

Descriptor Term: DUTIES OF BOARD SECRETARY and ASSISTANT SECRETARY

Descriptor Code: BBABC

Rescinds: BBABC

Board Approved: 4/10/2006

Previously Approved: 8/3/1987

The Secretary of the Board of Trustees will make reports and perform all other duties required by law, specifically, all minutes of meetings of the Board will be attested by the Secretary.

In the absence of both the President and Vice President, the Secretary will preside over the Board meeting so long as a quorum is present.

In the absence of the Board Secretary, the Assistant Secretary will perform such duties and responsibilities of the Secretary as the President may direct.

Legal Reference: Mississippi Code 1972, §37-6-9