

SUBCHAPTER 3. ADVISORY BOARD OPERATIONS

Section

310:403-3-1 Statutory requirements

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310:403-3-1. Statutory requirements

In addition to those operations described in Section 1933 of the LBP Act, the Advisory Board operations in this Chapter are to be in effect.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-3-2. Officers

(a) **Chair.** The Chair shall preside at all meetings at which he or she is in attendance and perform all duties prescribed by law or the Board. The Chair is authorized to make day-to-day decisions regarding Advisory Board activities in order to facilitate the responsiveness and effectiveness of the Advisory Board.

(b) **Vice-chair.** The Vice-chair shall perform the duties of the Chair in the absence or disability of the Chair.

(c) **Secretary.** In the absence of the Chair and Vice-Chair, the Secretary will preside until the Chair or Vice-Chair is present.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-3-3. Rules of Order

Roberts Rules of Order Revised shall be the basis of parliamentary decisions except as otherwise provided by the Advisory Board.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-3-4. Subcommittees

(a) The Chair with the approval of the Advisory Board may establish sub-committees deemed necessary to carry out Advisory Board responsibilities.

(b) The Chair shall appoint the members of the Advisory Board to serve on sub-committees.

(c) The Chair may appoint non-Advisory Board members to serve as sub-committee members on a consultant or voluntary basis subject to Advisory Board approval.

(d) The Sub-Committee Chair shall make regular reports to the Advisory Board in interim written reports and/or at regular meetings.

(e) Sub-Committees shall direct all reports or other materials to the Department for distribution.

(f) Sub-Committees shall meet when called by the Chair or when so directed by the Advisory Board.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]