

ALABAMA BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
ADMINISTRATIVE CODE

CHAPTER 620-X-4
GENERAL POWERS OF THE BOARD

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(1) The Board shall exercise all of the powers conferred on it by the laws of the State of Alabama and shall fulfill all duties imposed on it by law.

(2) All actions taken by the Board shall be by majority vote of those present at a meeting of the Board except where the contrary is expressed or implied by law or by these rules and regulations.

(3) The chairman shall preside at all meetings of the Board and shall sign all official documents of the Board. In the absence of the chairman, the vice chairman shall preside at meetings and perform all duties usually performed by the chairman.

(4) The secretary shall be appointed by the chairman; however, as provided in paragraph (6) hereof, such appointment shall have no force or effect until such appointment shall be approved by a majority of the Board.

(5) The secretary shall serve until dismissed or replaced by a simple majority vote of the Board.

(6) In the event that the office of secretary shall become vacant, the chairman may, in his discretion, appoint an acting secretary who shall serve until the next meeting of the Board at which time an appointment to the office of secretary will be made by the chairman and approved by the Board.

(7) The salary of the secretary shall be set by resolution approved by a majority of the Board.

(8) In addition to the duties imposed by law, the secretary shall attend all meetings of the Board; keep a full and complete record of the minutes of said meetings; notify the members of the Board of the time and place fixed for meetings of the Board; maintain the records pertaining to licenses and registrants and these rules and regulations; countersign all licenses and other certificates, and official certificates of approval and certification issued by

the Board, unless the same are countersigned by the vice chairman of the Board.

(9) The secretary shall conduct all routine correspondence for the Board, shall issue all notices of meetings and hearings, shall have custody of all books, records, and property of the Board, and shall perform all duties pertaining to the office of secretary.

(10) The secretary shall receive all monies payable to the Board and shall pay the same to the comptroller (or treasurer or other officer) of the state as provided by law and keep such financial records as are approved by the Board and the fiscal authorities of the state.

(11) The Board shall have a seal with which to authenticate its acts.

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Statutory Authority: Code of Ala. 1975, §34-20-4.

History: January 8, 1982; Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993.