

Administration  
Series 300

Policy Title: Succession of Authority to the Chief Administrator Code No. 301

**Policy Statement**

In the absence of the chief administrator, it is the responsibility of the other administrators to assume the chief administrator's duties.

**Scope of Policy**

The succession of authority to the chief administrator is in this order:

1. Most senior member of the Agency Planning Council (APC) with appropriate license.
2. Absence of appropriate licensure, then it's the most senior APC member. (Senior is defined as longevity on APC, not with the Agency.)

If the absence of the chief administrator is temporary, the successor will assume only those duties and responsibilities of the chief administrator that require immediate action. If the Board determines the absence of the chief administrator will be a lengthy one, the Board will appoint an acting chief administrator to assume the responsibilities of the chief administrator. The successor will assume the duties when the successor learns of the chief administrator's absence or when assigned by the chief administrator or the Board.

**Accountability Overview**

References to "chief administrator" in this policy manual will mean the "chief administrator or the chief administrator's designee" unless otherwise stated in the board policy.

Date of Adoption:

May 12, 2020

Reviewed: \_\_\_\_\_

Amended: \_\_\_\_\_