

Colorado Council of Medical Librarians

Duties of the Secretary Bylaws

The Secretary shall maintain the records of the association, take minutes of meetings, and handle internal correspondence. The Secretary is a member of the Executive Committee. An unexpired term shall be filled by Presidential appointment.

Duties and Guidance:

- 1) Attend all general membership (4 times annually) and Executive Committee meetings (5 times annually).
- 2) Record minutes of general membership meetings.
 - a) In order for all members to be offered the opportunity to review the draft version before approval at the following meeting, draft minutes should be distributed beforehand in the following ways:
 - i) in electronic format to a member of the Internet Committee for posting on the CCML website;
 - ii) in electronic format to the *Council Quotes* blog.
 - iii) In electronic format to the CCML listserv
 - b) After approval at the following general membership meeting, retain a paper copy for the permanent file and send an electronic copy to the Internet Committee for posting on the CCML website.
 - c) Retain any handouts distributed along with the minutes in the permanent file.
- 3) Record the minutes of all Executive Committee meetings.
 - a) Distribute copies to all Executive Committee members for approval and once approved, redistribute the final version to the Committee.
 - b) Retain a paper copy for the permanent file after approval.
 - c) Send the electronic copy to the Internet Committee for posting on the CCML website.
- 4) Determine the presence of a quorum at membership meetings. Currently the Bylaws state that this is 12 voting members.
- 5) Send appropriate greeting cards as necessary to CCML members for recognition or sympathy.
- 6) Handle internal correspondences.
- 7) Update the Secretary bylaws (this document) at the end of term as appropriate.
- 8) At the end of the term, the Secretary should hand off:
 - a) an updated bylaws document to the Incoming Secretary and Webmaster;
 - b) the permanent paper file of past minutes and other documents to the Incoming Secretary.

Documents to Archive – the Permanent File

- 1) The permanent paper file of the Secretary consists of:
 - a) a copy of the Secretary's bylaws (this document);
 - b) final versions of the minutes of general membership meetings;
 - c) final versions of the minutes of the Executive Committee meetings;
 - d) Treasurer's reports;
- 2) The permanent electronic file of the Secretary consists of:
 - a) a copy of the Secretary's bylaws (this document);