



The State Bar of California

OPEN SESSION AGENDA ITEM 50-2 SEPTEMBER 2020

DATE: September 25, 2020

TO: Members, Board of Trustees

FROM: Donna S. Hershkowitz, Interim Executive Director

SUBJECT: Annual Approval of Secretary

EXECUTIVE SUMMARY

This item seeks Board of Trustees action reappointing Ms. Sarah Cohen as Secretary to the Board of Trustees.

BACKGROUND

Pursuant to statute, the secretary is to be selected annually by the Board and need not be a licensee 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.
- The secretary performs other duties as the Board prescribes.

The Board is asked to reappoint Ms. Sarah Cohen, the current Board Secretary, as the Secretary for this Board year.

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: None - compliance

RECOMMENDATIONS

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees appoints Ms. Sarah Cohen to serve as the Board Secretary for the 2020–2021 Board year, effective with this action.

ATTACHMENT(S)

None