

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1015 – BOARD SECRETARY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

1015.1 The Board Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board, and such other duties as prescribed in the California Public Utilities Code and District ordinances. The General Manager or any other person designated by the Board may serve as Board Secretary. A Board member may not serve as Board Secretary.

1015.2 Duties of the Secretary

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

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) 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;
- d) Perform any other duties assigned by the Board and the General Manager; and
- e) Perform any other duties required under law.

1015.3 Responsibilities of the Secretary

The duties of the Secretary, with the direction of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and take notes to prepare the minutes;
- d) Ensure accurate minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law; and
- f) Disseminate correspondence to Board members addressed to them.