

BYLAWS OF THE MARYLAND BOARD OF OCCUPATIONAL THERAPY PRACTICE

ARTICLE I NAME

Section 1. The name of this organization shall be the Maryland Board of Occupational Therapy Practice. This Board is established pursuant to Section 10-201 of the Health Occupations Article of the Maryland Annotated Code.

ARTICLE II OBJECT

Section 1. The purpose of this Board is to protect the health, safety, and welfare of the public through the licensure and regulation of occupational therapists and occupational therapy assistants.

ARTICLE III MEMBERS

Section 1. This Board shall have seven (7) members, all who have been commissioned and appointed by the Health Occupations Article of the Maryland Annotated Code.

ARTICLE IV OFFICERS

Section 1. The Officers of this Board shall be a Chair, a Vice Chair, and a Secretary/Treasurer.

Section 2. At the June meeting of each odd year, the Board shall hold Officer elections.

Section 3. Those elected shall take office on July 1st following their election and shall serve for a two-year term.

Section 4. No Board member shall serve more than two consecutive terms in the same office.

Section 5. Per Diem may be reviewed and authorized by the Board annually.

Section 6. An Officer may be removed from office, with cause, by a majority vote of all remaining Board members.

Section 7. If the Chair is removed, or if the office is otherwise vacated, the Vice Chair shall become the Chair for the remainder of the Chair's elected term. Any other officer vacancies shall be elected by a Board vote at the next regularly scheduled Board meeting, or as soon as practicable.

Section 8. Duties of Officers

- A. The duties of the Chair shall include but not be limited to, the following:
1. Preside at business meetings of the Board.
 2. Preside at hearings held by the Board.
 3. Appoint committee Chairs and members.
 4. Appoint Board members to ad hoc committees.
 5. Sign the Board Administrator's time status reports.
 6. Sign the Board Office "Administrative Reports."
 7. Sign Board subpoenas.
 8. Sign final disciplinary orders of the Board, or authorize a designee.
 9. Other duties as prescribed by the parliamentary authority.
- B. The duties of the Vice Chair shall include but not be limited to assuming the duties of the Chair in the absence or incapacitation of the Chair. Other duties as prescribed by the parliamentary authority.
- C. The duties of the Secretary/Treasurer shall include, but not be limited to, the following:
1. Review and sign approved Board minutes.
 2. Review and sign the Board's budget.
 3. Have available at each meeting a copy of the bylaws of the Board, a list of Board members, and a list of standing and ad hoc committee members.
 4. Serve as the Board's Parliamentarian.
 5. Other duties as prescribed by the parliamentary authority.

ARTICLE V

MEETINGS

Section 1. Public meetings of the Board shall be held on the third (3rd) Friday of each month and begin at 9:00 A.M. unless notice is provided otherwise.

Section 2. Committees of the Board shall meet as necessary.

Section 3. The Board and all committees may hold conference meetings through electronic media in accordance with the Open Meetings Act.

Section 4. Proxy voting shall not be permitted.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Officers.

Section 2. The Executive Committee shall attend to the routine business of the Board between meetings of the Board.

Section 3. The Executive Committee shall have no authority to act on behalf of the Board.

ARTICLE VII COMMITTEES

Section 1. The following are the standing committees of the Board: The Complaint Review Committee, the Continuing Competency Requirement Review Committee, and the Application Review Committee.

A. Complaint Review Committee

1. Composition: one licensed Board member appointed by the Board Chair.
2. Authority: Shall be Chaired by the appointed licensed Board member.
3. Duties: address complaints received by the Board and initiate the investigatory process when appropriate.

B. Continuing Competency Requirement Review Committee

1. Composition: one licensed Board member appointed by the Board Chair.
2. Duties: Review Continuing Competency Requirement submissions in accordance with the Board's regulations.

C. Applications Review Committee

1. Composition: one licensed Board member appointed by the Board Chair.

2. Duties: Review applications submitted to the Board in accordance with the Board's regulations.

Section 2. The Board shall elect a Nominations Committee by the close of each even numbered year, to report a slate of nominees at the open session of the Board's May meeting, in the odd numbered years.

Section 3. Ad Hoc Committees may be appointed by the Chair.

Section 4. The committees shall facilitate and assist the Board in discharging its duties and responsibilities by evaluating, reviewing, and making recommendations to the Board on matters referred to the committee by the Board. Committees shall be composed of no more than three (3) members of the Board. Additional duties may be assigned to the committees as determined by the Board Chair.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the State Code of Maryland.

ARTICLE IX AMENDMENTS

Section 1. These Bylaws may be amended by at a two-thirds (2/3) vote at an open session meeting of the Board, provided that the proposed changes were distributed to Board members no less than thirty (30) calendar days prior to the vote.

Revised and approved by the Maryland Board of OT 7/15/16

Approved by the Maryland Board of Occupational Therapy 10/16/15