

BOARD OF DENTAL EXAMINERS OF ALABAMA
ADMINISTRATIVE CODE

CHAPTER 270-X-1
INTERNAL BOARD MATTERS

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270-X-1-.01 **Oath Of Office.** Pursuant to Code of Ala. 1975, §34-9-40, each member of said Board, after his/her election or appointment and before entering upon the discharge of the duties of his/her office, shall take the following oath of office to be administered by the president as follows: "I, _____, solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Alabama, so long as I continue a citizen thereof; and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability. So help me God."

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-40, 34-9-43.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.02 **Parliamentary Usage.** The Board of Dental Examiners of Alabama in the deliberations of its business sessions shall be governed by parliamentary usage; and Robert's Rules of Order shall be accepted as authority.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§36-25A-1, 36-25A-2, 36-25A-5.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.03 **Duties Of The Secretary-Treasurer.** The secretary-treasurer shall keep a record of all meetings of the Board of Dental Examiners of Alabama. The place of each meeting of the Board, names of the members present, all official acts of the Board, and the votes shall be recorded in the minutes. The minutes shall be presented for approval or amendment at the next meeting of the Board, which upon approval will be signed by the secretary-treasurer. The minutes, not including any section relating to the good name or character of an individual, shall be open to public inspection.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-42, 34-9-43(1)(10), 34-9-44.

History: Filed September 28, 1982. **Amended:** Filed August 8, 1985. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.04 **Administrative Staff.** The Board may, at its discretion, permit the administrative staff to sit in all Board meetings for the purpose of recording the minutes and other data necessary to carry on the business of the Board.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-43.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.05 **All Correspondence By Secretary-Treasurer.** All correspondence relative to Board matters shall be forwarded to the attention of the secretary-treasurer to the Board office for reply, except that when a Board member shall have been assigned the handling of some specific case or matter, he/she also may attend to such correspondence as may be required. When such matter is settled, said member shall forward all data relating to the case or matter to the Board office for filing.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, § 34-9-44.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.06 **Assistant Dentists To Aid The Board.** At the discretion of the Board, there may be appointed duly qualified licensed dentists to assist the Board in conducting the Board examinations or any other lawful functions. Priority may be given to past Board members.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-43.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.07 **Travel Allowances For Board Members.**

(1) Board members shall be reimbursed expenses incurred in the course of authorized in-state travel in accordance with and subject to the policies and procedures set by the State of Alabama.

(2) Board members shall be reimbursed for actual expenses incurred in the course of authorized out-of-state travel, in accordance with and subject to the policies and procedures set by the State of Alabama.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-43.

History: Filed September 28, 1982. **Amended:** Filed February 22, 2012; effective March 28, 2012. **Amended:** Filed September 23, 2014; effective October 28, 2014.

270-X-1-.08 **Meetings Of The Board.**

(1) The Board of Dental Examiners of Alabama shall comply with all the requirements of Code of Ala. 1975, §34-9-41, concerning their meetings. Board member shall receive as compensation a sum of three hundred dollars and 00/100 (\$300.00) per each day actively engaged in the duties of their office.

(a) Board members who participate in the licensing examinations conducted by an approved testing agency shall be compensated by the testing agency.

(b) A sitting Board member who observes a licensing examination, without actively participating in the examination, shall be compensated one hundred dollars and 00/100 (\$100) per day out of Board funds.

(c) Board members shall be compensated at a rate of one hundred dollars and 00/100 (\$100) per hour, not to exceed three hundred dollars and 00/100 (\$300.00) per day, for documented time spent in review of assigned cases while serving on an Investigative or a Complaint Review Team.

(2) The secretary-treasurer shall keep a record of all meetings of the Board of Dental Examiners of Alabama. The place of each meeting of the Board, names of the members present, all official acts of the Board, and the votes shall be recorded in the minutes. The minutes shall be presented for approval or amendment at the next meeting of the Board, which upon approval will be signed by the secretary-treasurer. The minutes, not including any section relating to the good name or character of an individual, shall be open to public inspection.

(3) All meetings of the Board of Dental Examiners of Alabama, not including any part relating to the good name or character of an individual, shall be open and public. Reports of investigations or complaints alleging violation of any law or rule; documents subpoenaed by the Board; reports of any investigators or investigative agency appointed or employed by the Board; memorandum or reports of the Board's counsel; memorandum or reports of the Board's counsel relating to investigations or complaints alleging violation of any law or rule; statements of persons interviewed by the Board or any committee or member thereof, unless made at a public hearing; reports of information received by the Board or any member thereof in confidence; reports memorized either in physical or digital form, of sensitive personnel records or other gathered information; reports of pending criminal investigations or reports or information, the disclosure of which would be detrimental to the best interests of the public, shall be considered privileged and confidential and shall not be disclosed except to an agent, attorney, or employee of the Board of Dental Examiners of Alabama. The foregoing non-public records or writings shall not be subject to public disclosure and shall not be subject to subpoena except upon the express order of a court of competent jurisdiction.

(4) Anyone wishing to address the Board at a regularly scheduled Board meeting will be required to submit a written request to the Board no later than one week prior to the Board meeting date. The request should include the topic to be addressed and the name(s) of the presenter(s). If time permits, the matter will be placed on the Board's agenda; otherwise the matter will be placed on the agenda of the next regularly scheduled Board meeting. All presenters will be given a presentation time limit to be determined by the Board to present their requests to the Board.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-42, 34-9-43(1)(10), 34-9-44(13)(a).

History: Filed August 8, 1985. **Amended:** Filed October 7, 2009; effective November 11, 2009. **Amended:** Filed December 18, 2009; effective January 22, 2010. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.09 **Check Signing Authority Of Administrative Staff.**

The Board of Dental Examiners of Alabama may authorize a designated staff member who would be authorized to sign checks on behalf of the Board for costs or expenses that do not exceed twenty-five hundred dollars and 00/100 (\$2500.00).

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-41, 34-9-43(10).

History: Filed August 22, 1989. **Amended:** Filed March 23, 2001; effective April 27, 2001. **Amended:** Filed February 22, 2012; effective March 28, 2012.

270-X-1-.10 **Consulting Fees.** Consultants employed by the Board pursuant to Code of Ala. 1975, §34-9-43.1(b) shall be compensated at the rate of one hundred dollars and 00/100 (\$100.00) per hour, not to exceed the amount of current Board compensation.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-10(e), 34-9-43(2), (10).

History: **New Rule:** Filed December 16, 2008; effective January 20, 2009. **Amended:** Filed February 22, 2012; effective March 28, 2012.