

**BY-LAWS**  
**OF**  
**THE KENTUCKY REGISTERED SANITARIAN EXAMINING**  
**COMMITTEE**

**ARTICLE I**  
**AUTHORIZATION**

The Kentucky Registered Sanitarian Examining Committee is created by Chapter 102 of the 1960 Acts of the General Assembly of the Commonwealth of Kentucky. The effective date of the Act was July 1, 1960. Amended July 1, 1992 and July 1, 1993.

**ARTICLE II**  
**NAME**

The official registered name of the Committee shall be the Kentucky Registered Sanitarian Examining Committee, hereinafter referred to as the "Committee".

**ARTICLE III**  
**PLACE OF MEETING**

Meetings of the Committee shall be rotated between the areas of the Committee members, unless otherwise directed by a majority of the Committee.

**ARTICLE IV**  
**OFFICERS**

1. The officers of the Committee shall be a chairman, vice-chairman and secretary-treasurer. All officers shall be elected for a term of two (2) years, or until their successors are elected and qualify, except for the office of Secretary-Treasurer whose duties shall be assumed by the ex-officio (Cabinet's Representative) officer. In the event of a Committee vacancy, a list of three names of registered sanitarians shall be submitted to the Commissioner of Public Health by the Committee.
2. Chairman: The chairman of the Committee shall preside at all meetings of the Committee and shall be the chief officer of the committee. He shall perform all other duties prescribed by law and by these By-laws.
3. Vice-Chairman: The vice-chairman shall perform the duties of the chairman in his absence.

4. Secretary-Treasurer: The secretary-treasurer of the Committee shall record and maintain a record of the Committee's proceedings and shall be responsible for maintaining the certificates of registration. He shall receive and record for the Committee all fees and shall pay such fees into the state treasury to the credit of a trust and agency fund to be used by the department in carrying out the provisions of the Act. No part of this fund shall revert to the general fund of the Commonwealth. He shall be responsible for all funds credited to the Committee. He shall perform all other duties as prescribed by law and by these By-laws.

## **ARTICLE V MEETINGS**

1. The Committee will have quarterly meetings each year on the 2<sup>nd</sup> Thursday and Friday of each quarter unless otherwise specified.
2. Additional meetings shall be held as needed and as determined by the Committee.
3. The chairman shall designate the time and place at which the meeting of the Committee will be held, and shall make all arrangements needful and proper for those meetings.
4. The secretary-treasurer shall prepare and submit a notice of such meetings together with the proposed agenda thereof and a copy of the minutes of the preceding meeting prior to the meeting.
5. The agenda for regular meetings of the Committee shall be prepared by the chairman and shall include such matters, as he thinks proper for consideration by the Committee. Any member of the Committee may, by written or oral request, direct the chairman to include any item on the agenda for any particular meeting, but such request may be submitted to the chairman at least 10 (ten) days prior to the meeting.
6. The Committee will offer upon request to the applicant, the examination essential for registration to any qualified applicant. Final arrangements for examination must be made by the applicants through the secretary.

## **ARTICLE VI QUORUM**

1. Three duly appointed members of the Committee shall constitute a quorum at all meetings of the Committee.
2. A majority of the votes cast, when full Committee is present or a unanimous vote when a quorum is present, shall be required for the adoption of any motion or the making of any decision or order.

## **ARTICLE VII APPLICATION FORMS**

1. The Committee shall prescribe and provide an application form for use of all persons who apply to the Committee for registration as a registered sanitarian.

2. Any person may apply to the Committee for registration as prescribed by law.
3. Application shall be made on application form prescribed and provided by the Committee.

**ARTICLE VIII  
CERTIFICATE OF REGISTRATION  
RENEWAL THEREOF  
REINSTATEMENT THEREOF**

1. The Committee shall recommend a certificate of registration to the Cabinet. Such certificate to be a document showing the name of the registered Sanitarian, the date of issue, serial number and bearing the signatures of the chairman of the Committee and the Secretary, Cabinet for Health Services.

**ARTICLE IX  
AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the Committee.

**ARTICLE X  
EFFECTIVE DATE**

These By-Laws shall be effective immediately upon adoption by the Committee.

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The undersigned, Guy Delius, states that he is secretary-treasurer of the Kentucky Sanitarian Examining Committee and that the foregoing By-Laws as amended were duly adopted on the 15<sup>th</sup> day of July 1999, at Aurora, Kentucky.

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Guy F. Delius, R.S.  
Secretary-Treasurer  
Kentucky Registered Sanitarian Examining Committee