

Article IV: Officers

Section 4. The Secretary

a. The secretary's term of office shall be for one year, from July 1st through June 30th.

b. Powers and duties:

1. The secretary shall be responsible for the compilation and distribution of senate minutes and the transmission of official communications of the senate to appropriate groups or individuals, to include, but not limited to, all current academic senate members, department/division chairs, directors, administrators, and governing board members.
2. The secretary is a member of the executive board.
3. The secretary shall be required to codify and transmit to the faculty any amendments to the bylaws of the senate, as his/her last official act during his/her tenure of office.
4. The secretary is required to fulfill the duties prescribed by specific sections of the bylaws relating to the office, e.g., generating, distributing, and collecting ballots, transmission of agenda items, and posting of agendas in a timely manner as required by provisions of the Brown Act as delineated further in Art. V., herein.