

Board Policy Document

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## BOARD OF DIRECTORS

### *Series 200*

**Policy Title:** Secretary of the Board

**Code Number:** 201.3

It is the statutory responsibility of the Board to appoint a Board Secretary and to set the amount of the Secretary's bond. The Board will appoint the Secretary at the organizational meeting described in Iowa Code Section 279.1 to serve a one (1) year term of office.

Eligibility and procedures for qualification after the appointment are governed by statute.

Several of the duties of the Board Secretary are statutory in nature. The Board may assign its Board Secretary other duties.

In the event the Board Secretary is unable to fulfill his/her statutory duties, the Board Treasurer shall assume those duties until the Board Secretary is able to resume his/her duties or a new Board Secretary is appointed.

First Adoption: March 14, 1989

Revision Adoption: February 22, 1994/September 23, 1997/April 29, 2003/September 8, 2008

Legal Reference: Iowa Code §§64; 277.27; 279.3, .5, .7, .32, .33, .35; 291.2, .4, .6-.8, 10-.11 (2004)  
274.1