

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Department of Health

Chapter 16-1
Series X
(1973)

FILED IN THE OFFICE
EDGAR F. HEISKELL III
SECRETARY OF STATE
THIS DATE 8/14/74

Subject: Regulations governing the West Virginia Board of Hearing Aid Dealers

Section 1. General

- 1.01. Scope.--These regulations establish general rules governing the West Virginia Board of Hearing Aid Dealers.
- 1.02. Authority.--These regulations are issued under authority of the West Virginia Code, Chapter 16, Article 24.
- 1.03. Effective Date.--These regulations are promulgated on October 18, 1973, and become effective November 22, 1973.
- 1.04. Filing Date.--These regulations were filed in the Office of the Secretary of State on October 22, 1973.
- 1.05. Certification.--These regulations are certified authentic by the Secretary of State.

Section 2. Duties and Powers of the Board

- 2.01. The duties and powers of the Board are defined in Article 24 of Chapter 16 of the Code of West Virginia and are hereby made a part of these regulations.

2.02. It shall be the duty of this Board to carry out the provisions of this Article to the best of its ability.

2.03. Meetings of the Board

- (a) The Board shall hold at least one annual meeting during May of each year at the place and time designated by the Chairman for the purpose of electing a Chairman and Vice-Chairman. New officers shall take office on July 1 of that year.
- (b) Meetings of the Board may be called by the Chairman at any reasonable time. The Chairman shall call a meeting at any time upon the request of three or more of the Board members.
- (c) Each Board member shall be notified by mail of the time and place of any meeting at least two weeks prior to the date on which the meeting will be held. Notification of special or emergency meetings may be by the most expedient means. An agenda setting forth the subjects and areas to be discussed will normally be sent to each member prior to the meeting date. The West Virginia Department of Health shall be duly notified of all meetings of the Board.

- (d) Robert's Rules of Order will be used as the guide to business proceedings.
- (e) All meetings shall be open to the public unless otherwise designated by the Board.

2.04. All forms, revisions to license and/or trainee permit format and other printed material necessary for the administration of this licensing agency shall be approved by the Board.

2.05. No Board member shall act officially for the Board or convey the impression to others that he is acting officially for the Board without prior authorization from the Board.

Section 3. Duties of the Chairman

3.01. He shall designate the time and place of meetings on his own authority or at the direction of a majority of the Board members.

3.02. He shall preside at all meetings, or in case of his inability to attend any meeting, the Vice-Chairman shall preside. In the event the Vice-Chairman is not available, the Board members present shall designate a Chairman to serve for that meeting.

3.03. He will exercise general supervision of the affairs of the Board and shall have the usual powers of such office and any other powers and duties as the Board may direct.

- 3.04. He shall sign all licenses, permits, and duplicates issued by the Board.
- 3.05. He shall sign the official minutes of the proceedings of the Board which shall remain on permanent file.

Section 4. Duties of the Vice-Chairman

- 4.01. He shall assist the Chairman in carrying out his duties when requested.
- 4.02. He shall preside over meetings in the absence of the Chairman.
- 4.03. He shall act in behalf of the Chairman in cases of extended incapacitation or long absence of the Chairman.

Section 5. Duties of the Secretary

- 5.01. He shall keep the minutes of the proceedings at Board meetings and the records of the Board.
- 5.02. He shall have custody of all fees received by the Board and shall be responsible for the transfer of such funds to the State Treasurer.
- 5.03. He shall receive, accept responsibility for, issue (with Board approval) and account to the Auditor of the State for all licenses, trainee permits, and duplicates of certificates handled by the Board.