Hardin County Board of Developmental Disabilities
POLICY

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Regulatory Authority: ORC 5126.029		
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Reviewer/Job Title: Superintendent or designee		

TABLE OF ORGANIZATION

(A) TABLE OF ORGANIZATION

(1) The Hardin County Board of Developmental Disabilities (HCBDD) will establish an organizational chart, which identifies departments within the organization, the administrative personnel in charge of the programs and their lines of authority and responsibility.

(2) The Superintendent will review the organizational chart at least annually, with appropriate recommendations for changes to the Board.

(B) BOARD OFFICERS

(1) Nominations for the new officers may be brought to the Board by the nominating committee appointed by the chairman and/or by nominations from the floor. The election may be by ballot or by voice vote.

(2) The election of officers shall be at the annual organizational meeting. The following officers will be elected:

(a) A president;

(b) A vice-president; and

(c) A recording secretary.

(3) Officers shall be elected for one year and shall serve until their successors are elected. No member shall hold more than one office.

(4) Nominations for the new officers may be brought to the Board by the nominating committee appointed by the chairman and/or by nominations from the floor. The election may be by ballot or by voice vote.

(C) PRESIDENT

(1) The President of the Board shall be elected from among the members of the Board for one year and shall serve until a successor is elected.

(2) The duties of the President shall be:

(a) To preside at all meetings of the Board;

(b) To appoint committees.

(c) To represent the board as spokesperson on all public matters relating to the county board. This function may be delegated to another person by the President. If this function is delegated, it must be in writing; and

(d) To perform such other duties as may be prescribed by law or by action of the Board.

(D) VICE PRESIDENT

(1) The Vice-President of the Board shall be elected from among its members for one year and shall serve until a successor is elected.

(2) The duties of the Vice-President shall be:

(a) To preside in the absence of the President;

(b) To perform the duties of the President in his absence; and

(c) To perform such other duties designated by the President.

(E) RECORDING SECRETARY

(1) The recording secretary of the Board shall be elected from among its members for one year and shall serve until a successor is elected.

(2) The duties of the recording secretary shall be to:

(a) Keep a complete and correct record of all resolutions and meetings of the Board, including a complete statement of approved expenditures and resolutions acted upon;

(b) File a certified copy of the Board minutes in the office of the superintendent as a repository;

(c) Provide each member of the Board with a copy of the minutes, including a complete statement of approved expenditures and resolutions acted upon; and

(d) Perform such other duties as may be delegated either by the President of the Board or assigned by the Board.