

4751-1-03

**Board of examiners; officers and duties.**

- (A) The board shall elect annually from its membership a chairperson and a vice chairperson. The board shall appoint a secretary as provided in division (H) of section 4751.03 of the Ohio Revised Code, whose job title may also be Executive Director.
- (B) The chairperson shall preside at all meetings of the board. In the absence of the chairperson, the vice chairperson shall preside at meetings, and perform all duties usually performed by the chairperson.
- (C) In addition to the duties imposed by law, the secretary shall attend all meetings of the board; keep a full and complete record of the minutes of said meetings; notify the members of the board of the time and place fixed for meetings of the board; maintain the records pertaining to licensees and registrants and rules 4751-1-01 to 4751-1-17 inclusive; and countersign all licenses and certificates.
- (D) The secretary shall conduct all routine correspondence for the board, shall issue all notices of meetings and hearings, shall have custody of all books, records, and property of the board, and shall perform all duties pertaining to the office of secretary.
- (E) The secretary shall receive all monies payable to the board and shall deposit such monies with the treasurer of state as provided by law, and shall keep such financial records as are approved by the board and the fiscal authorities of the state.
- (F) The secretary shall have such other authority as prescribed by and delegated by the board.
- (G) The board shall perform its duties in accordance with Chapter 4751. of the Revised Code and rules of this chapter unless otherwise prohibited by state law.
- (H) On receipt of a notice pursuant to section 2301.373 of the Revised Code, the board shall comply with that section with respect to a license issued pursuant to this chapter.

Effective: 04/29/2004

R.C. 119.032 review dates: 02/06/2004 and 04/29/2009

CERTIFIED ELECTRONICALLY

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Certification

04/19/2004

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Date

Promulgated Under: 119.03  
Statutory Authority: 4751.03, 4751.04, 4751.12  
Rule Amplifies: 4751.03, 4751.04, 4751.12  
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