



Ohio Administrative Code

Rule 3379-7-05 Secretary.

Effective: April 15, 2014

The secretary shall:

(A) Certify and keep at the principal office of the council an original and copy of its rules and regulations, as amended.

(B) Keep at the principal office of the council or such other place as the members of the council may direct, a book of the minutes of all the meetings of the council (whether annual or special), their time and place, the notices thereof and the names of those present at the meetings, copies of which minutes shall be sent, by any reasonable method, to each member after the meeting.

(C) See that all notices are duly given in accordance with the provisions of these rules and regulations and as required by law.

(D) Be custodian of the records of the council.

(E) See that the books, reports, statements and all other documents and reports required by law are properly kept and filed.

(F) Exhibit at all reasonable times to any member of the council, upon application, the records of the proceedings of the members.

(G) In general, perform all duties of the office of secretary and such other duties as may from time to time be required of him or her by the council.
