

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Election and Duties of Officers of The Board

COQ: VI-A.2
Effective: 4/1/16
Supersedes: 10/16/12

POLICY

The Mental Health and Recovery Services Board (MHR SB) of Lucas County shall establish and define election rules, responsibilities and terms of the officers of the MHR SB.

Election of Officers

- A. Election of MHR SB Officers shall take place at a regularly scheduled meeting;
- B. Nominations from the floor for officers shall be requested by the MHR SB Chair;
- C. Officers shall be elected by a simple majority of the MHR SB members in attendance; a quorum being duly constituted;
- D. Officer terms shall commence on July 1 and will be for two (2) years, unless otherwise defined by an MHR SB approved motion;
- E. A MHR SB member may not be elected to the same office more than once every 4 years;
- F. In the event of a permanent vacancy in any office during the year, the MHR SB Chair shall appoint a member to fulfill the duties of that office for the un-expired term;
- G. An Officer may be removed from office by a two-thirds majority vote of all MHR SB members.

Officers and Duties of Officers of the MHR SB

- A. Chair: The Chair of the Board shall preside at all meetings. He/she shall sign all contracts unless otherwise provided by the Board. The Chair shall be an ex-officio member of all committees.
- B. Vice Chair: The Vice Chair shall serve in the absence of the chair.
- C. Secretary: The Secretary shall review and sign the minutes of the Board meeting and shall perform such other duties as assigned by the Board Chair. The Secretary shall be responsible for ensuring that all steps required by ORC 121.22 (Public Meetings) are followed. The Secretary shall perform the duties of the Chair in the absence of the Chair and Vice Chair.
- D. Treasurer: The Treasurer assures a true and accurate account of the funds of the Board including all collections and disbursements. He/she shall report in all Board meetings, or more often if required, the amount of the funds received and disbursed giving details of

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the financial condition of the Board and the business which has been transacted. The Treasurer shall perform the duties of the Board Chair in the absence of the other officers.

ACCOUNTABILITY

Board Chair

PROCEDURE

The Executive Director will monitor Officer terms for compliance and report to the Board Chair at least annually.

Approved:



Scott A. Sylak, Executive Director

3-15-16
Date