



## MANUAL OF POLICY

---

**POLICY NUMBER:** I-5

**POLICY TITLE:** Appointment of Acting Secretary to the Board in Absence of Secretary

**LEGAL AUTHORITY:** Florida Statutes 475.001-475.5018

**DATE OF LAST REVIEW:** 3/28/2022

The Executive Vice President will be designated as Acting Secretary whenever the Secretary is absent for any reason by the Chairperson of the Board of Trustees, or by any other person who may be presiding over the meeting in the Chairperson's absence. The Campus Presidents or Executive Vice President, or the next highest ranking District officer present, will be chosen by the Chairperson (or Acting Chairperson) of the Board to act as the Acting Secretary in the absence of the President. The appointed official will have the power to sign necessary documentation in the role of Acting Secretary.

DocuSigned by:	
<i>Randen A. Thomas</i>	3/28/2022
95EE2B1010474AB...	
<b>PRESIDENT</b>	<b>DATE</b>