ALABAMA STATE BOARD OF ELECTRICAL CONTRACTORS
ADMINISTRATIVE CODE

CHAPTER 303-X-2
ORGANIZATION AND ADMINISTRATIVE PROCEDURES OF THE BOARD

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303-X-2 .01 Purpose.

The Alabama Board of Electrical Contractors was created to license qualified electrical contractors and journeyman electricians on a statewide basis in order to protect the public by identifying those contractors who have the knowledge and ability to install, service, or repair electrical systems.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .02 Officers.

The Board annually shall elect from its members a chairman, vice chairman, and a secretary. The chairman shall preside over meetings of the Board when present and shall appoint all committees of the Board. The vice chairman shall preside over meetings of the Board in the absence of the chairman. The chairman shall designate another member to preside at meetings from which both the chairman and vice chairman are absent. No moneys shall be withdrawn from the funds of the Board except by direction of the Board as provided in state law.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .03 Executive Director.

The Board may select and hire an executive director to serve at the pleasure of the Board. The executive director shall be responsible for the administration of Board policies. The executive director shall perform duties assigned by the Board and shall perform the duties of the secretary of the Board if directed by the Board. The executive director shall also fulfill the duties assigned to the executive director or executive secretary as described in the Alabama Administrative Procedure Act. The executive director shall perform the following tasks: keep all minutes, books, records, and files of the Board; shall issue all certificates in the name of the Board; shall send all notices and attend to all correspondence directed by the Board; shall receive and deposit fees; and shall perform all incidental duties of the office as directed by the Board. The executive director shall be designated as the agent for the Board for service of legal process upon the Board. The executive director shall have custody of and shall safeguard and keep in good order all property and records of the Board. The executive director shall sign all instruments and matters that require approval of the Board. The executive director shall receive and deposit all funds to the credit of the board in the State Treasury and shall review all bills before requesting the State Comptroller to make payment of any accounts. The executive director shall keep the records of the Board which shall include, without limitation, all applications for certification by the Board and supporting documentation; a complete and permanent record of all applications that fail to result in certification; evidence of the important business transactions of the Board; a complete and permanent record of all certifications issued by the Board; and a record of all enforcement and disciplinary actions taken by the Board. All correspondence to the Board, including requests for information and the submission of requests, shall be made to the executive director at the Board's office in Montgomery, Alabama.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .04 Other Staff.

(1) The Board may also employ other full time or part time administrative staff who shall work under the direction and supervision of the executive director.

(2) All Board staff, including the executive director, shall be entitled to reimbursement for travel the same as other employees

of the State of Alabama, including actual expenses for authorized out of state travel, and per diem and transportation costs for in state travel.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .05 Meetings.

(1) The Board shall conduct regular meetings to perform its lawful duties at least two times annually in the first and third quarter.

(2) The Board may meet on other occasions as necessary to conduct its business and to comply with state law and the Rules and Regulations of the Board. Special meetings of the Board may be called by the chairman or by a majority of the members of the Board.

(3) Each member of the Board shall be given at least ten days notice of the time, place, and purpose of any regular meeting. This notice may be waived by the individual member and is waived by the member's presence at the called meeting. Each member of the Board shall receive reasonable notice for all called special meetings. The executive director shall provide reasonable notice to the public of all regular and special meetings of the Board as appropriate under the circumstances.

(4) Five members the Board shall constitute a quorum for the transaction of all business.

(5) The Board may meet at its Board offices in Montgomery, Alabama or such other location as designated to conduct the business of the Board.

(6) Each member of the Board shall receive Three Hundred Dollars ($300.00) per day Board pay for attending sessions of the Board or its committees and, in addition, shall be reimbursed for such necessary travel as are paid to state employees, to be paid from fees collected by the Board. Board pay is limited to 15 payments per year.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .06 Voting.

All Board members, including the chairman, are entitled to make or second motions. A majority of those members of the Board present and voting on any matter shall decide the matter before the Board. The chairman and other officers of the Board shall be allowed to vote on matters the same as other members of the Board. Votes of the Board shall be included in the minutes of the Board and kept as part of the permanent records of the Board.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-4
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .07 List of Licensed Contractors.

The Board may publish the list of certified contractors on the Board's designated website.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 34-36-6
History: New Rule: Published December 31, 2025; effective February 14, 2026.

303-X-2 .08 Open Records.

Any citizen wishing to inspect and/or obtain public records should submit a public records request form detailing the record or records desired. The certified records will be provided as stated on the Board's website. The Board does not charge a fee for public records.
Author: Jeffrey M. Becraft
Statutory Authority: Code of Ala. 1975, 3-12-40 through 36-12-46
History: New Rule: Published December 31, 2025; effective February 14, 2026.