

# BYLAWS OF THE BOARD

BBABC

## BOARD OPERATIONS DUTIES OF THE **BOARD** SECRETARY

**JANUARY 21, 2014**

It shall be the duty of the **Board** secretary to act as clerk at all meetings of the Board; to record the proceedings of all meetings; and the minutes of all meetings, orders, resolutions and other proceedings of the Board in proper record books; to give the prescribed notice of the annual district meeting, and of all such special meetings as shall be required to give notice of in accordance with the provisions of law; ~~to preserve and file copies of all reports and safely preserve and keep all books, papers and other documents belonging to the office of secretary or to the district, and to deliver the same to his/her successor in office;~~ and to perform such other duties as are or shall be required of the secretary by law or by the Board.

The **Board** secretary shall sign documents and correspondence as authorized by the Board and/or required by law.