

Duties and Election of Officers

POLICY: Duties of Officers and Procedure for Election of Officers

I. DUTIES OF OFFICERS

A. **Board Chair.** The duties of the Board Chair include, but are not limited to:

1. Ensuring that the Board operates within its statutory purpose to protect the public;
2. Presiding at Board meetings, including but not limited to:
 - a. Opening Board meetings;
 - b. Entertaining motions and discussion regarding matters on the Board's meeting agenda;
 - c. Regulating the course of the meeting, including making the ultimate decision regarding the order of matters to be considered; and
 - d. Leading Board deliberations at Adjudicatory Hearings with the advice and counsel of the Hearing Officer.
3. Being available for consultation with the Executive Director, Board staff, Board legal counsel, and Hearing Officers as necessary;
4. Executing consent agreements and decisions and orders approved by the Board;
5. Presenting testimony at legislative committee hearings when necessary;
6. Appointing members of the Board to committees of the Board;
7. Performing the same functions as other members of the Board;
8. Performing such other functions as are necessary and appropriate to carry out between Board meetings.

B. **Board Secretary.** The duties of the Board Secretary include, but are not limited to:

1. In the absence or recusal of the Board Chair, performing all duties of the Board Chair in the capacity of Acting Chair;
2. Performing all duties required by Board policy, statute or rule, including the review of license applications and medical malpractice issues.

II. TERM OF OFFICE

- A. Each term shall be for 2 years, commencing July and ending in June;
- B. Each officer is eligible for re-election.

III. ELECTION OF OFFICERS

- A. **Timing of Elections.** Elections shall occur in odd-numbered years at the June meeting of the Board or at such other Board meeting whenever the previously elected officers are unable or unwilling to continue to serve.

B. Nominations.

1. At the May Board meeting in odd-numbered years, the Board Chair shall solicit nominations for each elected office;
2. Any Board member may nominate a candidate subject to the consent of the nominee.
3. Candidates nominated and consenting to serve if elected shall have their name placed on a written ballot for Board member consideration during the election of officers held at the June meeting.

C. Balloting.

1. Voting shall occur at the June Board meeting in odd-numbered years;
2. Voting shall occur by written ballot cast by Board members present at the meeting;
3. Voting shall occur first for the office of Board Chair, followed by a vote for the office of Board Secretary;
4. Prior to each vote, the candidates for each elective office will have the opportunity to make a 5 minute or less presentation regarding her/his candidacy;
5. Following the vote for each elective office, the Board's staff shall collect the written ballots, tally the results, and provide the Board members with the results;
6. Board members shall be afforded an opportunity to review the written ballots upon request; and
7. The candidate for each office who receives a majority of the votes cast by written ballot, shall be the elected officer.
8. In the event of a tie vote, each candidate will have the opportunity to make a 5 minute presentation and/or withdraw from nomination. The Board shall then proceed to another vote pursuant to this policy. This process shall be repeated until a candidate receives the majority of votes cast by written ballot.
9. In the event that 3 or more candidates are nominated and consent to serve, and none of the candidates receives a majority of the votes cast, a re-vote will occur involving the 2 candidates who received the most votes during the initial vote.

IV. ACTING OFFICERS

- A. In the event that neither the duly elected Board Chair or Secretary is able to attend a meeting of the Board at which a quorum of members is present, the Board members present shall elect an Acting Chair who shall perform the duties outlined by this policy. The election procedure for an Acting Chair for a single Board meeting shall be by an oral vote of the members present.
- B. In the event that the Board Secretary and Board Chair are both recused from a particular matter under review during a Board meeting, the members of the Board

may, by consensus instead of ballot vote, appoint another Board member to serve as Temporary Acting Chair for the matter under review.

- C. In the event that the Board Secretary or Board Chair is unable to perform her/his duties for an extended period of time, but continues to be willing to serve in that capacity, the Board members at a meeting at which a quorum of members is present may elect an Acting Chair or Acting Secretary who shall perform the duties outlined by this policy. The election procedure for the Acting Officers who perform their duties for an extended period of time shall be the same as that described in paragraph IV above.

EFFECTIVE DATE: April 9, 2019