

Duties of the Secretary of the Extension Board

Records are to be open to the public (Kansas County Extension Council Law, Section 2-614)

The secretary of the board shall:

1. record the proceedings of all meetings of the board within 20 days following the meeting.
2. prepare and submit at each meeting of the board a report on the work and activities of the local extension unit since the last meeting of the board.
3. perform such other duties as are usually performed by secretaries and as may be prescribed by the board. The records of the secretary shall be open to public inspection at all reasonable times.

Other duties include:

1. Keep official membership roll of the board.
2. Keep on file all committee reports.
3. Notify officers, committee members or others of any special meetings.
4. Send out notices of meetings and general correspondence on behalf of the board.
5. Assist chair with meeting agenda, parliamentary procedure, motions, etc.
6. In absence of the chair and vice-chair, call meetings to order, and preside until a chair pro tem is elected.
7. Sign minutes and monthly warrant checks.

A [*Template for Minutes of Extension Board Meetings*](#) is available on the Board Leadership website.

The record of proceedings of the board is called the minutes. Minutes are kept as a permanent record and form a history of board action and involvement. The minutes should contain a record of what was done, not what was said by the members. A record of the votes on motions should be kept, with the votes recorded so that those reading the minutes will know who voted for and against the motion. If everyone votes in favor of a motion, record that the motion carried unanimously. If the vote is mixed with some for the motion and some voting against, record the vote as motion carried with seven affirmative votes and two no votes with “Joe Smith” and “John Doe” voting no. Any abstaining votes should be recorded, noting the name of the member abstaining. Any abstaining vote is considered a “no” vote.

Any members arriving late or leaving early should be documented with the arrival and departure time noted in the minutes. Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter are concluded. The minutes shall note that a particular member has declared a conflict of interest and left the meeting. The minutes shall also record the time the member left the meeting and when the member returned to the meeting.

The minutes should be accurate, legible, and filed within 20 days following the meeting.

Preparing minutes is not the responsibility of the extension office secretary or local unit director; however, they can assist with preparing, filing, and sending to the director’s representative and others requesting a copy of the

minutes. The secretary is responsible for the accuracy and correctness of the notices, correspondence, minutes, etc. It is suggested that the secretary retain all notes used in preparing the minutes until the minutes have been approved by the board. Minutes should be approved or corrected and approved at the next regular board meeting. They should be signed by the secretary, then by the chair, once approved.

Minutes should contain the following information:

1. Kind of meeting: regular or special
2. Name of the board
3. Date, time, and place of the meeting
4. Name of the chair and secretary
5. Roll call and attendance record of members and guests.
6. A statement that the minutes were read and approved, as read or as corrected.
7. A statement that the treasurer's report was given and accepted by the board.
8. A statement indicating that the committee reports and agent reports were given.
9. All motions, the name of the person making the motion and the disposition of the motion (did it pass, fail, etc.). When votes are counted, they should be recorded and entered in the minutes. The name of the person who seconds a motion is not required unless ordered by the board.
10. Time of adjournment

Conducting and Recording Executive Sessions

An executive session is held as part of a regular or special board meeting; therefore, it should be reflected in the minutes (minutes are not kept for an executive session). No binding action or vote can be taken (only discussion is allowed) during an executive session. To go into an executive session requires a motion, second and majority vote. The motion should include the justification (reason) for the executive session plus any names of individuals other than board members invited to stay in the executive session, and the time and place to resume the public meeting. This information needs to be recorded in the minutes, along with any action taken following the executive session.

It is imperative to adhere to the subject and time stated in the motion; otherwise, the board could be in violation of the Kansas Open Meeting Act. Usually, the reason to consider an executive session involves matters pertaining to personnel or legal issues.