

Motion on Secretary Duties  
July 11, 2018 by Cliff Reyda

**Motion:** Remove the following from the Z1S Policies & Procedures:

**4.0 Minutes**

The secretary shall keep minutes of each meeting of the Zone and within thirty (30) days shall submit a copy labeled Draft Minutes to the Zone Board for review and to the General Chair and Secretary of Pacific Swimming. Changes shall be presented to the Board at the next meeting; and upon approval by the Board, a copy labeled Final Minutes shall be submitted to the Zone Board within thirty (30) days.

Adopted 3/10/2010

**Discussion:**

The Pacific documentation no longer requires that Zone minutes be sent to them. This entry was also an attempt to get our secretaries to send out minutes soon after Board meetings, but it hasn't been followed for 8 years. The other elected officer duties are not listed in the P&P's, just in the By Laws, so I suggest removing this description rather than modifying it.

Note that the By Laws also should be updated to remove the requirement to send Minutes to Pacific. We first need to figure out how to get a quorum to update the By Laws.