

4747-1-05

**Duties of the chairman.**

- (A) He shall designate the time and place of meetings on his own authority or at the direction of a majority of the board members.
- (B) He shall preside at all meetings or in case of his inability to attend any meeting, shall designate the vice-chairman or in the event the vice-chairman is not available he shall designate one of the other members of the board to preside in his stead.
- (C) He will exercise general supervision of the affairs of the board and shall have the usual powers of such office and any other powers and duties as the board may direct.
- (D) He shall sign all licenses, permits, and duplicates issued by the board.
- (E) He shall sign the official minutes of the proceedings of the board which shall remain on permanent file in the board office.

R.C. 119.032 review dates: 03/10/2003 and 03/10/2008

CERTIFIED ELECTRONICALLY

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Certification

03/10/2003

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Date

Promulgated Under: 119.03  
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Rule Amplifies: 4747.04  
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