

WAC 148-100-030 Officers of the board. (1) At the first regular meeting of the board each fiscal year, the board shall elect from its membership, a chair and vice chair to serve for the ensuing year. In addition, the executive director shall serve as secretary to the board of trustees. The secretary may, at his or her discretion, appoint the executive assistant to the executive director to act as recording secretary for all regular and special meetings of the board.

(2) The chair shall preside at each regular or special meeting of the board, sign all legal and official documents recording action of the board, and review the agenda prepared for each meeting of the board. The chair shall, while presiding at official meetings, have full right of discussion and vote.

(3) The vice chair shall act as chair of the board in the absence of the chair.

(4) In case of the absence of the chair and vice chair from any meeting of the board of trustees or in case of the inability of both of the two to act, the board of trustees shall elect for the meeting a chair pro tempore, and may authorize such chair pro tempore to perform the duties and acts authorized or required by said chair or vice chair to be performed, as long as the inability of these said officers to act may continue.

(5) The secretary of the board shall, in addition to any duties imposed by law or the governor, keep the official seal of the board, maintain all records of meetings and other official action of the board.

(6) The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

(7) The secretary, or his or her designee, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings except in executive sessions.

[Statutory Authority: RCW 72.42.041. WSR 16-10-062, § 148-100-030, filed 5/2/16, effective 6/2/16; WSR 02-22-059, § 148-100-030, filed 11/1/02, effective 12/2/02.]