

**\*\*\*DRAFT - NOT FOR FILING\*\*\***

**4747-1-05 Duties of the chairperson.**

- (A) The chairperson shall designate the time and place of meetings on the chairperson's own authority or at the direction of a majority of the board members.
- (B) The chairperson shall preside at all meetings of the board. In the absence of the chairperson, the vice chairperson shall preside at meetings and perform all duties usually performed by the chairperson. The chairperson shall designate a member of the board to preside in the event that the chairperson and vice chairperson are not available.
- (C) The chairperson will exercise general supervision of the affairs of the board and shall have the usual powers of such office and any other powers and duties as the board may direct.
- (D) The chairperson shall sign all licenses, permits, and duplicates issued by the board.
- (E) The chairperson shall sign the official minutes of the proceedings of the board which shall remain on permanent file in the board office.