

## **Secretary Roles and Responsibilities**

### **CAH Bylaws Article IV, Section 4.**

The Secretary shall be elected from current Standing Committee Chairs by a majority vote at the first regular meeting of the Board of the fiscal year<sup>1</sup>. The Secretary shall serve for a term of one fiscal year and may be re-elected for three consecutive one-year terms. A Commissioner elected to three consecutive one-year terms as Secretary shall be ineligible for re-election to that office for a period of one year. The Secretary shall:

1. Review the recorded and other minutes of all regular, special, and emergency Board meetings and present summaries of recordings and minutes to the Board monthly, unless a meeting was held by Executive Session. CAH staff shall record and take minutes of all meetings except meetings held in Executive Session, which minutes shall be taken by the Secretary. These minutes shall be read and acted upon in Executive Session stating the Board's reason and vote for the Session.
2. Send to the Board the required notice of each meeting 48 hours prior to the meeting, after consultation with the assigned staff person. The notice shall include the agenda prepared by the Chairperson, draft minutes from previous meetings, committee reports and any other materials that will be discussed at the next Board meeting.
3. Schedule members of the public who wish to address the Board during the public comment portion of the meeting.
4. In the absence of the Chairperson and Vice Chairperson, call the meeting to order and preside over meetings, and if necessary, oversee the election of a Chair Pro Temp (Temporary Chairperson).

### **Candidates for Secretary (Current Committee Chairs)**

1. Hector Torres, Arts Education
2. Kymber Menkiti, Finance
3. Rhona Wolfe Friedman, Governance
4. Gretchen Wharton, Grants
5. Quanice Floyd, I.D.E.A.
6. Maggie Fitzpatrick, Public Art

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<sup>1</sup> The March 21, 2022, is the first regular meeting of the Board in the current fiscal year since the adoption of the revised bylaws, hence why the election is held at this time. Subsequent elections will be held at the October regular meeting.