

OPEN SESSION AGENDA ITEM

50-2 SEPTEMBER 2018

DATE: September 14, 2018
TO: **Members, Board of Trustees**
FROM: Leah T. Wilson, Executive Director
SUBJECT: Appointment of Successor Secretary

EXECUTIVE SUMMARY

This item seeks Board of Trustees action appointing Sarah Cohen as Successor Secretary to the Board of Trustees.

BACKGROUND AND DISCUSSION

Pursuant to statute, the Secretary is to be selected annually by the Board and need not be a member of the State Bar. (Bus. & Prof. Code, § 6022.) Officers of the State Bar including the Secretary shall continue in office until their successors are elected and qualify. (Bus. & Prof. Code, § 6023.) The duties of the Secretary are prescribed by the Board. (Bus. & Prof. Code, § 6024.)

The Secretary performs the following duties:

- ❖ The Secretary keeps at the main office of the State Bar a record of minutes of all meetings and actions of the Board
- ❖ The Secretary gives notice of all meetings of the Board
 - For all Board meetings, the Secretary prepares and publishes the agenda, and posts agenda items (reports) to the agenda subject to final approval by the Executive Director in consultation with the Chair
- ❖ Other duties of the Secretary are as the Board prescribes

The Board is asked to appoint Ms. Sarah Cohen, the current Board Secretary, as the Successor Secretary.

FISCAL/PERSONNEL IMPACT

None

RULE AMENDMENTS

None

BOARD BOOK AMENDMENTS

None

STRATEGIC PLAN GOALS & OBJECTIVES

N/A

RECOMMENDATION

It is recommended that the Board of Trustees appoint Sarah Cohen to serve as the Board's Successor Secretary effective immediately and adopt the following resolution to do so:

RESOLVED, that the Board of Trustees appoints Sarah Cohen to serve as Successor Secretary effective with this action.