

4751-1-03

Board officers, board secretary, and board members.

(A) Board officers:

- (1) Annually, the board shall elect from its membership a chairperson and a vice-chairperson.
- (2) The chairperson shall preside over board meetings. In the chairperson's absence, the vice-chairperson shall preside over board meetings and perform the chairperson's usual duties.

(B) Board secretary:

- (1) The board shall appoint a secretary whose job title may also be executive director.
- (2) The secretary's responsibilities:
 - (a) The secretary shall notify board members of meeting times and places.
 - (b) The secretary shall attend ~~all~~ board meetings.
 - (c) The secretary shall retain a complete record of board meeting minutes.
 - (d) The secretary shall retain records pertaining to licensees and registrants.
 - (e) The secretary shall countersign all licenses and certificates.
 - (f) The secretary shall retain records pertaining to this chapter.
 - (g) The secretary shall conduct the board's routine correspondence.
 - (h) The secretary shall retain custody of the board's books, records, and property.
 - (i) The secretary shall retain the board's financial records.
 - (j) The secretary shall perform any other duties that the board prescribes or assigns to the secretary.
 - (k) The secretary shall perform any other duties that state or federal laws require.

(C) Board members: Board members shall perform their duties according to Chapter 4751. of the Revised Code and this chapter, unless otherwise prohibited by a state or federal law.

Effective: 10/1/2023

Five Year Review (FYR) Dates: 7/12/2023 and 10/01/2028

CERTIFIED ELECTRONICALLY

Certification

09/18/2023

Date

Promulgated Under: 119.03

Statutory Authority: 4751.04

Rule Amplifies: 4751.02

Prior Effective Dates: 09/29/1970, 10/01/1974, 01/01/1999, 04/29/2004,
06/01/2015, 01/01/2020