



Ohio Administrative Code

Rule 4751-1-03 Board officers, board secretary, and board members.

Effective: January 1, 2020

(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.