**Section 626.70 Officers of the Commission**

a) The Commission shall annually elect from among the Commissioners a Chairperson, a Vice-Chairperson and a Secretary.

b) The Chairperson, subject to the control of the Ethics Commission, shall in general supervise the business and affairs of the Ethics Commission and shall see that resolutions and directions of the Ethics Commission are carried into effect except when that responsibility is specifically assigned to some other person by the Ethics Commission. The Chairperson shall preside at all meetings of the Ethics Commission.

c) In the absence of the Chairperson, or in the event of the Chairperson's inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the authority of and be subject to all the restrictions upon the Chairperson.

d) The Secretary shall:

1) keep the minutes of the proceedings of the Ethics Commission;

2) ensure that the Ethics Commission's records are maintained by the Comptroller's Office;

3) in general, perform all such duties incident to the position of Secretary and such other duties as from time to time may be prescribed by the Chairperson or the Ethics Commission.