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SECTION 2024. *Secretary of Provincial Board.* — There shall be a secretary of the provincial board, whose duty it shall be to attend the meetings of the board and act as its recording officer and secretary.

The secretary of the provincial board shall be the keeper of the seal of the province and he shall attest therewith the official acts of the provincial governor and shall record all those of the governor's acts which are required by law to be recorded. He shall receive from the provincial governor and file in his office all reports to the provincial governor required by law, and shall index the same, and he shall generally act as custodian of all provincial records and documents. He shall, on demand, furnish certified copies of all public records and documents, for which he shall charge ten centavos for each hundred words, including the certificate, all the proceeds whereof shall be paid into the provincial treasury.

[83-8; 1766-1; Comp., 96.]

SECTION 2025. *Meetings of the Board.* — Each provincial board shall hold regular weekly meetings upon a day to be fixed by the board. Special meetings may be called by the provincial governor for any day.

The meetings of the board shall in general be open to the public, but the board may order that the public be excluded from any session where the discussion relates to an appointment or where the board has under consideration the character or conduct of any individual.

[83-13 (j); 1396-17 (h).]

SECTION 2026. *Minutes of Meeting of Provincial Board.* — The provincial board shall keep, in such form and manner as shall be prescribed by the Executive Secretary, a complete, permanent, and carefully written record, arranged in proper chronological sequence, showing the proceedings at its various meetings.

The minutes shall show the date of the meeting and its character, whether regular or special; the names of the members present; the name of the presiding officer; whether the minutes of the last meeting were read and approved, or the reasons for disapproval, if such action were taken. The minutes shall also show the name of each member presenting a resolution and the resolution in full, as well as the vote of each member by name. The minutes of the board shall be signed by the presiding officer and attested by the secretary of the board, who shall be charged with their preservation.

[Ex. Or. 19 (1905).]