

547—2.3(333A) Secretary's duties.

2.3(1) *Notice of meeting.* The secretary shall give advance notice of time and place of each meeting. Such notice must be in accordance with section 28A.4. At least one week prior to the date of a meeting, the secretary shall prepare a tentative agenda for the next meeting of the committee and must distribute this tentative agenda to the persons listed on a mailing list approved by the committee. This agenda shall also list the date, time and place of meeting.

2.3(2) *Meeting minutes.* The secretary shall keep minutes of all proceedings of each meeting. The minutes will constitute the official record of all actions of the committee. Following each meeting, the secretary shall duplicate the minutes and distribute them to the persons on the approved mailing list.

2.3(3) *Secretary pro tem.* If the secretary is absent from a committee meeting, the chairperson shall appoint a member of the committee or its staff to act as secretary pro tem.

2.3(4) *Mailing list.* The secretary shall provide to the committee members a current list of committee members including the members' addresses, telephone numbers and terms of office.