

**67C.309 Meetings of board -- Secretary -- Minutes -- Records.**

- (1) The board shall meet at least once every two (2) calendar months and minutes of each meeting shall be kept.
- (2) The board, with the approval of the mayor, shall employ a secretary who shall also conduct examinations, prepare eligible lists, keep all records of the board's business, keep and maintain all minutes of all board meetings, and perform such other duties in connection with the business of the board as may be required. The secretary may be employed on either a part-time or full-time basis, and the secretary shall receive compensation as may be recommended by the board and approved by the legislative council. All orders and minutes of the board shall be signed by the chairman who shall be elected by the board members, and the minutes shall be countersigned by the secretary.
- (3) All records and meetings of the board shall comply with KRS 61.805 to 61.884.

**Effective:** March 18, 2003

**History:** Amended 2003 Ky. Acts ch. 118, sec. 4, effective March 18, 2003. -- Created 2002 Ky. Acts ch. 339, sec. 5, effective July 15, 2002.