

the Chairman, the Vice Chairman shall serve as Chairman until the Board holds an election to fill the remaining portion of the unexpired term.

The Vice Chairman shall perform such other duties as from time to time may be assigned by the Board or the Chairman. Unless specifically prohibited by the Board, the Vice Chairman may assign any of the duties of the position to another member of the Board.

03.207

Secretary. The Secretary manages the Office of the Board of Regents and is the principal staff officer to each member of the Board in the discharge of the Board member's responsibilities.

1. Appointment. The Board shall appoint a Secretary who is not a member of the Board and who shall serve without fixed term at the pleasure of the Board. The Secretary reports to the Board and is supervised by the Chancellor, who shall annually evaluate the Secretary's performance and present the evaluation to the Board for consideration and appropriate action. The Board, upon recommendation by the Chancellor, shall set the Secretary's compensation and provide for such staff support for the Office of the Board of Regents as it deems appropriate. Upon the Secretary's death, resignation, permanent disability, removal or disqualification, the Board shall appoint a successor as soon as practicable.
2. Duties and Responsibilities. The Secretary shall:
 - a. make preparations and arrangements for all Board and Committee meetings including posting notices required by law;
 - b. with the cooperation of the principal officers of the System and Institutions, prepare and distribute the agenda and related materials for all meetings of the Board and its Committees a minimum of seven days in advance of meetings;
 - c. be the custodian of the official documents, correspondence, and proceedings of the Board and its Committees;

- d. be the custodian of the Board's seal and authenticate the acts of the Board by attesting to and affixing an imprint of the seal to official records of the Board when it is proper to do so;
- e. attend and keep accurate minutes of all meetings of the Board and its Committees;
- f. prepare and distribute reports and communications for and on behalf of the Board; and
- g. perform such functions and have such other duties and responsibilities as the Board may assign and as are customary to assist the Board in the discharge of its official duties.

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