**Section 2100.240 Duties of Officers**

a) The Chairman shall:

1) fulfill the usual duties of such an officer;

2) call and preside at all regular or special meetings of the Board and the Executive Committee;

3) appoint the Chairman and other members of any committees, both permanent and temporary; and

4) sign all official documents on behalf of the Board.

b) The Vice Chairman shall:

1) fulfill the usual duties of such an officer; and

2) in the absence of the Chairman, call and preside at all regular or special meetings of the Board and the Executive Committee.

c) The Board's staff shall fulfill the usual duties of a Secretary, including the recording and preservation of accurate and complete minutes of all regular and special meetings of the Board.

(Source: Amended at 43 Ill. Reg. 14660, effective December 3, 2019)