



## Ohio Administrative Code

### Rule 4901:7-1-04 Selection and duties of chairperson, secretary, and coordinator.

Effective: June 27, 2019

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(A) Members of the nominating council shall annually select a chairperson and secretary from among its members. The selection shall be made at the first meeting of each calendar year. The selection of the chairperson and secretary shall be by a simple majority vote of the quorum.

(B) Unless removed from office or replaced as a member of the nominating council, the term of office for the chairperson and secretary shall be until the first meeting of the nominating council held the following calendar year. The chairperson or secretary may be removed from office by a simple majority vote of a quorum at any regularly scheduled or special meeting.

(C) The chairperson of the nominating council shall preside over the meetings of the council, schedule meetings of the council, cause notice of the meetings to be provided to members of the nominating council and to those members of the public and news media who have requested notice, approve the language of any publications or notices required to fulfill the obligations of the nominating council, cause such publications to occur, and perform such other duties as required to enable the members of the nominating council to perform their duties.

(D) The secretary of the nominating council shall record the minutes of the meetings. A complete transcript of a meeting, except an executive session, may be substituted for the minutes. If the nominating council holds an executive session, the minutes or transcript shall state the matter to be considered in the session. A draft copy of the minutes or a transcript shall be prepared within fifteen days of each meeting. A copy of the minutes or the transcript of each meeting shall be available for public inspection at the offices of the public utilities commission of Ohio.

(E) If the chairperson has been removed from office or replaced as a member of the nominating council or has otherwise relinquished the position or is not present at a meeting, the secretary shall assume the duties of the chairperson. The secretary may appoint another member of the nominating council to assume temporarily the duties of the secretary.



(F) If the nominating council is without a chairperson and secretary, the coordinator of the nominating council shall schedule a meeting of the nominating council and cause notice of the meeting to be sent to members of the nominating council upon receipt of a written request signed by at least two members of the nominating council.

(G) The coordinator of the nominating council shall be a full-time employee of the public utilities commission of Ohio designated by the chairperson of the public utilities commission of Ohio to assist the nominating council in the performance of its duties. The coordinator shall work with the chairperson and secretary of the nominating council to ensure that notice of requests for applications for the position of commissioner and notice of meetings occur, to gather and distribute to members of the nominating council copies of documents submitted by applicants for the position of commissioner, to schedule applicants for interviews as requested by members of the nominating council, to gather from and distribute information to members of the nominating council, and such other duties as directed by the chairperson or secretary of the nominating council.