



**Proposal # 11      Resolution/Amendment  
Standing Rules    Constitution    Bylaws  
Article XVII      Section 10**

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**Current Wording:**

10. The Department Secretary will have the authority to interview for an office assistant.
- a. The Secretary will present the selected candidate to the DEC for approval.
  - b. The office assistant will be the backup for the Secretary in the Secretary's absence.
  - c. The wage will be at minimum wage up to 20 hours a week with a flexible schedule. (R2023)
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**Proposed Resolution/Amendment:**

Delete in A - have the authority to  
Insert a new B - The Secretary will provide the DEC with proposed duties for the office assistant.  
Current B will move to C  
Remove current C and Insert D - The salary will be paid monthly as reflected in the monetary addendum.

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**Rational:**

An office assistant needs to be in place to assist the secretary and to be able to back up the secretary in their absence. If passed, the annual salary of \$8000 is for work performed by the office assistant. If passed, it will be added to the monetary addendum.

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**If adopted, will read:**

10. The Department Secretary will interview for an office assistant.
- a. The Secretary will present the selected candidate to the DEC for approval.
  - b. The Secretary will provide the DEC with proposed duties for the office assistant.
  - c. The office assistant will be the backup for the Secretary in the Secretary's absence.
  - d. The annual salary will be paid monthly as reflected in the monetary addendum. (N 2024)
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Proposed by the South Dakota Constitution and Bylaws Committee