**Section 2900.45 Duties of Officers**

a) The Chairman shall:

1) Preside at all Board meetings, with full power to vote on and discuss all matters before the Board;

2) Receive Agency requests for exceptions to travel regulations;

3) Submit a written report of travel reimbursement exceptions approved by the Board, at least once each quarter, to the Legislative Audit Commission;

4) Represent the Higher Education Travel Control Board on the State Travel Regulation Council or other appropriate bodies;

5) File rules and amendments to rules on behalf of the Board in compliance with the Administrative Procedure Act;

6) Conduct meetings in accordance with Roberts Rules of Order, newly revised;

7) Carry out other functions assigned by the Board;

8) Prepare meeting notices and agenda, with accompanying supporting data, and distribute to Board members at least 10 days in advance of meeting date; and

9) Notify the appropriate Agency, in writing, of action taken by the Board on a request for exception to travel regulations through issuance of minutes to each member of the Board.

b) The Vice Chairman/Secretary shall:

1) Serve as Chairman in the absence of the Chairman;

2) In the event of death, resignation or removal of the Chairman from office, succeed to the office of Chairman until the Board elects a new Chairman; and

3) Carry out other functions assigned by the Board.

(Source: Added at 32 Ill. Reg. 4784, effective April 4, 2008)