

SECRETARY

- 1) The Superintendent shall serve as the Secretary of the Board.
- 2) The Secretary of the Board shall send the members of the Board notice of all regular and special meetings.
- 3) The Secretary shall keep full and accurate records of all regular and special meetings held by the Board.
- 4) The Secretary shall transmit copies of orders, resolutions, and documents that are to be sent to members of the Board. He/she shall promptly notify any committees with reference to matters assigned to them and shall furnish them with all papers, copies of orders, or other matters included in such reference.
- 5) In the absence of the Secretary, the Superintendent's designee shall act, or if he/she is not available, the chair may appoint a member of the NWESD 189 staff to serve as recording secretary pro tem.

First Reading:

Second Reading:

Reviewed:

Revised:

Revised:

02/09/77 (as 8110.2)

04/22/92 (as 8110.2)

03/28/01 (recodified 1230)

06/23/04

Reference:

RCW 28A.310.220

RCW 28A.310.290

RCW 28A.310.300

RCW 28A.310.310