

BOARD OF REGENTS' BYLAWS
TITLE 1, ARTICLE IV, SECTIONS 5 AND 6

Section 5 . A ~~Chief Administrative Officer who shall also be designated Clerk of the Board~~ **Secretary to the Board** shall be selected by the Board from nominees submitted by a Regents' Search Committee, shall serve at the will of the Board, and shall be compensated in an amount determined by the Board. The **Secretary to the Board** ~~Chief Administrative Officer~~ shall be evaluated annually in writing by the Chair of the Board in accordance with performance criteria and procedures approved by the Board of Regents. The Chair shall present his or her findings to the Board for its review in a closed personnel session. (B/R 12/03)

Section 6 . The **Secretary to the Board** ~~Chief Administrative Officer~~ shall:

- (a) Give notice of all meetings of the Board and of all meetings of committees, and shall record and keep the minutes of the proceedings of the Board and the proceedings of all Committees;
- (b) Assist the Chancellor in preparing for meetings of the Board and its committees, and in providing administrative support to the Board and its committees;
- (c) Be custodian of the Seal of the University and shall affix it to documents executed on behalf of the University and to certifications as required;
- (d) Be custodian of all official records of the Board of Regents, including the minutes of all meetings and all papers and documents of the Board;
- (e) Certify to any actions of the Board or its committees, to the identity, appointment and authority of officers of the Board or of the University, and to provisions of the Board's Bylaws and excerpts from the Minutes of the Board; and
- (f) Perform all other duties normally incident to the Office of the **Secretary to the Board** ~~Chief Administrative Officer and Clerk of the Board~~ as might be directed by the Board.