

Election of Officers

Elections of the officers shall occur annually at the first or last meeting of each year.

Officer Vacancies

If an office becomes vacant during the year, the Chair may appoint a member to fill the vacancy for the remainder of the term until the next annual election. If the office of the Chair becomes vacant, the Vice Chair shall assume the office of the Chair. Elected officers shall then serve the remainder of the term.

Position(s) for Election:

- **Chair**
- **Vice Chair**

All officer positions are elected annually. The Chair and/or Vice Chair duties include, but are not limited to:

- Attend and testify at legislative hearings and Oversight Review (Sunset) hearings.
- All communications relating to any Committee action or policy to any individual or organization shall be made only by the Chair of the Committee, his or her designee (Vice Chair), or the Executive Officer.
- Review and Approval of Executive Officer's Attendance/Vacation use.
- Monthly contact with Executive Officer for updates, issues, or tasks.
- Periodic travel approximately 2-6 times a year in addition to Committee/subcommittee meetings.
- Appoint and provide direction to subcommittees.
- If the Chair is unable to attend a meeting, the Vice Chair acts in place of the Chair in their absence.
- The Chair will evaluate the Executive Officer on an annual basis. (However, all Committee members provide information to the Chair on the Executive Officer's performance in advance of the evaluation. Once compiled, the Committee Chair meets with the Executive Officer to provide the Committee's evaluation.)
- The Chair leads Committee meetings.
- Attend meetings via teleconference or in person for Department of Consumer Affairs (DCA) meetings. (Only about 2-4 times a year.)