

I. ELECTION OF OFFICERS

- A. The Board shall hold its annual meeting in June, at which time officers for the following fiscal year shall be elected
- B. The officers to be elected are the Chair and the Secretary

II. DUTIES OF OFFICERS

- A. The **Chair** shall:
 1. Ensure that the Board operates within the framework of its philosophy and objectives;
 2. Preside at Board meetings and at other meetings convened by the Board;
 3. Serve as ex-officio member of all Board committees;
 4. Represent the Board at meetings with educational institutions, health care agencies, professional, and other organizations as necessary;
 5. Be available for consultation with the Executive Director as needed;
 6. Be accountable for the Board's dedicated funds;
 7. Sign all applications for licensure;
 8. Present testimony at legislative committee hearings, when necessary and desirable;
 9. Appoint Board Members to subcommittees of the Board;
 10. Perform the same functions as other Board Members; and
 11. Perform such other functions as are necessary and appropriate for the Chair to carry out between Board meetings.
- B. The **Secretary** shall:
 1. Be responsible for the minutes of all Board meetings;
 2. Serve as treasurer for the Board; and
 3. Perform the same functions as other Board Members.

III. QUALIFICATIONS OF OFFICERS

- A. Qualifications of **Chair**:
 1. Must have served on the Board for a minimum of two years prior to election to office
 2. Must be able to fulfill the stated duties of the office
- B. Qualifications of **Secretary**:
 1. Must have served on the Board for a minimum of one year prior to election to office
 2. Must be able to fulfill the stated duties of the office

IV. TERM OF OFFICE

- A. Each term shall be for one year, beginning July 1 and ending June 30
- B. Each officer is eligible for re-election

V. NOMINATIONS

- A. Not more than two nominations may be made from the floor for each officer
- B. Any Board member may nominate a candidate who is eligible for office, provided the consent of the candidate has been obtained in advance

VI. BALLOTING

- A. Voting shall be done by written ballot