

3359-1-02 Officers of the board and their duties.

(A) Officers.

The officers of the board shall be a chairperson and two vice chairpersons, who shall be members of the board, a secretary of the board, and an assistant secretary who need not be members of the board. The nominating committee shall meet annually in May, so that its report and recommendations may be voted upon at the board's regular meeting in June annually. The officers shall be elected at the board's regular meeting in June and shall take office at the first regular meeting of the board in each fiscal year beginning the first of July and shall serve until their successors are elected.

(B) Duties of officers.

The duties of the officers of the board shall be as follows:

the board are complied with; that the duties of the
university, as prescribed in the regulations of the
the resolutions and documents of the board
chairperson shall be an ex-officio member of a

(b) The chairperson shall, for and on behalf of the
instruments, contracts, minutes, resolutions, d
authorized by the board, or authorize the pre
secretary to so act in the chairperson's behalf.

(c) The chairperson shall perform such other duties a
vice chairperson with the most
chairperson during the chairperson
chairpersons have equal seniority a
the most seniority as a board memb

(3) Secretary and assistant secretary.

(a) The secretary and assistant secretary, as ~~an officer~~ officers of the board, shall

be the ~~custodian~~ custodians of the seal of the university of Akron, of all records, books, deeds, contracts, documents and papers of the board. The secretary or assistant secretary shall attest by signing all instruments, contracts, diplomas, certificates, and other documents executed on behalf and in the name of the university and the board by the chairperson of the board and/or the president of the university, and shall have contract authority with respect to the execution of contracts as authorized by the board of trustees or as provided in the rules of the board of trustees.

- (b) The secretary and assistant secretary shall attend all meetings of the board and committees of the board and shall keep accurate and complete records of minutes of said meetings in a manner consistent with the requirements of Ohio law respecting the records of public meetings. In implementing this requirement with respect to regular or special meetings of the board, such meetings shall be mechanically recorded and thereafter reduced to writing with the aid and benefit of such recordings. The written minutes shall be submitted for formal approval by the board of trustees to ensure that such minutes are accurate and complete in memorializing the proceedings, decisions, and actions of the board in such meetings. Upon approval of the minutes by the board of trustees, the mechanical recordings shall no longer be required to be kept.

Minutes of the meetings of committees of the board shall also be mechanically recorded, but inasmuch as committees of the board are not authorized to act on behalf of the board of trustees, such mechanical recordings shall constitute the complete record of minutes of said meetings, without the necessity of being reduced to writing or otherwise require formal approval by the respective committee. However, in the event such committee meeting minutes are reduced to writing, then such minutes shall constitute the complete record of minutes of said committee meeting without the necessity of retention of the mechanical recording of such meeting. Such recordings shall be kept according to the applicable records retention schedule. The secretary or assistant secretary shall, prior to consideration by the board of approval of the record of any meeting, transmit by mail or deliver to each member a copy of the written record of the regular or special meeting and shall give notice to the members of the board and to the president of the university of all meetings of the board, both regular or special; and, when requested by the chairperson of any committee of the board, shall give notice of the meeting of such committee to the members thereof.

chairperson of the board, in consultation with the chairperson of any committee of the board, as appropriate, shall, for and on behalf of the board or committee, determine if and when the matter should be scheduled upon the agenda of the board or committee of the board. In the event the chairperson determines not to schedule the matter on the agenda of the board or committee of the board, the chairperson shall direct the secretary or assistant secretary to provide notice of such request to members of the board for their information.

- (f) The secretary or assistant secretary shall confer with each member of the board of trustees concerning the procedure each trustee prefers regarding receipt of anonymous transmittals. Individual trustees may direct the secretary or assistant secretary in writing to retain their copies of anonymous transmittals for reference in the board office. Otherwise, the secretary or assistant secretary shall forward such transmittals by regular mail or personal delivery. Such transmittals shall not be delivered by facsimile copy.

~~(4) (4) Assistant secretary.~~

- ~~(a) (g) When elected thereto by the board, the assistant secretary shall also be made an unclassified contract professional employee of the university and shall hold office and be employed thereafter at the sole discretion of the board, and pursuant to the terms and conditions established by the board. The assistant secretary shall report to the chairperson of the .h(.h(.h(30(y)20(e2(h)-10(2g(T)1(.5-0 0~~

chairperson of the board.

~~(e)~~ (i) The assistant secretary shall attend all meetings of the board and committees of the board and shall assist members of the board as they may request in carrying out their fiduciary duties to the board.

Effective: 01/31/2015

Certification:

Paul A. Herold ~~Fed A. Mallo~~
 Secretary
 Board of Trustees

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