**BYLAWS OF THE BOARD 9123**

**Official Duties of Secretary**

The Secretary shall perform the duties of the Chairperson at Bethany Board of Education meetings in the absence of the Chairperson and Vice-Chairperson.

The Secretary will keep records in the absence of the Recording Secretary.

Bylaw adopted: September 9, 1991

Bylaw reviewed: February 11, 2004

Bylaw revised: March 10, 2004

Bylaw revised: February 10, 2016

Bylaw revised: April 8, 2020