

CAC Board Agenda
October 19, 2023
Attachment A

Bylaws

5.5.3 Secretary:

- Currently States: The Secretary shall take the minutes of all CAC meetings and shall promptly email said minutes to the Special Education Office for processing and distribution at the next monthly meeting. The Secretary shall ensure that all notices are duly given in accordance with the provision of these Bylaws. The Secretary shall perform such duties as may, from time to time, be prescribed by the CAC membership or the Chairperson.
- Proposed Change: The Secretary shall take the minutes of all CAC meetings and shall promptly email said minutes to the CAC board members and the Special Education Office for processing and uploading to the Special Education CAC webpage. The Secretary will be responsible for updating the monthly membership attendance and shall promptly email said attendance to the CAC Chairperson. Also, the Secretary shall be responsible for maintaining the Board Officer terms and updating the Bylaws as prescribed by the CAC board. The Secretary shall perform other such duties as may, from time to time, be prescribed by the CAC membership or the Chairperson.
- What does this statement mean? Does it need to remain in the description?
“The Secretary shall ensure that all notices are duly given in accordance with the provision of these Bylaws.”