

LITPC POLICY STATEMENT

SUBJECT: **RECORDING SECRETARY**, Appointment of

1. In addition to the member elected as LITPC Secretary, there may be a Recording Secretary appointed by the President of the LITPC. This is in recognition that the elected Secretary may become involved in the detailed discussions of the matters being considered by the Board, and may not necessarily be in a position to properly record the essential facts needed by the Board.
2. The appointed Recording Secretary shall not have a vote on matters considered by the Board of Directors, except when that individual already is a voting member of the Board.
3. To avoid conflicts, there shall be only ONE Recording Secretary at any Board of Directors Meeting. In the absence of a Recording Secretary, the elected Secretary shall be expected to serve in that capacity, even though it may encumber his active participation in the discussion process.
4. The appointed Recording Secretary shall be named by the President at the beginning of each Board of Directors Meeting, and that appointee shall be responsible for distributing the minutes of said meeting as expeditiously as possible after the conclusion of said meeting.
5. This Statement supersedes LITPC PS 0006 of 8 July 1990.
*****NOTHING FOLLOWS*****

Approved by the Board on 23 February 1996