**Section 2150.220 Officers**

a) The officers shall be a Chairman, Vice-Chairman, and Secretary. Officers shall be elected at the first meeting after June 30 of each year and shall serve for a period of one year and until their successors are elected. Officers may be elected to succeed themselves.

b) The Chairman shall preside at all meetings of the Commission, may join in debate, and shall vote on all questions. On roll call votes, the Chairman's name shall be called last.

c) In the absence of the Chairman, the Vice-Chairman shall preside at the meeting. In the absence of both the Chairman and Vice-Chairman, a temporary Chairman shall be elected by the members present at the meeting.

d) The Secretary shall record the minutes of each meeting, notify the members of meetings as provided in Section 2150.210 hereof, record the vote on all motions, be the custodian of the records of the Commission, and engage in correspondence on behalf of the Commission at the direction thereof. In the absence of the Secretary, a temporary Secretary shall be appointed by the presiding officer of the meeting.