

**TITLE 245 STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

CHAPTER 2. ADMINISTRATIVE OPERATIONS

245:2-1-6. Duties of Executive Director, Principal Assistant and Assistant Director

- (a) The Board shall employ an Executive Director who shall be responsible for the administration of the policies of the Board, the processing of its routine operations, and other administrative and ministerial duties as the Board authorizes.
- (b) The Board may employ a Principal Assistant and/or an Assistant Director for the Board, who shall not be members of the Board, and may be Professional Engineer(s) and/or Professional Land Surveyor(s). The Principal Assistant's duties shall be to assist the Executive Director in the administration of the policies of the Board and other administrative and ministerial duties as the Board authorizes. The Principal Assistant and/or Assistant Director shall act on behalf of the Executive Director in the absence of the Executive Director.
- (c) The Board shall furnish the Executive Director the necessary equipment, supplies and administrative assistance, paying for same as prescribed herein and by law.
- (d) The Executive Director or his/her designee shall make available to the Public for inspection at its official published address, all public records of the Board, and shall accept submissions and requests at said location.
- (e) The Executive Director shall present financial reports to the Board for the "Professional Engineers and Land Surveyors Fund", and any other authorized funds, which shall show all funds received and disbursed from the fund.

245:2-1-7. Vacancies

- (a) If, for any reason, a vacancy shall occur in the Board, the Chair shall prepare a notice to the Governor asking for the appointment of a new member to fill the unexpired term.
- (b) If the vacancy shall occur in the office of the Chair, the Vice Chair shall prepare a notice to the Governor asking for the appointment of a new member to fill the unexpired term. In such case, the Board shall elect, from its own membership, at the first regular or special meeting, a new Chair to serve for the balance of the unexpired term.

245:2-1-8. Reimbursement for travel

Members of the Board, Board staff and authorized representatives shall be reimbursed for travel expenses incurred in the performance of their official duties, as allowed by the State Travel Act, and shall be paid on claims handled as prescribed herein and by the law.

245:2-1-9. Official Board Seal

The Seal of the Board shall be a circular seal, 2 1/4" in diameter, consisting of two concentric circles. The inner circle shall be 1 3/8" in diameter and shall contain the great seal of the State of Oklahoma. The outer circle shall be 2 1/8" in diameter and the area between the two circles shall contain the wording "State Board of Licensure for Professional Engineers and Land Surveyors" and the word "Oklahoma".