

**TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION**

Control _____ Department or Agency: Alabama State Board of Auctioneers
Rule No.: 150-X-1-14
Rule Title: Board Policies and Procedures
_____ New X Amend _____ Repeal _____ Adopt by Reference

Would the absence of the proposed rule significantly Harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's Police power and the protection of the public health, Safety, or welfare? Yes

Is there another, less restrictive method of regulation Available that could adequately protect the public? No

Does the proposed rule have the effect of directly or Indirectly increasing the costs of any goods or services Involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful to the public Than the harm that might result from the absence of The proposed rule? No

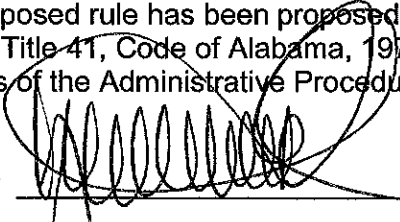
Are all facets of the rulemaking process designed solely For the purpose of, and so they have, as their primary Effect, the protection of the public? Yes

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama, 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama, 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.

Signature of certifying officer  _____

Date: May 20, 2015

(DATE FILED)
(STAMP)

Alabama State Board of Auctioneers

NOTICE OF INTENDED ACTION

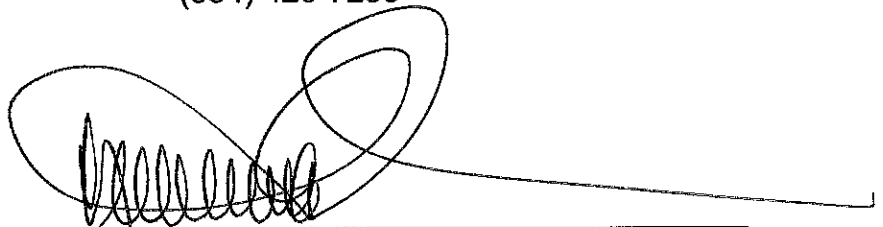
AGENCY NAME: Alabama State Board of Auctioneers
RULE NO. & TITLE: 150-X-1-.14 Board Policies and Procedures
INTENDED ACTION: Amended

SUBSTANCE OF PROPOSED ACTION: The Board proposes add Roberts Rules of Order, latest revise edition, into policies and procedures in which the Board should conduct all meetings.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Written comments will be received by the Board until 4:00 p.m. on Friday, July 3, 2015. Comments should be directed to Keith E. Warren, Executive Director at 2777 Zelda Road, Montgomery, AL 36106 or via electronic mail at keith@warrenandco.com or via telephone at 334-420-7235.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:
Friday, July 3, 2015.

CONTACT PERSON AT AGENCY: Keith E. Warren
Executive Director
2777 Zelda Road
Montgomery, AL 36106
(334) 420-7235

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Keith E. Warren, *Executive Director*
Alabama State Board of Auctioneers

150-X-1-.14 **Board Policies And Procedures.**

(a) 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 two weeks 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 for the next regularly scheduled board meeting. All presenters will be given a time limit of fifteen (15) minutes to present their requests to the board.

(b) All proceedings of the Board shall be governed by Roberts Rules of Order, latest revised edition, except during disciplinary proceedings and except where otherwise provided in these rules.

(bc) The board will issue letters verifying Alabama licensure (Letter of Verification) to any other state licensing board upon receipt of a written request from the licensee. The request should include the State Licensing Board the letter is to be sent to.

(ed) The board should be notified immediately and in writing of a change of address for any licensee. The request for change of address should be signed by the licensee and accompanied by the \$5.00 change of address fee and the license certificate issued under the old address. A new license reflecting the new address will then be issued and forwarded to the licensee.

(de) Upon notification that a licensee's bond is subject to cancellation by his/her bonding company, the board will notify the affected licensee in writing of the company's intent to cancel coverage. The licensee will be required to furnish a new bond to the board before the old bond expires in order to remain in good standing with the board and prevent a lapse in licensure.

(ef) A signed and completed Complaint Form is required in order to file an official complaint with the board. Anonymous complaints will not be accepted.

(fg) The board must receive CEU Reporting Forms for all licensees in order to ensure proper credit for continuing education hours. CEU forms should be given to all attendees of approved continuing education by the education provider and should be signed by the instructor. The licensee is responsible to complete the questionnaire, sign it, and submit it to the board for proper credit. (34-4-4)

Author: J. O. Blandenburg

Statutory Authority: Code of Ala. 1975, §34-4-21.

History: New Rule: Filed January 29, 2003; effective March 5, 2003. **Amended (Rule Number Only):** Filed July 24, 2007; effective August 28, 2007. **Amended:** May 20, 2015;