

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.10

### DUTIES OF THE CHAIRPERSON

1. The Chairperson shall preside at the board meetings.
2. Is responsible for the disposal of business.
3. Is responsible to protect the rights of any or a few board members who are in the minority on any issue.
4. Should begin the meeting at the appointed time.
5. Should always state the type of meeting and its purpose. The statement should be recorded in the minutes.
6. Should not wait for discussion when no discussion is forthcoming, but should proceed with the vote.
7. Responsibility to see that all motions are reviewed and disposed of in the proper manner.
8. Shall appoint all acting committees and serve as ex-officio chairperson of same.
9. Shall ensure that meetings are conducted in accordance with O.R.C. 121.22 Sunshine Law.
10. Files Personnel Action Report on board action, re: Employing the Superintendent to administer the program, with the State Department of Administrative Services.
11. May vote on all matters before board.
12. To perform such other duties as may be prescribed by law or action of the board.

Adopted: 06/24/85  
Revised: 04/28/93  
10/27/97  
Updated: 7/24/2012

**Reference:**  
ORC 121.22