

POLICY: BBABC

SECRETARY

The Secretary shall record or cause to have recorded the minutes of all organizational, regular, informational and special Board meetings, and all executive sessions. He or she shall record all votes at Board meetings by name except unanimous votes may be recorded as such. In the absence of the Secretary, the Chairman may appoint another Director to serve as acting secretary for that meeting or session. He or she shall make such corrections as may be necessary at the next meeting. He or she shall sign the final copy of the minutes after acceptance by the Board.

The Secretary shall have such other powers and duties as the Board may from time to time determine.

ADOPTED: Dresden

26 April 1977