



Ohio Administrative Code

Rule 4765-2-03 Committees, ad hoc committees, subcommittees, and workgroups.

Effective: September 1, 2025

(A) In furtherance of section 4765.02 of the Revised Code, the board may create, establish, restructure, or discontinue committees, ad hoc committees, subcommittees or workgroups necessary to carry out its functions and responsibilities. The board may appoint or remove members appointed to such committees, ad hoc committees and subcommittees as deemed necessary.

(B) The board chair shall appoint a member of each committee to serve as chair and vice-chair of each committee, ad hoc committee, or subcommittee pursuant to this chapter. The terms of each committee chair and subcommittee vice-chair shall be for two years.

(1) The committee, ad hoc committee, or subcommittee chair shall preside at all meetings. In the absence of the chair, the vice chair of the committee, ad hoc committee, or subcommittee shall preside at the meeting.

(2) In the event of a vacancy in the committee, ad hoc committee, or subcommittee chair and vice chair, the board shall appoint a member of the committee, ad hoc committee, or subcommittee to serve as chair for the remainder of the term.

(3) If neither the chair nor vice-chair of a committee, ad hoc committee, or subcommittee is in attendance, the members of the committee, ad hoc committee, or subcommittee may elect a chair pro tem from among those present to preside during the session.

(C) The board chair shall appoint members of any committee, ad hoc committee, or subcommittee created pursuant to this chapter with the approval of the board. The committee chair, with the approval of the committee, shall appoint members of a workgroup.

(D) The board may appoint members of the public, appropriate state and local agencies of government, EMS organizations, and other interested parties to serve as members of each committee, ad hoc committee, and subcommittee created pursuant to this chapter.



(1) Committees and ad hoc committees shall consist of at least two board members and not more than fifteen voting members, unless waived by the board.

(2) Subcommittees shall consist of at least two board members. Subcommittees may be of such size as determined appropriate by the board.

(3) Workgroups may be of such size as determined appropriate by the committee chair.

(E) When making appointments to committees, ad hoc committees, and subcommittees, the board shall make a good faith effort to insure educational, professional, cultural and geographical diversity, and to afford adequate representation for those individuals or groups with an interest in, or who would be affected by, the substantive work of the committee, ad hoc committee, or subcommittee. The chair of the committee, ad hoc committee, or subcommittee shall be responsible to ensure the diversity is continuously met.

(F) No more than two representatives of any organization, profession, or specialty authorized by section 4765.02 of the Revised Code to provide nominations for appointment of board members, may represent that organization, profession, or specialty as members of a committee, ad hoc committee, or subcommittee. Upon the request of the committee, ad hoc committee, or subcommittee chair, the board may waive this provision with an affirmative vote of the majority of all board members.

(G) Committees, ad hoc committees, and subcommittees shall be established by the board for a two-year term.

(1) Terms of appointment to committees, ad hoc committees, or subcommittees shall be for two years from the date of establishment.

(2) Any appointments to a committee, ad hoc committee, or subcommittee after the date of establishment shall expire on the same date as appointments made in paragraph (G)(1) of this rule.

(H) Committees, ad hoc committees, and subcommittees shall meet at the call of its respective chair



and at such locations as determined appropriate by the executive director.

(I) A majority of the appointed members of a committee, ad hoc committees, or subcommittee shall constitute a quorum. No actions shall be taken by a committee, ad hoc committees, or subcommittee without the concurrence of a majority of its members present at a meeting in which a quorum exists.

(J) The chair of a committee or ad hoc committee, with the approval of the chair, may establish a workgroup tasked to complete a focused project, task, or deliverable.

(1) The committee or ad hoc committee chair, with the approval of the committee or ad hoc committee, shall appoint members of the public, appropriate state and local government, EMS organizations, and other interested parties to serve as members of a workgroup.

(2) Workgroups may be of such size as determined appropriate by the committee or ad hoc committee chair.

(K) Each chair of a workgroup shall designate an individual as recording secretary, who shall promptly submit to the chair of the establishing committee or ad hoc committee the written minutes of each meeting.