



## Ohio Administrative Code

### Rule 3354:2-3-01 Organization of the Board of Trustees.

Effective: May 3, 2004

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(A) The officers of the board of trustees (board) shall be a chair and a vice chair. Other officers may be elected as needed, consistent with the Ohio Revised Code.

(1) The board of trustees shall have its organizational meeting for the election of officers in January 2005 and in January of each second year thereafter.

(2) The chair shall preside at all meetings of the board. The vice chair shall preside in the absence of the chair.

(3) In the absence of the chair and vice chair, the board shall elect a chair pro tem. The chair pro tem shall vacate the chair upon the entrance of the chair or vice chair.

(4) In the event the chair resigns as chair, or at such time as the chair is no longer a member of the board of trustees, the vice chair shall assume the chair and a new vice chair shall thereupon be elected by the board.

(5) In the event the vice chair resigns as vice chair, or at such time as the vice chair is no longer a member of the board of trustees, a new vice chair shall thereupon be elected by the board.

(B) The board shall also elect, pursuant to section 3354.06 of the Revised Code, a secretary and a treasurer who are not members of the board.

(1) The secretary and treasurer shall report directly to the board.

(a) The secretary shall be the president of the college unless otherwise designated by the board.

(b) The treasurer shall be the vice president for administrative services unless otherwise designated by the board.



(2) The secretary shall record the minutes of all board meetings, shall maintain a record of all resolutions adopted by the board, and shall perform such other duties as may be authorized from time to time.

(3) The treasurer shall perform the duties set forth in section 3354.06 of the Revised Code and shall perform such other duties as may be authorized from time to time.

(C) Committees

(1) Finance, personnel, planning, and committee reports and resolutions shall be reviewed by the entire board as a "committee of the whole." Such meetings shall be held in advance of each regular meeting of the board and shall be chaired by the board chair.

(2) Committees of the board may be appointed by the chair of the board at any time, subject to the approval of the board. Such committees will have a specified purpose, length of service and designated chair.

(3) Committees consisting of board and non-board members may be appointed by the chair of the board at any time subject to approval of the board. A board member shall be chair of each such committee and the committee shall be advisory to the board. Upon completion of the assigned tasks, the service of such committee shall be terminated.

(4) No business can be transacted on behalf of the college by any committee.

(D) Membership of the board

(1) Any member of a board of trustees of higher education who fails to attend at least three-fifths of the regular and special meetings held by the board during any two-year period forfeits his/her position on the Board as mandated by the Ohio Revised Code.