

# Cleveland State



## **3344-1-02 Officers of the board.**

- (A) Number and title. The officers of the board shall consist of a chair and a vice chair. The officers of the board may also include a secretary and a treasurer, and such other officers of the university as the interest of the university requires. The offices of secretary and treasurer may be held by the same person.
- (B) Election, term of office and qualifications.
  - (1)

of the meeting specifies that such removal action is to be considered.

(E) Chair

(1) The chair shall preside at all meetings of the board; shall sign the minutes of all proceedings of the board; shall perform such duties as usually pertain to this office, and such other duties as from time to time may be assigned to the chair by the board. The members of all committees of the board shall be appointed by the chair unless otherwise ordered by the board.

(2) Unless specifically provided to the contrary by the board, the chair may assign any of the chair duties to another member of the board.

(F) Vice chair. At the request of, or in the absence or disability of the chair, the vice chair shall perform all of the duties of the chair, and while so acting, shall have all the powers and authority of, and be subject to all the restrictions applicable to the chair. In addition, the vice chair shall perform such other duties as may be assigned to the vice chair

- (7) Keep minutes of all meetings of the board and of committees of the board in a manner appropriate for that purpose consistent with the
- (8) See that all notices are duly given in accordance with the provisions of Cleveland state rules;
- (9) Prepare the agenda for board meetings in cooperation with the chair and the president;
- (10) Receive and route correspondence e

a quorum of the executive committee shall be present. The executive committee shall be required to report any actions taken on behalf of the board into the record of the next regularly scheduled board meeting. Any meeting of the executive committee at which binding action is taken shall adhere to all applicable provisions of section 121.22 of the Revised Code, the open meetings law.

Policy Name:	Officers of the board of trustees.
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