A. The Board may designate the Executive Secretary to the President of the College as the official Recording Secretary and the official custodian of the records of the College. The Executive Secretary shall perform all duties required by the Board. It shall be the duty of the Recording Secretary to record, or cause to be recorded, in a book provided for that purpose, the proceedings of the Board and to index the same. The Recording Secretary shall also attest all public acts of the College, affix thereto, when necessary, the seal of the College; and prepare and serve, or cause to be prepared and served on the members in due time, notices of all regular and special meetings of the Board. The Recording Secretary shall be the custodian of the official historical records.

B. It shall be the duty of the Recording Secretary to record all proceedings of the Board. In addition thereto, the Recording Secretary shall mail or deliver to each member of the Board copies of the minutes of the previous meeting(s) at least 72 hours prior to the next regular meeting of the Board. In addition, an agenda for the next scheduled meeting should be mailed or delivered 72 hours prior to the meeting date. For the purpose of this policy “delivery” includes electronic transmission and receipt.

Authority – MCL, §389.125

History – Amended and Readopted: June 18, 2012.