

**Bylaw**

---

BOARD SECRETARY

A Secretary shall be elected by a recorded roll call majority vote for a term to expire not later than the following June 30, except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until his/her successor is appointed and qualified.

The Board Secretary shall:

- A. Provide adequate notice of all public meetings (including the organization meeting) of the board to the members and those requesting notice in accordance with law. (10: 4-8d, 10:4-19; 18A:IO-4, 18A: 17-7)
- B. Record the minutes of all proceedings of the board and the results of annual or special school elections. (18A: 17-7)
- C. Post and maintain a schedule of the regular meetings of the board. (10:4-18)
- D. Collect tuition fees and other moneys due the Board and transmit them to the Custodian. (18A: 17-8)
- E. Examine and audit all accounts and demands against the Board, present them to the board at its meetings, indicate the board's approval and send them to the custodian for payment. (18A: 17-8 and 18A: 19-4)
- F. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures. (18A: 17-8)
- G. Report to the Board at each regular meeting the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. (18A: 17-9)
- H. Keep all contracts, records and documents belonging to the board. (18A: 17-9)
- I. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Chief School Administrator. (18A: 17-10)
- J. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or other indebtedness. (18A: 17-12)
- K. Prepare a summary of the annual audit and recommendations prior to the meeting of the board to act thereon and supply copies of the summary to interested persons. (18A: 23- 4)
- L. Perform such other duties as may be required by the board.

Adopted: 1994  
NJSBA Review/Update: December 2008  
Readopted: March 2009

Key Word

Board Secretary

BOARD SECRETARY (continued)

<b><u>Legal References:</u></b> <u>N.J.S.A. 10:4-8 et seq.</u>	Open Public Meetings Act
<u>See Particularly</u> 10:4-18, 19	
<u>N.J.S.A. 18A:17-1 et seq.</u>	Tenure
<u>See Particularly</u> 18A:17-2, 5-10, 12	
<u>N.J.S.A. 18A:10-4</u>	Secretary to give notice of meeting
<u>N.J.S.A. 18A:19-4</u>	Audit of claims, etc. by secretary
<u>N.J.S.A. 18A:23-4</u>	Preparation and distribution of summary