

WAC 88-04-030 Duties of officers. (1) The chairman shall preside at all public meetings of the commission, and at all executive sessions of the commission and shall endorse all resolutions, contracts and instruments on behalf of the commission as authorized by the commission, and shall perform all such other duties as are incident to his office or as are properly required of him by the commission.

(2) The vice chairman shall, during the absence or disability of the chairman, exercise all the functions of the chairman. In addition, the vice chairman shall have such powers and discharge such duties as may be assigned to him from time to time by the commission.

(3) The secretary shall authorize the issuance of notices for all meetings and executive sessions of the commission, except that notice for an executive session of the commission may be issued by any two commissioners who may desire an executive session shall be held. The director shall, under the direction of the secretary of the commission, act as recording secretary, and shall record the minutes of all meetings, and shall make and retain a record of all motions and resolutions adopted by the commission, and shall supervise the safekeeping of the books and records of the commission. The secretary shall otherwise perform such other and further duties as are incident to his office and as are properly required of him by the commission.

[Article III, filed 8/16/65.]