

ALABAMA BOARD OF OPTOMETRY
ADMINISTRATIVE CODECHAPTER 630-X-2
GENERAL ADMINISTRATION

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630-X-2-.01 Meetings.

An annual meeting of the Board shall be held during the month of October each year in the city of Montgomery, or in such place as designated by the president of the Board at a time and place to be specified by the president. This meeting shall be for election and installation of officers and other business deemed appropriate. Other meetings of the Board shall be held upon call of the president, or as specified in a resolution of the Board. The president shall call a special meeting of the Board within 30 days of receipt of a petition asking for such a meeting, said petition being signed by a majority of the members of the Board.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-41, 34-22-42.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) Filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.02 Officers.

The officers of the Board shall consist of a president, a vice president, and a secretary-treasurer. The officers shall be elected at the annual meeting of the Board and shall hold office until the next annual meeting of the Board and until their successors are elected and installed.

(a) President: The president shall preside at all meetings of the Board and shall be entitled to vote as any other Board

member. He shall call meetings of the Board deemed by him to be necessary to the expeditious handling of Board affairs and upon petition from a majority of the Board as specified in Rule 630-X-2-.01. The president shall countersign all checks drawn by the secretary-treasurer on Board bank accounts. He shall give bond made by a duly authorized company, in such sum as may be fixed by the Board, conditioned for the proper accounting for of all monies and property coming into his hands or over which he has control by virtue of his office, the premiums of which shall be paid by the Board.

(b) Vice President: In the absence, sickness or disability of the president, the vice president shall perform all duties and exercise all the authority of the president, and shall perform such other duties as the president may assign him.

(c) Secretary-Treasurer: The secretary-treasurer shall record the proceedings of all the meetings of the Board which record shall be open for public inspection at all reasonable times. He shall perform all duties required of him by other rules and regulations promulgated by the Board from time to time. The secretary-treasurer shall be custodian of all records and the official seal of the Board. He shall have charge of all funds of the Board; shall keep books of account; shall be responsible for the accuracy of the same, as well as for all monies and other property coming into his hands or over which he has control by virtue of his office; shall at each meeting of the Board or upon the Board's request report a full and correct statement of the accounts, and disclose the true financial condition of the Board; and shall give bond made by a duly authorized surety company, in such sum as may be fixed by the Board, conditioned for the proper accounting for all monies and property coming into his hands or over which he has control by virtue of his office, the premiums of which shall be paid by the Board. He shall deposit all monies coming into his hands by virtue of his office to the credit of the Board in a bank selected by the Board for the use of the Board as provided by law. All such monies shall be deposited in a timely fashion and in no case shall they be deposited more than three business days after receipt by the secretary-treasurer. All correspondence received by the secretary-treasurer shall be dated by him to reflect the date on which he received it. All applications for licenses shall be filed with the secretary-treasurer. He shall keep a record of and examine and investigate all applicants and all applications for the purpose of determining whether the applicants are qualified to take examination for license and to be issued a license and shall report same to the Board. He shall notify members of the Board of all meetings; and issue other notices to applicants for license and others required by law or by rules and regulations of the Board. He shall keep a record of all complaints against licensees and violations of optometry laws and regulations and a record of all proceedings taken by

the Board in connection there with. He shall keep a registry in which shall be entered the names of all persons to whom license certificates, annual registration certificates, and teaching permits have been granted, the serial numbers of such license certificates and annual registration certificates, and the dates of granting the same. He shall keep such records relating to continuing education as may be required by regulations relating thereto.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-41, 34-22-42, 34-22-43.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.03 Seal.

The Board shall have a seal in the form of two circular metal discs bearing the imprint and inscription around their respective borders the words -- "Alabama Board of Optometry," and in the center the word -- "Seal." The seal shall be impressed upon all instruments executed by the Board and the president, the vice president, and the secretary-treasurer shall severally have like power to impress and attest the seal upon any instrument requiring the seal.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, § 34-22-41.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.04 Order Of Business.

Except as set out below, the order of business at meetings of the Board shall be as follows:

- (a) Call of the roll.
- (b) Reading and consideration of the minutes of previous meetings of the Board.
- (c) Report of the secretary-treasurer.
- (d) Report of special committees.
- (e) Consideration of complaints against licensees.

(f) Consideration of violations of the optometry laws and regulations reported to or known by the Board.

(g) Old business.

(h) New business.

(i) Consideration of any other matters which any member desires to submit to the Board.

(2) Exceptions to the order of business at meetings are as follows:

(a) At the annual meeting for giving examinations for licenses or any other meeting called for giving such examinations, the commencing of the examination procedure as set out in the regulation relating thereto shall be inserted into the order of business in a manner deemed appropriate by the president of the Board, and thereafter the above order of business shall be followed.

(b) At meetings called for the purpose of conducting public hearings, the first order of business shall be hearing those persons desiring to be heard; the second order of business shall be consideration of the proposition giving rise to the public hearing; and thereafter the above order of business shall be followed.

(c) The order of business for disciplinary hearings will be set out in a regulation relating thereto.

(d) At the annual meeting the first order of business shall be the election and installation of officers and thereafter the above order of business shall be followed.

(e) At the annual meeting required by law to be held at least 30 days prior to October 1 in each year for the purpose of selecting five persons to be certified to the Governor from which appointments to the Board will be made, the only order of business shall be the nomination and selection procedures established by the regulations relating thereto and no other business shall be conducted at that meeting.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-40, 34-22-41.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.05 Expenses And Per Diem Of Board Members.

Board members will be reimbursed their expenses and paid per diem as provided by law upon making claim to the secretary-treasurer therefor upon forms to be provided by the secretary-treasurer. Board members desiring to travel out-of-state on Board business and be reimbursed their expenses therefor shall ask the secretary-treasurer to request approval of the Governor for such travel. Said request shall set out the inclusive dates of such travel and the purpose of such travel.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, § 34-22-41.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.06 Payment Of Other Expenses Of The Board.

The secretary-treasurer is authorized to pay from funds of the Board, without prior approval of the Board, with checks drawn on the Board's bank account and counter signed by the president, all normal operating and other expenses authorized by law after ascertaining the same to be valid, legal and just indebtednesses of the Board. Extraordinary expenses and those which the secretary-treasurer doubts to be legal, valid or just shall be submitted to the Board for approval prior to payment. The secretary-treasurer shall comply strictly with the state competitive bid laws.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-24, 34-22-41, 34-22-42.

History: Filed July 9, 1990.

Ed. Note: Previous rule (same title) filed September 13, 1982.

Repealed: Filed July 9, 1990.

630-X-2-.07 Hiring Of Investigators.

From time to time and at its discretion, the Board may hire one or more person whose duties shall entail investigating whether any optometrist or other individual is violating any provision of these rules or the Optometry Act.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-24, 34-22-42.

History: Filed July 9, 1990.

630-X-2-.08 Hiring Of Personnel.

From time to time and at its discretion, the Board may employ personnel to aid in carrying out the provisions of this act. Said personnel shall be hired for an amount to be negotiated between said individual and the Board but shall not exceed the resources of the Board.

Author: Dr. Larry Carter

Statutory Authority: Code of Ala. 1975, §§ 34-22-24, 34-22-42(10).

History: Filed July 9, 1990.

630-X-2-.09 Executive Director.

The Board may employ a qualified individual to serve as Executive Director, who shall perform such duties and assume such responsibilities as may be delegated by the Board. The Executive Director shall be hired for an amount to be negotiated between said individual and the Board but such amount shall not exceed the resources of the Board.

Author: E. Terry Brown

Statutory Authority: Code of Ala. 1975, §§ 34-22-24, 34-22-42(10).

History: Filed December 10, 1990.