

**547—1.4(333A) Secretary's duties.**

**1.4(1)** *Notice of meeting.* Notice will be given of the time and place of each meeting by the committee's secretary.

**1.4(2)** *Meeting minutes.* Minutes will be kept of all proceedings of each meeting by the committee's secretary, and the minutes will constitute the official record of all committee actions.

**1.4(3)** *Mailing list.* A current list of committee members, including the members' addresses, telephone numbers and terms of office, will be maintained by the secretary.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]