

7000.0400 OFFICERS, COMMITTEES, AND DUTIES.

Subpart 1. **Officers.** The officers of the board are the commissioner, who serves as the board chair as prescribed in Minnesota Statutes, section 116.02, subdivision 4, and vice-chair.

Subp. 2. [Repealed, 20 SR 2629]

Subp. 3. **Electing and term of the vice-chair.** Each year, at its annual meeting, the board shall elect a vice-chair to serve a one-year term. The vice-chair must be elected by a majority of all board members. No member elected to the office of vice-chair may serve in that capacity more than two full terms consecutively.

Subp. 4. **Duties.** The commissioner shall preside at all board meetings. The vice-chair shall discharge the duties of the commissioner as chair during the absence or disability of the commissioner in carrying out the duties of the chair. The commissioner shall also have the duties prescribed by statute or by rule or delegation of the board.

Subp. 5. **Vacancies.** If a vacancy occurs in the office of commissioner of the agency and no successor is appointed or no temporary commissioner is available or designated as prescribed in Minnesota Statutes, section 15.06, the vice-chair shall preside and carry out the duties as chair at board meetings. If a permanent vacancy occurs in the office of vice-chair, the board shall, as soon as possible after the permanent vacancy, elect a new vice-chair to fill out the term of the vacated office of vice-chair.

Subp. 6. **Removal.** The vice-chair may be removed from office by an affirmative vote of two-thirds of all board members. The vote to remove a vice-chair shall be made at the next regular meeting of the board following the meeting at which the removal motion is made.

Subp. 7. **Committees.** The board may from time to time establish committees of board members as it may deem necessary and desirable to facilitate its work. All committee recommendations shall be duly submitted to the board for appropriate action.

Subp. 8. **Execution of documents.** Contracts, stipulation agreements, and other documents approved by the board pursuant to law shall be executed on the board's behalf by the commissioner and the vice-chair unless the board authorizes some other form of signing.

Statutory Authority: *MS s 14.06; 116.07*

History: *L 1987 c 186 s 15; 19 SR 1310; 20 SR 2629; 28 SR 1249*

Published Electronically: *April 20, 2004*