair, without privilege of vote, in any official meeting of the Board conducted in the absence of the chair and vice–chair. In addition, responsibilities and duties shall include, but are not limited to the following:

1. Provide for the written notification to all concerned of regular and special meetings of the Board.
2. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board, may designate and post at the District offices prior to an ensuing meeting.
3. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board.
4. Act as custodian of the official seal of the District; affix it to official documents and attest the same by a signature.
5. Prepare and maintain for the Board an indexed compilation of all by–laws, a copy of the policies of the Board of Trustees of Cascadia College, and all amendments thereto.
6. Advise the Board of any communications which require consideration and action by the Board.
7. Give such public notices of Board action as may be required by statutes, by–laws or resolutions of the Board.