

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES**

<b>Policy Name:</b>	<b>4045 –BOARD SECRETARY</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	15-01, 15-23	<b>Revised:</b>	

**PURPOSE**

The purpose of this policy is to establish the duties and responsibilities of the Board Secretary.

**POLICY**

Section 1:       General

The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board. The position of Board Secretary is required by state law. Section 11931, et seq. of the MUD Act specifies conditions under which the District may appoint a secretary who shall hold office at the pleasure of the board.

Section 2:       Designation of the Board Secretary

The Administrative Services Manager is designated as the Board Secretary and in the absence of the Administrative Services Manager, the General Manager will act as the temporary Secretary.

Section 3:       Duties of the Secretary

The Board Secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.

Section 4:       Responsibilities of the Secretary

It is the responsibility of the Secretary with assistance of the General Manager to ensure:

1. Minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media will be reused after 180 days;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents & reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.