

# SECRETARY

B-212.3

The Secretary is elected by the District Board.

It shall be the duty of the Secretary to keep, or cause to be kept, accurate records of the Board and minutes of its meetings.

The Secretary shall sign all official district documents that require the signature of the secretary.

The Secretary shall inform the Chairs of the Rock and Green County Boards of any and all vacancies on the Board.

Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

In the absence of the Chair and Vice Chair, the Secretary shall call the meeting to order to select a Chair Pro Tempore.

In the absence of the Secretary, the presiding officer shall appoint a Secretary Pro Tempore.

Reference: Wis. Stats. 38.08 (3)  
Wis. Stats. 38.10 (2) (a)

Bylaw Adopted: January 16, 1974  
Revised: May 19, 1999  
Reviewed: June 21, 2006; September 17, 2008  
Revised: May 17, 2017