

MANUAL OF POLICY

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POLICY TITLE: Appointment of Acting Secretary to the Board in Absence of Secretary

LEGAL AUTHORITY: FLORIDA STATUTES 1001.61 AND 1001.64

DATE OF LAST REVIEW: 6/21/2005, 6/19/2007 and 7/21/2009

DATE OF BOARD ACTION: 5/14/1969, 1/13/1971, 4/27/1981 and 9/21/1999

Whenever the Secretary is absent for any reason, the Chairperson of the Board of Trustees, or such other person who may be chairing the meeting in the Chairperson's absence, will designate a College Provost to serve as the Acting Secretary. In the absence of the College Provost, the Chairperson (or Acting Chairperson) of the Board will designate one of the Campus Presidents or District Vice Provosts, or the next highest ranking District officer who is present, to serve as the Acting Secretary. The designated officer will be authorized to sign required documents as Acting Secretary.

	7/21/09
CHAIRMAN	DATE