**Section 800.130 Officers and Their Duties**

a) Elective officers. The following named officers shall be elected by the Board biennially at the annual meeting in each odd-numbered year from among the members of the Board: Chair, Vice Chair, Recording Secretary, and Member at Large. Any vacancy occurring during a biennial period shall be filled in like manner for the unexpired term of office.

b) Officers ex officio. The State Treasurer shall be Treasurer of the Board.

c) Chair. The Chair shall be the chief executive officer of the Board; shall preside at all meetings; announce the business before the Board; announce the question under consideration and the result of the vote taken; request a roll call upon any action or resolution as herein provided. He or she shall appoint all necessary committees and see that they perform their assigned duties. The Chair shall exercise general supervision over the operations of the agency.

d) Vice Chair

1) In the absence of the Chair, the Vice Chair shall act as Chair at any regular or special meeting and shall serve in the Chair's stead if the Chair is temporarily unable or unwilling to act.

2) If the Chair or Vice Chair is not available to preside at a meeting, any member selected by a majority vote of those present may act as presiding officer, pro tempore.

e) Recording Secretary. The Recording Secretary shall authenticate with his or her signature any resolutions of the Board and shall perform such other duties as may be prescribed by the rules, orders or resolutions of the Board.

f) Executive Director

The Executive Director shall administer the affairs of the Board pursuant to the provisions of the statute governing the Board, subject to and under supervision of the Board.

(Source: Amended at 42 Ill. Reg. 19060, effective October 3, 2018)