



## Ohio Administrative Code

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

Effective: October 1, 2023

---

(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 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.