



APA-2

**ALABAMA STATE BOARD OF MEDICAL EXAMINERS**

**NOTICE OF INTENDED ACTION**

AGENCY NAME: Alabama Board of Medical Examiners

RULE NO. & TITLE: 540-X-1-.03, Meetings of the Board

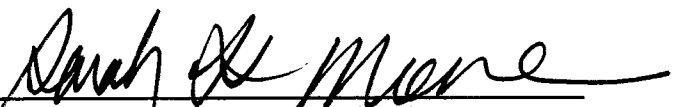
INTENDED ACTION: To amend the rule

SUBSTANCE OF PROPOSED ACTION: Increase number of members that constitute a quorum.

TIME, PLACE, MANNER OF PRESENTING VIEWS: All interested persons may submit data, views, or arguments concerning the proposed new rule(s) and regulation(s) in writing to: Carla H. Kruger, Office of the General Counsel, Alabama State Board of Medical Examiners, Post Office Box 946, Montgomery, Alabama 36101-0946, by mail or in person between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, until and including April 4, 2019. Persons wishing to obtain copies of the text of this rule and submit data, views, or comments or arguments orally should contact Carla H. Kruger by telephone (334-242-4116) during said period in order to set up an appointment for a hearing respecting such oral data, views, or arguments. Copies can also be obtained at the Board's web site, [www.albme.org](http://www.albme.org).

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: April 4, 2019

CONTACT PERSON AT AGENCY: Carla H. Kruger

  
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(Signature of officer authorized  
to promulgate and adopt  
rules or his or her deputy)

540-X-1-.03 Meetings Of The Board.

(1) The Board shall meet each month, usually the third Wednesday of each month.

(2) Special meetings may be called at the request of the chairman.

(3) At least ~~five~~ six members of the Board shall constitute a quorum and as such shall be competent to act.

(4) The executive director or his designee shall keep a record of all meetings. 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 regular meeting, which upon approval will be signed and each page initialed by the chairman. The minutes, not including any section relating to the good name or character of an individual, shall be open to public inspection.

(5) All meetings of the Board, not including any part relating to the good name or character of an individual, shall be open and public. All reports of investigations; documents subpoenaed by the Board; reports of any investigative committee appointed by the Board; memoranda of the Board's counsel relating to investigations; statements of persons interviewed by the Board or any committee of the Board; all information, interviews, reports, statements or memoranda of any kind furnished to the Board or any committee of the Board; and any findings, conclusions or recommendations resulting from proceedings of the Board or any committee of the Board, unless presented as evidence at a public hearing, shall be privileged and confidential, shall be used only in

the exercise of the proper functions of the Board, and shall not be public records nor be available for court subpoena or for discovery proceedings.

(6) Meetings of the Board are governed by *Sturgis Standard Code of Parliamentary Procedure* and/or any amendments adopted by the Board.

**Author:** Alabama Board of Medical Examiners

**Statutory Authority:** Code of Ala. §§ 34-24-53, 34-24-58, 6-5-533.

**History:** Filed November 9, 1982. Re-adopted: Filed February 8, 1983.

Amended: Filed August 22, 2002. Effective Date: September 26, 2002.

Amended/Approved: February 20, 2019.