

By Laws

Prest's duties. time to time give to the Board information of the state of the University, and
[left margin] recommend to their consideration such measures as he shall deem necessary or
expedient, and in transmitting the communications and reports of Professors and
others, he shall express his views of the same. Such information, communications or
reports shall be in writing. He shall recommend to the Board candidates for vacant
chairs in the several faculties of the University, and other members of the instructional
force after the first organization thereof; and whenever in his opinion it is deemed
advisable to make any change in the force of instructors, he shall first report the same
to the Board of Regents, if in session, and, if not, to the Executive Committee, with
such recommendations as he may deem best, particularly stating the salary proposed to
be paid, but no change shall be made until after the same has been approved by the
Absence of Prest. Board or Executive Committee. In the absence of the President, his duties shall
[left margin] devolve upon the senior Professor of the University, or such other member as the board
or Executive Committee may designate

Secretary.

Sec. 11 It shall be the duty of the Secretary to give, at least ten days notice of the regular
[left margin] meetings of the Board, to keep a faithful record of the proceedings of the Board at the
several meetings, to spread out upon the records reports and other papers necessary
to the full understanding of said proceedings, to keep a separate record each of the
doings of the Executive Committee, of all resolutions passed by the Board or Executive
Committee, and of

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