

SECRETARY

The Superintendent, as Secretary of the Board, shall keep a full and accurate record of the proceedings of the Board, send out notices of meetings, take charge of the Board's books and documents, and countersign all warrants for school money drawn upon the County Treasurer by order of the Board.

In the absence of both the President and Vice President, he/she shall call the Board meeting to order, provided a quorum is present, and conduct the election of a chairman pro-tem from the members present.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.58.150</i>	<i>Superintendent's Duties</i>
	<i>RCW 28A.330.050</i>	<i>Duties of Superintendent as Secretary of the Board</i>
	<i>RCW 28A.330.060</i>	<i>Superintendent's Bond and Oath</i>



<i>POLICY ADOPTED</i>	<i>November 27, 1973</i>
<i>REVISED</i>	<i>August 8, 1994</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>