

Duties of Secretary

The Superintendent shall serve as Secretary to the Board. In the absence of the Superintendent, an Assistant Superintendent designated by the Superintendent shall record the minutes of the meeting. If none has been designated, the President may appoint a member of the ESD staff to serve as secretary pro tem.

The Secretary to the Board shall send to the members of the Board notice of all regular and special meetings.

The Secretary shall keep full and accurate records of all regular and special meetings held by the Board. These records shall be kept in a book at the office of the ESD Superintendent, accessible at any time to its members and to the public for inspection.

The Secretary shall transmit copies of orders, resolutions and documents which are to be sent to members of the Board. He/she shall promptly notify any committee with reference to matters referred to them and shall furnish them with all papers, copies of orders or other matters included in such reference.

Legal References: RCW 28A.310.270 ESD superintendent's powers and duties – Chief executive officer.

Adoption Date: **3-6-75**

Revised Dates: **1-20-77; 1-23-79; 2-26-85; 3-29-88; 3-26-91; 4-25-17**

Renumbered: **102.3 to 1230 4-25-17**