



## Advisory Council Secretary Duties

Per Advisory Council Bylaw section 8.8.

The Secretary shall keep complete records of each meeting (including electronic voting) and committee reports, shall provide the notices of meetings, and provide minutes of each meeting of the Advisory Council to Advisory Council members, the SPR Representative and the ARC Designee, and shall have such other powers and duties as may be prescribed by the Members or these Bylaws. Minutes shall be kept in a filing system determined by the Council and electronically at ARC.

- Keeping of meeting minutes
  - Take notes at meetings.
  - Verify a quorum is present.
  - Track member voting.
  - Receive approval from members that previous meeting minutes are true and correct.
  - Send approved minutes to the SPR Representative and ARC Designee, [casey.king@seattle.gov](mailto:casey.king@seattle.gov).

Full council responsibilities are included in the Bylaw and Operating Agreement documents.