

	<p style="text-align: center;">SEATTLE SCHOOL DISTRICT NO. 1 BOARD BYLAWS</p> <p style="text-align: center;">SECRETARY</p>	<p style="text-align: center;">Bylaw B24.00 Revised DEC 6, 2006</p>
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The Superintendent, as Secretary of the Board, shall be responsible for maintaining an accurate and complete record of all Board proceedings, taking charge of the Board's books and documents, drawing and signing all orders for warrants authorized by the Board, sending out notices of meetings and other relevant communications to Board members and the public, preparing agendas and supplementary documents as authorized by the Board, submitting any required reports to the Educational Service District and to state and national agencies, and carrying out other duties as directed by the Board and as required by law.

The Secretary of the Board or the Secretary's designee shall record the minutes of all meetings of the Board of Directors. The agenda shall be posted on the district's web site at least three days in advance of the next subsequent meeting. Minutes become official after approval by the Board.

A file of minutes of all Board meetings will be maintained in the office of the Secretary of the Board or district archives, to be made available for inspection upon the request of any interested citizen.

References: RCW 28A.400.030 Superintendent's duties  
42.32.030 Public meetings -- Minutes

Former Code: B02.14

Revision(s): May 1991; 8/3/05