

Alabama Government Manual

Fourteenth Edition

**A Publication of
The Alabama Law Institute**



Alabama Law Institute
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Legislative Services Agency
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FOREWARD

The Alabama Law Institute is pleased to present this Fourteenth Edition of *The Alabama Government Manual*. While the *Manual* has been published under this title since 1959, its origin dates back to 1942, when The University of Alabama Bureau of Public Administration first published *A Handbook of Alabama State Agencies*. The first five editions were prepared by the late Dr. Coleman B. Ransone, Jr. The Law Institute assumed the preparation and publishing beginning with the Sixth Edition in 1982.

The Seventh, Eighth, and Ninth Editions were edited, organized and revised by Dr. Richard A. Thigpen, Professor of Law, The University of Alabama School of Law. Othni Lathram, legal research assistant of the Alabama Law Institute, conducted the extensive editing, drafting, communicating with the agencies, and proofing the Tenth Edition. Jini Koh, a legal research assistant of the Alabama Law Institute, was the principal person in researching, drafting, and editing the Eleventh Edition. Penny Davis, Associate Director of the Alabama Law Institute, who proofed and supervised the final production of the extensive project as Executive Editor.

The Twelfth Edition was composed and prepared by Alison Daugherty and Chris Sanders, a legal research assistant. They both communicated with the state agencies to assure the information was current. Leveeda Morgan-Battle, an Institute Fellow, proofed and edited the final product.

For the Thirteenth Edition, Nancy Foster was the researcher and editor of changes. Assistant Director Othni Lathram proofed and edited the final product.

This, the Fourteenth Edition, was a labor of many hands. Alabama Law Institute clerks Nikki Skolnekovich, Austin Dickinson, and Katie Tindol proved instrumental in the early stages, contacting agencies to obtain updated information. In the later stages of the project, clerks Blakely Lloyd, Andrew Toler, Adele Mantiply, and Gabriela Olemberg drafted a number of sections and helped proofread the Manual. Blakely Lloyd proved invaluable in compiling the amended sections into the first draft of the full Manual. Staff Attorney Buddy Rushing served as lead editor, assisting throughout the project and proofing the final draft.

Finally, ALI's Jill Colburn formatted the final product into a publishable version.

The *Alabama Government Manual* does not purport to offer an in-depth description of each state agency or instrumentality. It is designed, instead, as a ready reference for state and local officials, members of the legislature, interested citizens and students, on the overall organization of governmental agencies in Alabama.

The Law Institute expresses its appreciation to Executive Department and Agency heads of the State of Alabama; the Office of State Examiner of Public Accounts; and the Fiscal and Legal Divisions of the Legislative Services Agency for their invaluable assistance in furnishing updated information on state agencies in Alabama. The Institute also owes a debt of gratitude to the late Dr. Coleman Ransone, Department of Political Science, The University of Alabama. The legacy of his quality research remains the basis of all subsequent editions.

It should be emphasized that this publication is not an authoritative statement on state agency organization in Alabama, nor is it a substitute for provisions contained in the Code or Constitution or other legal materials explanatory thereof. This publication seeks to serve only as a guide to state agencies, boards, commissions, and state governmental units. Users of this publication who have need of authoritative legal statements should seek such assistance from the appropriate legal sources.

The Alabama Law Institute is the Law Revision Division of the Legislative Services Agency, and no conclusions concerning policies of the State of Alabama are to be drawn from this volume. This statement is also true with respect to previous editions prepared by the University of Alabama. The findings and conclusions of the study are those of the editor, who takes sole responsibility for the accuracy of the study and for any interpretations of the data presented.

Clay Hornsby
Deputy Director
Alabama Law Institute

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THE EXECUTIVE BRANCH

EXECUTIVE AND STAFF AGENCIES

GOVERNOR

Creation and Authority

The office of Governor was established in 1819. See the *Ala. Const.* art. V, §§ 112-135. See also *Ala. Code* §§ 29-3-10 to 29-3-11; 36-13-1 to 36-13-10; 36-13-30 to 36-13-33; 36-6-6 to 36-6-7.

The office of Governor is filled by popular election. To qualify, one must be at least 30 years of age, must have been a United States citizen for at least ten years and a resident of Alabama for at least seven years immediately preceding election. He or she serves a four-year term of office and is eligible for no more than one additional successive term. The Governor may be removed by impeachment.

Purpose

The Governor is the chief executive of the State.

Duties

Executive. The Governor sees that laws are faithfully executed; acts as Commander-in-Chief of the militia; signs grants and commissions required by law; fills vacancies which occur in local elective offices when specified by law and in elected offices of the state executive and judicial branches when specified by law, and orders elections to fill such vacancies; removes officers appointed by the Governor except where otherwise provided by law or where the office is subject to provisions of the Merit System; fixes the salaries of certain state employees and officials at amounts not to exceed certain annual figures, as specified by law; extradites criminals; grants commutations to persons under sentence of death; approves all conveyances of land by any State agency and all contracts or leases made by any State agency; approves the terms and conditions of certain bond issues; and causes suits to be instituted to recover public money or property or to condemn land. In addition, the Governor causes defense to be instituted of certain civil actions against the State; issues executive orders; remits fines and forfeitures; offers rewards for the apprehension of felons; may authorize armed forces organizations to leave the State; has control of State property; among many other duties set out by the Alabama Constitution and statute.

Appointive Powers. The Governor appoints the heads of the following Cabinet agencies: Department of Mental Health, Department of Senior Services, Department of Commerce, Alabama Tourism Department, Alabama Emergency Management Agency, Alabama Law Enforcement Agency, Department of Conservation and Natural Resources, Department of Corrections, Department of Human Resources, Department of Economic and Community Affairs, Department of Finance, Department of Labor, Department of Insurance, Alabama Medicaid Agency, Department of Revenue, Department of Transportation, Military Department, ABC Board, Department of Early Childhood Education, Governor's Office of Minority Affairs, and State Banking Department. The Governor also appoints replacements for many elected officials in the case of vacancy before the next election.

In addition, the Governor appoints at least one member on over 450 regulatory and licensing boards and commissions, university trustees, advisory boards and task forces that oversee a large variety of industries and make decisions that affect the day-to-day lives of Alabamians.

Ex officio President, Chairman or Member. The Governor serves as an ex officio member or as president or chairman of a variety of education, financial, human resources and regulatory boards.

Legislative. The Governor may convene the Legislature in extraordinary (special) sessions. He or she sends messages to the Legislature and may sign, or veto bills passed by the Legislature, veto items of appropriation bills at his or her discretion, and return bills to the Legislature with an "executive amendment." In extreme situations, he or she may change the place of a legislative session to a location deemed safe and convenient.

Organization

The Governor's Office Staff is divided into administrative, operations, legal, communications, legislative, appointments, and constituent services units. The Governor may appoint a legal advisor and other attorneys to advise the Governor in his or her official capacity or to institute, conduct, or appear in any court in any civil or criminal case in which the State is interested. Other personnel may include Chief of Staff, Deputy Chief of Staff, Legislative Affairs Director, Executive Secretary, Recording Secretary, Press Secretary, executive assistants, administrative assistants, and clerical personnel.

Financing

The Governor receives appropriations from the General Fund and sometimes other government funding sources for the purposes of the operations of the office.

Office Location

The Office of the Governor is located in the Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36104. The phone number is (334) 242-7100. Website: www.governor.alabama.gov

GOVERNOR'S COUNCILLOR

Creation and Authority

The office of Governor's Councillor was created in 1977. See *Ala. Code* § 36-13-13.

Purposes

The apparent purpose of the establishment of the office of Governor's Councillor is to provide an informal retirement system for former governors of Alabama. The Act establishing the office states that "[e]very person who shall have served two terms or more as Governor of Alabama and have obtained the age of sixty is entitled to become a Governor's Councillor upon application to the Governor and upon the Governor's certification of his employment as such Councillor." A Councillor holds office at the pleasure of the Governor.

Duties

If requested by the Governor, the Councillor is to provide such aid, counsel, advice and assistance as the Governor may require. Communications between the Governor and a Councillor are confidential and privileged and cannot be revealed by anyone except the Governor.

Financing

The Act establishing the office does not specify an amount from

the treasury. However, the Act does specify that a salary of \$18,000 per annum is to be paid to the Councillor from the State treasury at the same time and in the same way in which the Governor is paid.

Termination

The Act provides that it shall automatically expire if any constitutional amendment providing retirement or pensions for former governors is adopted. The Act is retroactive to December 1, 1976.

Office Location

Contact may be made through the Office of the Governor, Room N104, Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36104. The phone number is (334) 242-7100.

LIEUTENANT GOVERNOR

Creation and Authority

The office of Lieutenant Governor was created in its present form in 1901. See the 1901 *Ala. Const.* art. IV, §§ 112-118; art. VII, § 173; amend. 282; and *Ala. Code* § 29-4-50, § 36-3-1. A Lieutenant Governor was provided for in the Constitution of 1868, but not in the Constitution of 1875.

The Lieutenant Governor is selected by popular election. To qualify for the office, one must be at least 30 years of age, a citizen of the United States for at least ten years, and a resident-citizen of Alabama for at least seven years immediately preceding election. The Lieutenant Governor serves a four-year term of office and is eligible for one successive term but may be removed by impeachment. Compensation for the office is fixed by law and may vary according to the length of legislative sessions.

Purpose

The Lieutenant Governor presides over the Senate and succeeds to the governorship under certain conditions.

Duties

The Lieutenant Governor is the ex officio President of the Senate. He or she performs the duties of the Governor in the event of the Governor's death, impeachment, disability, or absence from the State for more than 20 days.

Committees on which the Lieutenant Governor holds ex officio membership include (1) the Legislative Council, (2) the Alabama Historical Commission, (3) the Alabama Corrections Institutions Finance Authority, (4) the Joint Committee on Administrative Regulation Review, (5) the Toll Road, Bridge and Tunnel Authority, (6) the Judicial System Study Commission, and many others. The Lieutenant Governor also serves as ex officio Chairman of the Alabama Job Creation and Military Stability Commission, and the State Executive Commission on Community Service Grants.

Financing

Ala. Code § 29-4-50 establishes the Office of the Lieutenant Governor as separate and distinct from the Legislature. Under this law, all expenses of the office, other than the actual compensation of the Lieutenant Governor himself, are paid from funds appropriated annually to the office by the Legislature. The compensation of the Lieutenant Governor continues to be included in an annual appropriation for the expenses of the Legislature.

Office Location

The Office of the Lieutenant Governor is located at Room 725 of the Alabama State House, Montgomery, Alabama 36130. The phone number is (334) 242-7900, fax number is (334) 242-4661. Website: www.ltgov.state.al.us

ATTORNEY GENERAL

Creation and Authority

The Office of Attorney General was established in 1819. See the

1901 *Ala. Const.* art. V, §§112, 114-115, 118, 127, 129, 132, 136-137; art. VII §173; now codified in §116. See also *Ala. Code* §§12-3-32; 36-15-1 to 36-15-22; and 36-15-60 to 36-15-64.

The Attorney General is selected by popular election. To qualify for the office, one must be at least 25 years of age, a United States citizen for at least seven years, and a resident of Alabama for five years preceding election. The Attorney General serves a four-year term of office, is eligible for one successive term, and may be removed by impeachment.

Purpose

The Attorney General is a constitutional officer whose principle duties are to provide legal advice and legal representation for the State, its officers, and its citizens.

Duties

Legal Advice. The Attorney General's Office serves as legal advisor to all state, county, and municipal officers, departments, boards, and commissions which ask advice on official business. Advice when formally given is referred to as an Attorney General Opinion. When these officers of the state follow an official opinion, they are immune from liability even if the courts later find that the Attorney General incorrectly interpreted the law. The Attorney General also reviews all statutes passed by the State Legislature to determine their constitutionality and advises the Governor regarding these legislative acts.

Representation of the State. The Attorney General's Office represents the State before all federal and state courts in all cases which Alabama is a party or has an interest and is the legal representative for all state, county, and municipal officers. Upon request of the executive authority of a municipality, the Attorney General represents the municipality before the state appellate courts when the constitutionality of a municipal ordinance is questioned. A docket is kept of all cases in which the State has an interest. The Attorney General's Office represents the interests of the State at all meetings of the Board of Education and the State Board of Adjustment.

Legal Actions. The Attorney General's Office institutes proceedings to enforce the rules and regulations of state, county, and

Executive and Staff Agencies

municipal officers; brings actions for permanent injunction to abate public nuisances; institutes quo warranto proceedings for dissolutions of any fraternal benefit society to preserve and protect its funds; and initiates criminal proceedings against persons who fail to comply with laws requiring disclosure of campaign contributions. The Attorney General may also institute proceedings against agents of the State in the name of the citizens of Alabama.

Appointments. The Attorney General must appoint all attorneys representing the state as Deputy or Assistant Attorneys General. The code specifically requires the Attorney General to make specific appointments of attorneys as Legal Advisors to various state commissions and agencies. The Attorney General also appoints the Director of the State Department of Forensic Sciences.

Ex Officio Memberships. The Attorney General is an ex officio member of the Alabama Building Authority, Alabama Building Corporation, Alabama Building Finance Authority, Alabama Education Authority, Alabama Electronic Voting Committee, Alabama Highway Authority, Alabama Highway Finance Corporation, Alabama Law Institute, Armory Commission, State Canvassing Board, Board of Compromise, Board to Fix Price of Articles for Alabama Institute for Deaf and Blind, Corrections Institution Finance Authority, Criminal Justice Advisory Commission, Criminal Justice Information Center Commission, Federal Aid Highway Finance Authority, Judicial System Study Commission, Local Government Records Commission, Meat and Poultry Council, Sentencing Commission, State Records Commission, State Safety Coordinating Committee, and the Securities Commission.

Other Duties. The Attorney General's Office prepares all contracts and writings in any matter in which the State has an interest; examines and approves or disapproves all cost bills presented to the State in criminal cases where the costs are claims or charges against the convict fund; and publishes a quadrennial report and quarterly copies of formal opinions. The Attorney General is present at the destruction of all canceled bonds. The Attorney General also drafts legislation and suggests revisions to problematic areas of the law to the legislature.

Organization

The *Administrative Services Division* plans, coordinates,

implements, and directs a broad range of services. This Division is responsible for handling human resources, space management, accounting and budgeting, contracts and leases, records management, and various other support functions. One of the primary areas of focus for this Division is in the information technology section: operations, telecommunications, website, research, etc.

The *Capital Litigation Division* represents the State in all death penalty appeals in state and federal courts. This division seeks to uphold death sentence convictions on direct appeal, in state post-conviction proceedings, federal habeas corpus proceedings, and execution proceedings. This division is also tasked with advising and updating judges, other prosecutors, and the public on death penalty law and procedure.

The *Constitutional Defense Division* advocates on behalf of the State in civil rights, voting rights, and employment discrimination hearings, in addition to defending the State in institutional litigation and civil matters in which there is a question of constitutional law.

The *Criminal Appeals Division*, the largest division within the Attorney General's Office, represents the state in all non-capital criminal matters in state and federal courts.

The *Criminal Trials Division* prosecutes everything from violent crimes to misdemeanors in circuit courts throughout the State. In addition, the division handles complex economic crimes in which private citizens or businesses are the victims.

The *Executive Division* encompasses the executive staff, including the Attorney General, Chief Deputy Attorney General, the Solicitor General and deputies, as well as Constituent Affairs, Press Office, Legislative Affairs, Law Enforcement Coordinator, Litigation Support and Victim Services.

The *Attorney General's Office of Victim Assistance (AGOVA)* was created to assist victims of violent crime statewide. AGOVA provides victims and their families a place to turn before, during, and after conviction of the offender. The goal is to assist victims in understanding the judicial process, advocate on their behalf, and maintain contact so they can remain informed about the case that has impacted their lives.

Executive and Staff Agencies

Understanding their rights under Alabama law is very important to victims of crimes and their families. AGOVA delivers victim assistance and referrals for victims through a toll-free hotline, 1-800-626-7676.

The *General Civil and Administrative Law Division* represents the State in civil actions in all courts and before administrative boards as the defender and initiator of civil actions. This division handles a wide range of civil matters including, but not limited to, civil and prisoner litigation, representation in administrative hearings, contract disputes, and related business transactions. This division works with multiple Attorneys General offices throughout the country on complex nationwide antitrust matters. Several assistant attorneys general in the division also serve as administrative law judges for the Alabama Medicaid Agency, the Alabama State Employee Injury Compensation Trust Fund, and appeals filed pursuant to the Students First Act.

In addition to the matters handled within the office, the Attorney General, by law, is responsible for all litigation matters for all state agencies. Many of the larger agencies have their own legal department with assistant attorneys general appointed by the Attorney General to handle legal matters for their agencies, and many other state legal matters are referred to outside private lawyers and firms for representation. The Civil Division actively participates in the oversight and management of these matters not handled within the Attorney General's office. Additionally, there are several boards, bureaus, and commissions that are not large enough to have their own legal department or a full-time attorney, and therefore, must rely on the Attorney General's Office for legal representation. The Civil Division coordinates with the Attorney General to designate attorneys throughout the office to assist those agencies.

The *Investigations Division* investigates a variety of criminal matters, such as white-collar crimes, "cold" cases involving unsolved homicides and rapes, and many other violent crimes. The core values of this Division are integrity, independence, leadership, initiative, and respect for individuals.

The *Opinions Division*, on behalf of the Attorney General's Office, provides written opinions on legal questions, state departments, agencies, boards and commissions, local public officials, and political subdivisions. The Division also processes state firearms law violation petitions and

public records requests, and operates the Public Hotline.

The *Medicaid Fraud Control Unit* investigates and prosecutes of allegations of fraud and abuse by healthcare providers against the Alabama Medicaid Agency. This unit is also responsible for investigating and prosecuting claims of abuse and neglect of residents in Medicaid funded facilities.

The *Special Prosecutions Division* is responsible for investigating and prosecuting crimes resulting from a breach of public trust by governmental officials and employees. This division is composed of investigators and attorneys with years of experience prosecuting both state and federal corruption and complex criminal matters.

Financing

The Attorney General's Office receives annual appropriations from the General Fund.

Office Location

The Office of the Attorney General is located at 501 Washington Avenue, Montgomery, Alabama 36104. The phone number is (334) 242-7300. Website: www.ago.state.al.us. Consumer Affairs phone number is 1-800-392-5658. Victim Assistance phone number is 1-800-626-7676.

SECRETARY OF STATE

Creation and Authority

The Office of Secretary of State was established in 1819. See the 1901 *Ala. Const.* art. V, §§ 112, 114-116, 118, 125, 129, 132, 134-137; art. VII, § 173; amend. 282. See also *Ala. Code* §§ 7-9A-501; 8-12-11 to 8-12-13; 10A-1-4.01; 17-7-1; 36-2-6 to 36-2-7; 36-5-1; 36-14-1 to 36-14-19.

The Secretary of State is elected by popular election. To qualify for the office, one must be at least 25 years of age, a United States citizen for at least seven years, and a resident of Alabama for at least five years preceding election. The Secretary of State serves a four-year term of office, is eligible for one successive term, and may be removed by impeachment.

Purpose

The Office of Secretary of State is a constitutional office responsible for custody and use of the Great Seal of Alabama and for other duties concerning public documents. The Secretary of State authenticates all official acts of the Governor and serves as the Chief Elections Official for the State of Alabama. The Office of the Secretary of State has over a thousand duties under the *Code of Alabama* and the *Alabama Constitution*.

Duties

Custody of Documents. The Secretary of State's Office acts as custodian of the Great Seal of Alabama, original statutes, and public records; keeps a register of all official acts of the Governor, which must be presented to the Legislature upon request; keeps records and papers belonging to the Legislature; keeps records of incorporation and of trademarks; all grants and patents issued by the state; receives statements of unincorporated professional associations; keeps all books, maps, and papers relating to state land surveys; and keeps a database of all Notaries Public appointed by Probate Judges in the State of Alabama.

Certification of Documents. The Secretary of State's Office authenticates all official acts of the Governor, except approval of laws, resolutions, appointments to office, and administrative orders. It also certifies copies of public records kept within the office.

Distribution of Documents. The Secretary of State's Office distributes legislative acts and resolutions and other public documents; sells all books kept for sale by the State, including the *Code of Alabama*; and furnishes to boards of registrars, judges of probate, state agencies and others authorized by law copies of all laws and other applicable instruments.

Elections. The Secretary of State is the "chief state elections official" and exercises responsibilities relating to federal, state, special, and constitutional elections. See *Ala. Code* §§ 17-4-60 to 17-4-61. The Office receives and certifies state election results by precinct; receives statements of campaign expenditures from state and county candidates and all political action committees; receives, reviews, and acknowledges independent candidate petitions for ballot access; provides information on elections procedures as needed; manages statewide elections, and is

responsible for implementing the National Voter Registration Act of 1993 (commonly called Motor-Voter) as outlined in *Ala. Code* §§ 17-4-60 to 17-4-61, and § 17-4-63.

Other Duties. The Secretary of State's Office has authority to make photographic reproductions of records and to buy or lease equipment for this purpose. In certain legal actions, it may accept summonses and processes and serve as an agent for nonresidents. The Secretary of State issues state officials' commissions. The Secretary determines the eligibility of certain groups to become recommending organizations to nominate members to the Board of Trustees of the Alabama Forever Wild Land Trust as specified in Constitutional Amendment No. 543. The office administers that portion of the Uniform Commercial Code (UCC) known as "secured transactions," which is applicable to business transactions involving credit. See *Ala. Code* § 7-9A-501. . The Secretary of State serves as a member of or may appoint a designee to (if applicable), various boards, commissions and committees including, but not limited to, the Alabama Athlete Agents Commission, Alabama Board of Adjustment, Alabama State Records Commission, Alabama Local Government Records Commission, State Canvassing Board, Fair Ballot Commission, Alabama Electronic Oversees Voting Advisory Committee, Help America Vote Act Committee, and Alabama Electronic Voting Committee. The Secretary of State administers, on its public agency website, the Alabama Open Meetings Act by providing an Internet service that public agencies can use to post notice of their meetings, so that members of the public can receive notice of public meetings.

Organization

The Secretary of State has seven Divisions within the Office that carry out the following duties:

(1) *Executive.* This Division assists the Secretary of State in overall management and direction of the Office and carries out day-to-day responsibilities assigned to it. Specific responsibilities include, but are not limited to: (1) attestation of official documents signed by the Governor, (2) maintenance of a registry of notaries public, and (3) communication to members of the press and the general public regarding the activities of the office.

(2) *Business Entities.* The Business Entities (Corporations)

Division keeps a registry of all domestic and foreign corporations, limited liability companies and limited partnerships doing business in Alabama. It receives annual reports of certain corporations, issues authorization for foreign corporations to do business in Alabama, and makes name reservations and changes with registered agents, issues certificates and certifies copies of corporate documents. See *Ala. Code* §§ 10A-1-4.01.

(3) *Uniform Commercial Code.* This Division assists the Secretary of State's Office in its responsibilities as the central recording office for the portion of the Uniform Commercial Code (UCC) known as "secured transactions" for Alabama tax liens, certain federal tax liens and for the central filing system for farm products. It handles filing, processing, and verifications of new statements, as well as termination, assignment, release or amendment of previously-filed financing statements applying to business transactions involving credit. The state UCC laws were amended in response to the Federal Food Security Act of 1985 that required the Secretary of State to implement a central filing system for farm products conforming with the rules and regulations issued by the U.S. Secretary of Agriculture. A 1987 amendment gave the Secretary of State authority to publish rules and regulations and to set fees to fund the central filing system for farm products. In 1989, *Ala. Code* § 35-11-40 to § 35-11-41 was amended to provide for the filing of certain federal tax liens in the UCC files.

(4) *Elections.* This Division carries out the various duties of the Secretary of State relating to elections. In addition to duties previously mentioned, it certifies certain content of election ballots to local probate judges, receives official registrations of political parties, implements the National Voter Registration Act, provides support to local Boards of Registrars including the dissemination of voter registration forms and administers the Alabama Fair Campaign Practices Act.

(5) *Government Support/Authentications/Trademarks & Lands.*

Government Services. This Division distributes copies of bound acts, receives and distributes copies of the Alabama House and Senate Journals to certain public institutions and officials, and administers distribution and warehousing of the *Code of Alabama*; receives, numbers, and files all bills and resolutions passed by the legislature; files Executive Orders, deeds, leases, and contracts entered into by the state; maintains a registry of architects and engineers; prepares Commissions verifying the

status of elected and appointed officials; and registers oaths of office of state, county and other applicable officials.

Trademarks. This Division assists the Secretary of State's Office in its responsibilities as the State's central registry for all intra-state trademarks. The Trademark and Service Mark Act, which became effective January 1, 1981 and was amended to set up new classifications and add categories for trade names effective January 1, 2011.

Lands. This Division assists the Secretary of State's Office in its responsibilities as custodian of the original land records of the State.

(6) Information Systems. This Division serves as the computer-based information technology support service to all Divisions of the Secretary of State's Office.

(7) Finance. This Division serves as the finance and accounting support service to all Divisions of the Secretary of State's Office. It works in close cooperation with the Executive Division to administer and implement an annual budget for the operation of the Office.

Financing

The Secretary of State's Office receives annual appropriations from the General Fund to carry out statutory responsibilities but receives no General Fund appropriation to fund its administrative operations. The Secretary of State's Office funds its administrative operations generally from fees resulting from Business Entities and UCC filings.

Public Access

Public records kept within the Office of the Secretary of State are available to citizens any business day. Many of these records are available on the Internet, including information on Business Entities and UCC filings, Acts of the Alabama Legislature, Notaries Public, and fully searchable filings under the Alabama Fair Campaign Practices Act.

Office Location

The Office of the Secretary of State is located in the State Capitol, 600 Dexter Avenue, Suite S-105, Montgomery, Alabama 36130. Its

mailing address is P.O. Box 5616, Montgomery, Alabama 36103-5616. Many Office operations are also conducted in the Alabama State House, 11 South Union Street, Montgomery, Alabama 36130. The phone number is (334) 242-7200. Website: www.sos.alabama.gov

STATE AUDITOR

Creation and Authority

The Office of State Auditor was established in 1819. See the 1901 *Ala. Const.* art. V, §§ 112, 114-116, 118, 127, 129, 132, 136-137; art. VII, § 173; amend. 282. See also *Ala. Code* §§ 36-16-1 to 36-16-11.

The State Auditor is selected by popular election. To qualify for the office, one must be at least 25 years of age, a United States citizen for at least seven years, and a resident of Alabama for at least five years immediately preceding election. The State Auditor serves a four-year term of office, is eligible for one successive term, and may be removed by impeachment.

Purpose

The Office of State Auditor is a constitutional office responsible for monitoring the accounts and records of the Department of Finance and the State Treasurer. The Office of the State Auditor is also responsible for maintaining property records of all state owned, non-consumable property.

Duties

The Auditor's Office receives daily reports from the State Treasurer's Office, reconciling all accounts with the State Comptroller's records. The State Auditor's Office performs property audits of each State agency, Board, Commission, and the Administrative Office of Courts every two years. In addition, it is responsible for maintaining the property records of all State non-consumable personal property. Losses reports are published on their website quarterly and annually of items reported as lost, stolen, or destroyed by agencies. The Auditor's Office may also be required by the Governor or by the Legislature to make reports more often on matters pertaining to its work.

The Auditor serves as member of the Board of Appointment of Registrars of Elections, the State Board of Adjustment, the Penny Trust Fund, and ex officio member of the Board of Compromise.

Organization

The State Auditor and Chief Clerk are specified by law. Personnel include the State Auditor, Chief Clerk, State Auditor Administrative Officer who serves as the Property Division Manager, Administrative Secretary/Assistant, Senior Accountant, IT Specialist, State Audit Inventory Officers, Inventory Control Officers and part-time clerical staff.

Office Location

The Office of the State Auditor is located in Suite S-101 of the Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36104. Phone: (334) 242-7010. Website: www.auditor.alabama.gov.

STATE TREASURER

Creation and Authority

The Office of State Treasurer was established in 1819. See the 1901 *Ala. Const.* art. V, §§ 112, 114-116, 118, 127, 129, 132; art. VII, § 173; amend. 282. See also *Ala. Code* §§ 36-17-1 to 36-17-19; 41-14-1 to 41-14-15; 41-14-30 to 41-14-38.

The State Treasurer is selected by popular election. To qualify for the office, one must be at least 25 years of age, a United States citizen for at least seven years, and an Alabama resident for at least five years immediately preceding election. The State Treasurer serves a term of office of four years and is eligible for one successive term.

Purpose

The Office of State Treasurer is the State's central banking agency and is responsible for the custody of all State funds and funds deposited with the State, and for payment of the State debt.

Duties

Custody of State Funds. The State Treasurer's Office receives and deposits in proper accounts all money due to the State and has custody of all State funds deposited with the State. It is authorized to invest excess funds in bank products, repurchase agreements, U.S. Government securities and obligations of Federal agencies. All State money deposited in the various state banks is secured by the SAFE Program. If a State Depository fails in its responsibility, the State deposits are protected by the SAFE Program. The Office of State Treasurer keeps a file of all receipts, warrants, and disbursements of State funds. It also is custodian of the bond proceeds for many state-issued bonds and is paying agent for most state issued bonds. The State Treasurer administers the Unclaimed Property Program and serves as custodian of these funds until proper disposition is made pursuant to state law.

Disbursements. The State Treasurer's Office pays all duly executed warrants, when sufficient funds are available, and it pays the principal and interest on the State debt.

Bonds. The State Treasurer's Office keeps a full and complete record of all coupons and registered bonds and destroys all canceled bonds and coupons. Bonds are now issued in book-entry form.

Other Duties. The State Treasurer's Office is also charged with the responsibility of distributing gasoline tax revenues and motor vehicle license revenues to the counties and cities as prescribed by the Legislature. The Treasurer serves as member ex officio of the Board of Control of the Teacher's Retirement System, Board of Control of the Employees' Retirement System of Alabama, State Board of Adjustment, the Alabama Highway Authority, Bond Commission, Industrial Access Road and Bridge Corporation, and Alabama Trust Fund. The State Treasurer serves as treasurer of the Alabama Education Authority, Alabama Trade School and Junior College Authority, Public School and College Authority, and the Coosa Valley Development Authority. The State Treasurer also serves as Chairperson of the Board for Wallace-Folsom College Investment Plan which consists of the Prepaid Affordable College Tuition Program (PACT), the Alabama College Educations Savings Program (ACES) marketed as the College Counts 529 Fund, and the Alabama ABLE Program. The treasurer is also chairperson of the Security for Alabama Funds Enhancement (SAFE) Program.

Administration

The management team in Administration is responsible for the management and oversight of all treasury operations, including accounting, bond, banking, and investments, collateral pool, general counsel, and information systems.

Divisions

Alabama Trust Fund. The Treasurer's Office is responsible for all financial record keeping and reporting for the Alabama Trust Fund. This includes the management of bank accounts, transfers of funds, and all financial reports. The Treasurer serves as Secretary of the Board of the Alabama Trust Fund.

Bonds. The State Treasurer performs various functions in regard to bonds issued by the State or the various state agencies having authority to issue bonds. The designated duties of the Treasurer in a bond issue may include registrar, transfer agent, paying agent, investment of proceeds, debt service payments, or any other assignment permitted by law and accepted by the Treasurer.

Cash Management. The Cash Management Division is responsible for the accurate accounting of state funds received or disbursed and the maintenance and reconciliation of the state's bank accounts. The Division approves all cash deposits and is responsible for the investing of excess state funds. Additionally, this division redeems properly executed warrants.

Savings Programs. The Savings Program Division is responsible for administering Alabama's savings programs administered under Section 529 of the Internal Revenue Code which are the Prepaid Affordable College Tuition (PACT) Program, the Alabama Higher Education 529 Fund, and the Alabama ABLE Program. See *Ala. Code* §§ 16-33C-1 to 16-33C-25.

Fiscal and Internal Operations. The Fiscal and Internal Operations Division prepare the department's budget request, monitor the plans of operation, and oversee the department's internal information technology needs and requirements. Additional functions performed by the employees of the division include accounts payable, payroll and personnel,

purchasing, property asset management, and record disposition.

Safe Program. The Security for Alabama Funds Enhancement (SAFE) Program provides a unified, mandatory system by which financial institutions within Alabama qualify to serve as Qualified Public Depositories to accept and hold public funds that are protected by a pledge of collateral by the public depositories. See *Ala. Code* §§ 41-14A-1 to 41-14A-14.

Unclaimed Property. The Unclaimed Property Division is responsible for the administration of a program that locates and returns abandoned or unclaimed personal property to rightful owners through the Uniform Disposition of Unclaimed Property law of the State of Alabama. See *Ala. Code* §§ 35-12-70 to 35-12-96.

Financing

Monies in the State Treasury Operations Fund are allotted and budgeted for purposes provided by the Legislature in the general appropriation bill for the operations of the Office of State Treasurer.

Office Location

The Office of the State Treasurer is located at Room S-106 of the Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36104. The phone number is (344) 242-7500. Website: www.treasury.alabama.gov

STATE BOARD OF ADJUSTMENT

Creation and Authority

The Board was established in 1935. See *Ala. Code* §§ 41-9-60 to 41-9-84.

Purpose

The State Board of Adjustment hears and considers claims for damages to persons or property made against the State and its agencies, commissions, boards, institutions or departments. The Board of

Adjustment is the awarding authority for a benefit paid to the dependents of fire fighters and peace officers who die under the circumstances defined in the law or who die as the result of an occupational disease as defined in the law. The applicable law is found at §§ 36-30-1 et seq. of the Code of Alabama. The “occupational disease compensation” for fire fighters is found at § 11-43-144 of the Code of Alabama. The benefit available under the law is a base amount of \$100,000 adjusted to reflect any increase in the U.S. Department of Labor’s published Consumer Price Index (CPI).

Composition

The Board is composed of four ex officio members: the Director of Finance, the State Treasurer, the Secretary of State, and the State Auditor. No date of meeting is specified by statute. A quorum consists of three members.

Duties

Consideration of Claims. The State Board of Adjustment hears and considers the following: all claims arising from overpayment to or underpayment from the State; claims where a legal or moral obligation against the State is claimed; all claims for death or injury or damage to property by the State or any of its agencies, provided that such death, injury, or damage falls into the categories established by law; and claims for personal injuries or death of any convict or to any of the public or police officers who are injured while attempting to recapture escaped convicts. It makes payments for the injury or death of any public school student killed or injured while being transported in a school bus. The Board may visit the scene of any injury or accident and interview any witnesses. It also awards benefits to surviving spouses and dependents of certain law enforcement officers and firemen killed in the line of duty.

Limitations on Claims. In the performance of these duties the Board may not consider claims which the State Board of Compromise is authorized to hear, nor may it exercise jurisdiction to settle or adjust claims over which the courts have jurisdiction. Claims other than death claims must be presented in one year and death claims must be presented in two years. Claims for benefits by surviving spouses and dependents of law enforcement officers and firemen must be filed within two years from the date of the death. Claims for relief in the matter of escheats to the State must be heard within ten years from the time of escheat. Claims must be

paid from the funds appropriated, and no claims may be paid except those specified by law.

Organization

Officers. The Board elects a Chair from its membership. The Secretary of State serves as Secretary of the Board. The Attorney General is not a member of the Board but is required to attend meetings of the Board to represent the State.

Legal Advisor. The Chief of the Legal Division of the Finance Department is by law designated as the Attorney for the Board. The Attorney is required to represent the Board in all legal matters and to perform all clerical duties and functions prescribed by the Board. In addition, the Attorney must attend all meetings of the Board and advise the members, when requested, on any legal questions arising from claims filed against the State.

Financing

One hundred seventy-five thousand dollars may be awarded from the Highway Department funds for claims against the Highway Department. One million dollars may be awarded to pay claims against all other departments. Four hundred thousand dollars is appropriated to pay the claims of dependents of peace officers killed in the line of duty. These are annual appropriations established by Ala. Code § 41-9-73.

Office Location

Liaison to the Board of Adjustment is through the Legal Division of the Department of Finance, Alabama State Capitol, 3rd Floor, East Wing, Montgomery, Alabama 36130. The telephone number is (334) 242-7175, fax number is (334) 242-2008. The board's email address is bdadj@finance.alabama.gov.

COUNTY BOARDS OF EQUALIZATION

Creation and Authority

The Boards were created in 1939. See *Ala. Code* §§ 40-3-1 to 40-

3-26.

Purpose

The purpose of the Board is to act as a review board to hear protests on property values.

Composition

Each Board of Equalization is composed of three members appointed by the State Commissioner of Revenue with the approval of the Governor. One member is appointed from nominees of the County Board of Education, one member is appointed from the nominees of the governing bodies of the municipalities, and one member is appointed from the nominees of the County Commission of the county.

Duties

Each Board acts as a review board to hear protests on property values.

Organization

The Board consists of three members with one member serving as Chairman. The Tax Assessor or Revenue Commissioner serves as Secretary to the Board.

Financing

Generally, one-third is paid by the state; one-third is paid by the county and one-third is paid by any municipalities which comprise more than 50% of the property in the county. In counties in which no municipality has 50% of the property, one-half of the cost is paid by the county and one-half by the State. However, some counties covered by special legislation may operate under different procedures and percentages are provided in section 40-3-7 of the Code of Alabama.

Office Location

Liaison to the Boards is through the State Department of Revenue located in the Gordon Persons Building, 50 North Ripley Street,

Montgomery, AL 36132. The phone number is (334) 242-1525.

ALABAMA DEPARTMENT OF COMMERCE

Creation and Authority

The Department of Commerce was created as the Alabama Development Office on October 1, 1969, by legislative act. It combined the responsibilities of two other agencies which preceded ADO and were known as the Alabama Program Development Office and the State Planning and Industrial Development Board.

In 1979, functions of the former State Planning and Industrial Board Development were separated into another State department, now known as the Alabama Department of Economic and Community Affairs (ADECA). The Legislature added a Small Business Office of Advocacy to its responsibilities in 1984.

In 2012, the agency was renamed as The Alabama Department of Commerce. In 2015, the Department was reorganized to include the Legislative Oversight Commission and the Alabama Workforce Council in the Department's new Workforce Development Division. See *Ala. Code* §§ 41-29-1 to 41-29-400.

Purpose

The Alabama Department of Commerce is one of the principal agencies of the Executive Branch, and its primary function is to promote growth through the development of the industrial and technological base in the State of Alabama. The ultimate goal of the Department is to raise the per-capita income of Alabama residents, provide a quality of life conducive to economic development and reduce the rate of unemployment.

Organization

The agency is divided into two divisions: The Business Development Division and the Workforce Development Division.

BUSINESS DEVELOPMENT DIVISION

Purpose

The Business Development Division works to improve Alabama's economy by attracting new businesses to create jobs in the state.

Duties

This division carries out its mission of enhancing the economic wellbeing of Alabama's citizens by creating jobs through several avenues. The Recruitment and Retention Office helps new and existing companies work with state and local officials to navigate the process of making their businesses at home in Alabama. The Office of International Trade works to develop and promote Alabama's exports abroad. The Small Business Office of Advocacy provides assistance to small businesses within the state. Finally, the Alabama Film Office works to promote Alabama as a location for film production.

WORKFORCE DEVELOPMENT DIVISION

Purpose

A recent addition to the Department of Commerce, the Workforce Development Division aims to improve Alabama's economy by equipping the state's workers to meet employers' demands.

Duties

This division engages in workforce training through several programs. The Alabama Industrial Development and Training Institute (AIDT) provides no cost training to prepare select Alabamians for work in industrial and manufacturing fields. The Alabama Workforce Council facilitates collaboration between business executives and the government to develop a globally competitive workforce in Alabama. Regional Workforce Councils work on a local level to deliver programs that train workers in sought-after skills. Apprenticeship Alabama is a new program that offers tax credits to companies who hire qualified apprentices. The Department of Commerce also administers a variety of other programs and grants aimed at assisting workers in improving their skills.

This Division also includes the Legislative Oversight Commission.

Comprised of five members of each house of the Alabama Legislature, this commission evaluates the operations of the Workforce Development Division and advises the Legislature on laws that can assist the Division in its mission.

Financing

The Department receives appropriations from the General Fund.

Office Location

The Alabama Department of Commerce is located at 401 Adams Avenue, Suite 670, Montgomery, Alabama 36103. Mr. Greg Canfield currently serves as Secretary of Commerce. The telephone number is 334-242-0400 and the FAX number is 334-242-5669. There also is a Toll Free Number, 1-800-248-0033. The Department website is www.madeinalabama.com.

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

Creation and Authority

The Alabama Department of Economic and Community Affairs (ADECA) was created in 1983 by the Alabama Legislature. See *Alabama Code* §§ 41-23-1 to 41-23-7. The Department, created originally within the Office of the Governor, merged the Office of State Planning and Federal Programs, the Alabama Department of Energy, the Alabama Law Enforcement Planning Agency, the Office of Highway and Traffic Safety, the Office of Employment and Training, and the Office of Water Resources. Act No. 83-194 transferred to ADECA activities created by and provided for in §§ 41-9-205 to 41-9-214, §§ 41-6A-1 to 41-6A-11, §§ 41-8A-1 to 41-8A-4, §§ 41-8A-8 to 41-8A-10, §§ 41-8A-12 to 41-8A-13, §§ 32-4-1 to 32-4-7, and Executive Order No. 34, 1980, and §§ 9-10B-1 to 9-10B-30, respectively, and in accordance with applicable federal laws. Act No. 84-249 transferred to ADECA activities created by and provided for in §§ 41-16-120 to §§ 41-16-125.

Purpose

The purpose of the Department is to provide the Governor with a mechanism to encourage comprehensive and coordinated planning and programming of economic and community affairs. It administers a broad range of state and federal programs aimed at improving Alabama's communities in a wide variety of ways through grants to businesses, local governments, schools, and non-profit organizations.

Organization

The Alabama Department of Economic and Community Affairs' Director is appointed by the Governor and serves at the pleasure of the Governor. The Director, with the approval of the Governor establishes such divisions as are reasonably necessary.

The Department has five divisions. They are the Community and Economic Development Division, the Energy Division, the Law Enforcement and Traffic Safety Division, the Office of Water Resources, and the Surplus Property Division. The Department also has a number of support sections including the Communications and External Affairs, Audit, Financial Services, Human Resources, Information Services, and Legal.

DIRECTOR'S OFFICE

Purpose

The purpose of the Director's Office is to centralize Department control over its functions and duties; coordinate official communications from the Director; guide the implementation and direction of Department policies, rules, and regulations; and provide legal services to the Department.

Duties

The Director's Office is responsible for overseeing the Department's daily activities through contact with the Division Directors.

Governor's Office of Volunteer Services

The Director also supervises the Governor's Office of Volunteer Services, which develops and supports a network of AmeriCorps State volunteer programs to meet needs in education, health care, substance abuse, homelessness, and maintaining a healthy environment. Additionally, in times of emergency, this office is the lead agency for Volunteer and Donations Management to spontaneous unaffiliated volunteers and donations in order to efficiently assist in disaster recovery.

COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

Purpose

This division oversees the distribution of grant funds to units of government to assist in community and economic development.

Duties

This division administers community development, homeless, disaster, and neighborhood stabilization programs. Additionally, through its Recreation and Conservation Unit, the division administers programs that fund walking trails, playgrounds, and other outdoor areas. The division is also responsible for administering Alabama's portions of the Appalachian Regional Commission and Delta Regional Authority. Finally, this division also publishes the Alabama Advantage Magazine, which provides information to those looking to relocate or retire in the state.

ENERGY DIVISION

Purpose

The purpose of the Division is to provide a comprehensive, coordinated capacity on the part of the State to respond to energy needs and demands. Areas of responsibility include development of renewable resources, encouragement of conservation measures, public information on energy savings, enhancement of state government capacity in the energy area, assurance of adequate energy supply for the State, and promotion of affordable energy for low-income households.

Duties

Duties of the Division include the preparation of a comprehensive state energy policy, periodic assessment of available energy capacities, and formulation of a state energy management program. The Division is also responsible for monitoring existing programs of allocation and conservation and serves as a clearinghouse on energy data. It conducts educational programs relating to energy and provides support to state agencies and universities in attaining energy research contracts. It administers federal energy programs delegated to the State and is authorized to enter into interstate agreements relative to energy research and planning.

The Division manages and implements a number of programs, including the State Energy Program, the Alabama Energy and Residential Codes, AlabamaSAVES, the Alabama Emergency and Assurance Plan, the State Buildings Program, the Alternative Transportation Fuels Program, the Energy Star Program, the Local Government Energy Loan Program, the Industrial Energy Efficiency Program, the Weatherization Assistance Program, the Low Income Homes Energy Assistance Program, the Community Services Block Grant, the Building Operator Certification Program, and the Volkswagen Settlement.

The Division also manages the Alabama Broadband Accessibility Fund and the Alabama Space Authority.

LAW ENFORCEMENT AND TRAFFIC SAFETY DIVISION

Purpose

The Division plans, distributes, and manages federal and state funds for programs that include law enforcement, juvenile justice, victims' services, and highway traffic safety. The Division is the principal agency through which grants are made for law enforcement development to local and state government agencies.

The Division is also charged with planning and coordinating a statewide highway traffic safety program to reduce highway traffic accidents, deaths, injuries and property damage. This would include programs for enforcement of drinking and driving, speeding, and seat belt

usage.

Duties

The Division is charged with developing and coordinating comprehensive regional plans, programs, and projects of a law enforcement nature for units of local governments; establishing regional priorities with the respective regional planning boards; preparing an annual Highway Safety Plan for the U.S. Department of Transportation's grant funds distributed under such plan; and providing information of a law enforcement and highway traffic safety nature to prospective grant recipients.

OFFICE OF WATER RESOURCES

Purpose

This Division was established to provide Alabama with a coordinated planning, management, and development mechanism for the State's water resources. The Division also provides for the development of a common database from which existing water uses and demands, and future water requirements, may be determined. See *Ala. Code* §§ 9-10B-1 to 30 and § 41-23-1.

Duties

The Division's duties include implementing a water use reporting program; conducting water resource studies for strategic plans; developing policy through the Alabama Water Resources Commission and implementing its Rules and Regulations; serving as a water data repository; monitoring the management of the State's waters; and recommending legislation for the management, protection, and conservation of the State's water resources.

SURPLUS PROPERTY DIVISION

Purpose

The purpose of this Division is to manage and implement the federal surplus property and state government surplus property programs within Alabama. The Division donates federal surplus property to public

agencies to be used for public purposes. The Division handles the sale of state surplus property at fair market value.

Duties

The Division maintains warehouses for storage of surplus property, provides for property management, and for distribution to public agencies or for public sale.

COMMUNICATIONS AND INFORMATION SECTION

Purpose

This section coordinates the Department's public relations and to disseminate information by and about all of the Department's divisions.

Duties

The Section is responsible for writing and disseminating news releases, brochures, publications, and all information (verbal and printed) concerning the programs and services available through the Department, including special projects relating to operations of the divisions, to members of the public. Within the Department, the Section produces newsletters, coordinates employee special events, and maintains open lines of communication between the divisions.

AUDIT SECTION

Purpose

Audit is responsible for the financial monitoring through reviews or special audits of various recipients of ADECA grants. The section also provides technical assistance and training to both program managers and grantees, and develops and operates ADECA's audit management system.

Duties

The audit staff performs special program reviews at the request of the director of ADECA and provides recommendations for the improvement of policies and procedures. Additionally, the staff

participates in annual training seminars related to ADECA funding. Technical assistance is provided to grant recipients through telephone and written communication, workshops, and site visits. The section performs internal reviews of operations, processes, and systems in order to make recommendations to improve efficiency and effectiveness and to verify compliance with regulations. The section also performs special audits or projects for the chief auditor, the director, and division directors, as requested.

FINANCIAL SERVICES SECTION

Purpose

This section serves as the fiscal agent for dozens of programs and manages and disburses millions of dollars in grants and contracts on behalf of Alabama taxpayers.

Duties

Financial Services supports the department in providing accountability for these resources. In addition, the division also provides payroll, property management, and purchasing services for ADECA staff.

HUMAN RESOURCES SECTION

Purpose

Under the direction of the Personnel Manager, the Human Resources Section interprets personnel-related laws, rules, and regulations and makes recommendations on departmental procedures, policies, and plans.

Duties

The section assists employees by providing opportunities for counseling and information concerning raises and promotions. Human Resources supports the Director's office, division directors, and other supervisors by providing advice and assistance regarding personnel testing, interviewing, hiring, probationary reports, performance appraisals, and employee training. The section makes sure that all federal and state personnel laws and regulations are followed and assists divisions with

salary adjustments, personal leave, benefits issues, and any disciplinary actions. The section maintains and updates the Policies and Procedures Manual for the department, recommends changes to employee classifications, and reviews manpower issues.

INFORMATION SERVICES SECTION

Purpose

This section provides the telecommunications and information technology needed to support and link ADECA's wide-ranging programs, projects, and services.

Duties

The section equips staff members to obtain and process information efficiently and plays a vital role in making the department more accessible and accountable to the public. The section also coordinates outside training for employees when services are not available in-house. In addition to developing and maintaining ADECA's computer network, equipment, and programs; Information Services assists with the purchase and installation of computers; additional hardware such as printers, scanners, and projectors; and commercial software required by various ADECA offices. Additionally, IS develops and monitors security systems to maintain the integrity of the department's computer data.

LEGAL SECTION

Purpose

This section provides representation, legal advice, and assistance for the director, the divisions, and support staff at ADECA.

Duties

The section reviews and approves grant agreements and assists with department contracts. The section works with the director's office and division directors on internal and external legal issues. Section attorneys are responsible for keeping up to date on new laws and regulations affecting the department and ensuring division supervisors are informed of legal issues that relate to them. These attorneys are also

designated as Assistant Attorneys General and thus represent ADECA judicial and administrative hearings and other litigation.

Financing

The Department is financed from appropriated funds and contracts and grants.

Office Location

The Department maintains principal office space at the Alabama Center for Commerce, 401 Adams Avenue, Room 580, Montgomery, AL 36104. Mr. Kenneth W. Boswell is the current Director. The telephone number is (334) 242-5100. The fax number is (334) 242-5099. Website: www.adeca.alabama.gov.

ALABAMA ECONOMIC SETTLEMENT AUTHORITY

Creation and Authority

The Authority was created by act of the Legislature in 2016. See *Ala. Code* §§ 41-10-750 to 41-10-769.

Purpose

The Authority was created to sell bonds backed by the BP Oil Spill Settlement Payments to the State of Alabama.

Composition

The members of the Authority are those authorized to file its application as a public corporation: The Governor, State Treasurer, Speaker of the House of Representatives, President Pro Tem of the Senate, Secretary of Labor, and Finance Director.

Duties

In December 2016, the Authority approved the sale of bonds

backed by \$850 million to be paid to the State of Alabama in installments by BP. The authority received approximately \$623.7 million in proceeds from the bonds.

Termination

Once the Authority's bonds are paid off, it will dissolve as prescribed by statute.

Office Location

The Authority has established no permanent office.

STATE ETHICS COMMISSION

Creation and Authority

The Commission was created in 1973. See *Ala. Code* §§ 36-25-1 to 36-25-30.

Purpose

The Commission's purpose is to administer the State Ethics Law. This law protects against a conflict of interest between the private interests and public duties of a public official or employee by establishing appropriate ethical standards with respect to the conduct of public officials and employees in situations in which conflicts may exist. Additionally, it requires submission of annual financial disclosure statements by certain persons covered by the law, as well as candidates for state office. It is also a purpose of the law to identify lobbyists and their principals and to make public their expenditures and activities. In 2015, the Alabama Legislature gave the Commission jurisdiction over Alabama's Fair Campaign Practices Act.

Composition

The Commission consists of five members. The members are appointed by the Governor, the Lieutenant Governor, and the Speaker of the House of Representatives and must be confirmed by the Senate. Each member is required to be a fair, equitable citizen of the State of Alabama

and of high moral character. All members serve five-year, staggered terms of office. No member may succeed himself or herself. Members serving on the business of the Commission receive compensation at the rate of \$50 per day and expenses as provided by law. The Commission members meet on the first Wednesday of each even numbered month. Three members constitute a quorum.

Organization

The Commission elects one member to serve as Chair and one member to serve as Vice Chair. It appoints a Director and the Director shall appoint other staff as needed. The Director is responsible for the administrative operations of the Commission and performs other duties as may be assigned by the Commission; however, the Commission cannot delegate the making of regulations to the Director. The Director serves at the pleasure of the Commission.

Financing

The Commission receives appropriations from the General Fund.

Office Location

The State Ethics Commission is located at 100 North Union Street, Suite 104, Montgomery, AL 36104. The telephone number is (334) 242-2997, the fax number is (334) 242-0248. The Director of the Commission is Mr. Thomas B. Albritton. Website: www.ethics.alabama.gov.

ALABAMA FILM OFFICE

Creation and Authority

The office was originally established as the Alabama Film Commission on January 15, 1978 and later renamed the Alabama Film Office by Executive Order No. 1, dated February 20, 1987. It was removed from under the Alabama Development Office and placed under the Alabama Tourism Department by Executive Order No. 45, dated December 31, 2008. It was removed from under the Alabama Tourism Department and placed back under the Alabama Development Office by Executive Order No. 11, dated April 22, 2011. It remains within that

Office, which has now been renamed as the Alabama Department of Commerce. In the 2009 Regular Session, legislation was passed to provide for tax incentives (“Entertainment Industry Incentives Act”) Act #2009-144. See §§ 41-7A-1 to 41-7A-3 and 41-7A-20 to 41-7A-24 as related to the Film Office and §§ 41-7A-40 to 41-7A-48 as related to the tax incentives.

Purpose

The purpose of the office is to promote the State of Alabama to the motion picture, television, video and music industry for on-location productions; and to coordinate requests for the location assistance within the state. This includes assisting film producers from pre-production through principle photography with all location scouting such as property owners, local government officials, local film organizations, chambers of commerce, convention and visitors bureaus, etc.

Mission

The mission is to attract qualified productions companies to bring their projects to the State of Alabama and increase economic revenues by creating employment opportunities within the entertainment industry through financial tax incentives.

Organization

The management of the office is vested in an Executive Director who reports to the Secretary of the Commerce Department. There are currently four (4) staff members who handle the day-to-day operations.

Financing

Funding is directed through a General Fund appropriation issued by the State Legislature to the Alabama Commerce Department.

Office Location

The Alabama Film Office is located in the Center for Commerce Building, 401 Adams Avenue, Suite 170, Montgomery, Alabama 36104. The phone number is (334) 242-4195; FAX (334) 242-2077. Website: www.alabamafilm.org

DEPARTMENT OF FINANCE

Creation and Authority

The Department of Finance was established in 1939. See *Ala. Code* §§ 41-4-1 to 41-4-413; §§ 41-15-1 to 41-15-13; and §§ 41-19-1 to 41-19-12.

Purpose

The Department of Finance is a statutory department created to manage and control all matters pertaining to fiscal affairs of the state, except those duties assigned to other state agencies. The Department also has duties relating to the acquisition and control of state property and equipment and supplies used in the furtherance of official state business.

The Director of Finance

The Director of Finance is appointed by the Governor. Qualifications for the office are not specified by law, and the term of office is at the pleasure of the Governor. The Governor determines the Finance Director's salary as directed by statute.

Duties. The Director supervises and controls the Department, acts as chief financial officer of the State, appoints all officers and personnel of the Department, creates the necessary internal divisions, and controls the sale of State lands unless specific authority is granted to other persons or agencies.

The Director is President of the Alabama Bridge Finance Corporation; Alabama State Parking Deck Authority; and Alabama Public Schools Corporation. The Director is Vice President of the Federal Aid Highway Finance Authority; Alabama State Hospitals and Partlow School Board Commission; the Alabama Agricultural Development Authority; and the Alabama Revolving Loan Fund Authority. The Director is Secretary of the Alabama Highway Authority; 21st Century Authority; Alabama Incentives Financing Authority; Alabama Education Authority; Alabama State Parks System Improvement Corporation; Alabama Public Historical Sites and Parks Improvement Corporation; Alabama Drinking Water Finance Authority; Alabama Forensic Sciences Bond Authority; Alabama Higher Education Equipment Loan Authority; Alabama Judicial

Building Authority; Alabama Land Recycling Finance Authority; Alabama Public Health Finance Authority; Alabama Water System Assistance Authority; Amendment 666 Bond Commission; Gulf State Park Authority; Alabama Super Computer; Alabama Toll Road, Bridge, and Tunnel Authority; Alabama Trade School and Junior College Authority; Alabama Public School and College Authority; Alabama Highway Finance Corporation; Alabama Corrections Institution Finance Authority; Southern Products Mart Authority; State Industrial Development Authority; Alabama Institute for Deaf and Blind Bond Commission; Industrial Access Road and Bridge Corporation; Alabama Mental Health Authority; State Parks Development Authority; Tennessee-Tombigbee Waterways Authority; Alabama Pollution Control Finance Authority; Alabama Water Pollution Control Authority; Tombigbee Valley Development Authority; Alabama Port Authority; and the Coosa Valley Development Authority. In addition, the Director is the Treasurer of the Alabama Building Renovations Finance Authority; Alabama Building Authority; and the Alabama Building Corporation. The Director is a member of the Teachers Retirement System Board of Control; Employees Retirement System Board of Control; State Employees Insurance Board; Alabama Housing Finance Authority; Alabama Capital Outlay Oversight Commission for the Board of Corrections; Alabama Capital Outlay Oversight Commission for Mental Health; Alabama Shakespeare Festival Theater Finance Authority; the Committee on Compensation for Wrongful Incarceration; the Garrett Coliseum Redevelopment Corporation; and the Alabama Agricultural Markets and Coliseum Corporation.

Organization of the Department

The Department of Finance is composed of the following Divisions: Executive Budget Office; Division of Control and Accounts; Division of Debt Management; Division of Purchasing; Division of Risk Management; State Business Systems; Division of Facilities Management; Division of Construction Management; Division of Leasing Management; Division of Personnel; Finance Accounting and Administration; Legal Division; and, the Office of Indigent Defense Services.

Executive Budget Office. The Executive Budget Office is headed by the State Budget Officer. It prepares the Governor's recommended budget for presentation to the Legislature in accordance with the Budget Management Act. This Division estimates revenues, revising as necessary

throughout the fiscal year. It administers the execution of legislative appropriations by analyzing and approving allotted funds in agency operating plans. The Division advises the Governor, the Legislature and various state statements on state expenditures and other financial matters.

Division of Control and Accounts. This Division is headed by the State Comptroller and has responsibility for keeping those books, records, and accounts relating to finances of state government which are authorized or required to be kept by the Department of Finance, keeping records of receipts and disbursements of the State treasury, and issuing state expense and salary warrants drawn on the State treasury. The Division provides each state department or agency monthly reports on the status of their fund accounts and purchase order activity, encumbers funds of a department necessary to pay their purchase orders, and encumbers funds necessary to pay outstanding obligations unpaid at the end of the fiscal year.

Division of Debt Management. The Debt Management Division serves as the fiscal agent for multiple state entities that are authorized to issue bonds. It provides information on the state's borrowing activities to state officials, bond rating agencies, bond attorneys, and the state's bondholders.

Division of Purchasing. The Division of Purchasing is headed by the State Purchasing Director, who is appointed by the Director of Finance with the approval of the Governor. It purchases all personal property, except alcoholic beverages and except as otherwise provided by law for each department, board, bureau, commission, agency, office and institution of the state. It supervises contracts and leases for personal property, fixes personal property standards of quality and quantity, maintains price and supply-source records, and performs such other duties as the Director of Finance may from time to time assign.

Division of Risk Management. The Division of Risk Management manages, supervises, and controls the insurance of all state property, wherever located, including all school properties in the State. It also manages the Employee Liability Program, Employee Injury Program, the Education Employee Liability Program, and other State Insurance programs.

State Business Systems. The Division of State Business Systems manages all of the Department's information technology activities and

manages the state's core financial management systems, including accounting, budgeting, purchasing, and payroll.

Division of Facilities Management. The Division of Facilities Management provides general services for all buildings and property owned or leased by the state. The Division is responsible for the management and maintenance of the State Capitol building and all other buildings in the Capitol complex. Services provided include carpentry, electrical needs, grounds maintenance, heating and air conditioning, painting and plumbing. In addition to building services, the division also operates Central Mail Operations for the processing of "Official State Business" mail. The Central Mail Operation provides mail collection and delivery of both interagency mail and USPS mail for the Montgomery area Alabama State Government.

Division of Construction Management. The Division of Construction Management's primary function involves promulgating and enforcing the State Building Code through plan reviews and inspections and serving as the state's contract administrator for state-funded construction. The State Building Code applies to state buildings and construction, public and private schools, hotels/motels, and motion picture theaters. The Division also provides construction project management services to state departments and agencies from project design through construction.

Division of Leasing Management. The Division of Leasing Management (formerly the Office of Space Management) oversees Executive Branch leases of real estate. The Division also assists agencies and departments that are interested in leasing new space or renewing current leases. The Division administers the database of state leased property.

Division of Personnel. The Division of Personnel is responsible for the personnel management program of the Finance Department.

Finance Accounting and Administration Division. The Finance Accounting and Administrative Division provides accounting services for the Department of Finance and its thirteen divisions. Finance Accounting produces monthly financial statements for each division and is responsible for insuring ethical and accurate accounting of taxpayer money in the Department of Finance.

Legal Division. The Legal Division furnishes advice and legal opinions to the Director of Finance and other members and employees of the Department of Finance. The Chief of the Legal Division represents the State Board of Adjustment and other state corporations in all legal matters and performs clerical duties prescribed by the Board of Adjustment. The Division also is responsible for issuance and delivery of all bonds for State corporations.

The Office of Indigent Defense Services. This Division, in cooperation and consultation with other state agencies, professional associations and other groups interested in the administration of criminal justice and the improvement and expansion of defender services, provides financial services, guidance and statistical data to the judicial circuits of the State of Alabama.

Financing

The Department of Finance receives annual appropriations from the General Fund.; however, most of the Department's programs are funded through annual appropriations from trust funds and from enterprise or revolving funds.

Office Location

The Director of Finance is located at Suite 200-N of the Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36130; and the phone number is (334) 242-7160, fax number is (334) 353-3300. Website: www.finance.alabama.gov. Contact information for the individual divisions may be found at www.finance.alabama.gov.

OFFICE OF INFORMATION TECHNOLOGY

Creation and Authority

The Office of Information Technology was established as a department of the Executive Branch of state government in 2013 by the Legislature, and substantially expanded in 2017. See *Ala. Code* §§41-28-1 to 41-28-10; §§41-4-220 to 41-4-224; §§41-4-280 to 41-4-293 as amended.

Purpose

The purpose of the Office of Information Technology is to consolidate and streamline information technology in the state by operating and coordinating state government's automated data processing, communications systems and services, wide area and local area networks, Internet access, electronic information systems and related information, databases, equipment, and IT-related goods and services.

Composition

The chief administrative and executive officer of the Office of Information Technology is the Secretary of Information Technology, who is appointed by and serves at the pleasure of the Governor. The Secretary of Information Technology is a cabinet-level position, and is the state Chief Information Officer (CIO). He or she also serves as the principal advisor to the Governor on information technology policy, including policy on the acquisition and management of information technology and resources.

The Secretary of Information Technology represents state information technology and related areas with the private sector, public sector, and the federal government; administers funds appropriated by the Legislature for the establishment, operation, and coordination of the Office of Information Technology; and issues annual reports to the Governor, the Legislature, and the public concerning the coordination and operation of the office. The Secretary of Information Technology receives a salary in an amount determined by the Governor.

The Office of Information Technology consists of the office created by the Legislature by Act 2013-68, as well as the former Information Services Division of the Department of Finance, which was transferred to OIT by Act 2017-282.

Duties

The Office of Information Technology is a service-oriented organization that ensures professional delivery and management of information technology services, and offers 10 primary services to fit the unique information technology needs of its customers: core computing and communications, information technology professional services and

support, business process automation and data analytics, security and access controls, data storage, and information technology governance.

Duties of the Office of Information Technology include:

- Developing a comprehensive, annual four-year strategic plan that includes, the acquisition, management, and use of information technology by state agencies.
- Identifying applications, equipment, and services that may be statewide in scope and assisting state agencies in avoiding duplicated applications, equipment, and services to promote the most economically effective use of state resources.
- Issuing rules, regulations, policies, and establishing procedures and standards for the management and operation of information technology by state agencies.
- Establishing standards and policies for project management and project methodologies, and developing a unified and integrated structure and enterprise architecture for information technology systems for all state agencies.
- Providing technical assistance to state agency administrators on design and management of state information technology systems, and evaluating the cost, system design, and suitability of information technology equipment and related services.
- Soliciting, receiving, and administering funds, goods, services, and equipment from public and private entities to purchase computers, satellites, hardware, software, and other information technology equipment and services and staff training for information technology development programs.
- Managing information technology resources by identifying underutilized or idle resources and all data and data systems in state agencies to promote improved asset management, utilization, and data sharing.
- Establishing and administering a structured system for review and approval of new information technology initiatives and projects, including business case, cost benefit analysis, and compatibility analysis.

Financing

The OIT collects fees from agencies in exchange for services provided in addition to any funds appropriated by the Legislature or

obtained through federal grant programs.

Office Location

The Office is located in the Folsom Building, 64 North Union Street, Montgomery, Alabama 36130. The phone number is 334-242-3800. Website: <http://oit.alabama.gov/>. Mr. Jim Purcell serves as Acting Secretary of Information Technology.

STATE PERSONNEL DEPARTMENT

Creation and Authority

The Department was established in 1939. See *Alabama Code* §§ 36-26-1 to 36-26-83; 36-6-5 to 36-6-6.

Purpose

The State Personnel Department was created to increase efficiency in governmental departments, boards, commissions, and agencies by improving methods of personnel administration. The Department is responsible for attracting persons of demonstrated capacity, ability, and training for State service and affording such persons an equal opportunity to compete for State employment.

STATE PERSONNEL BOARD

Composition

The State Personnel Board has five members: two appointed by the Governor, one appointed by the Lieutenant Governor, one appointed by the Speaker of the House, and one elected state employee. A board member must be an Alabama resident, over 19 years of age, a qualified voter for at least five years, and of recognized character and ability. Each member receives \$50 per day, not to exceed \$1200 per year, plus expenses for days actually served. Members may not have held or have been a candidate for elective or party office for at least three years prior to appointment. No two members of the Board may reside in the same congressional district. The members serve six-year staggered terms and may be removed by impeachment.

The Board holds regular monthly meetings and special meetings on call. Three members constitute a quorum.

Duties

The State Personnel Board adopts rules and regulations necessary to administer the State Merit System. It appoints the Personnel Director and advises and assists in the administration of the State's personnel program. The Board approves or rejects classification and compensation plans recommended by the Director, including rules for administering such plans. In addition, it holds hearings through its administrative law judges when a dismissed employee appeals or when charges are preferred against an employee in the classified service and determines the course of action to be taken in such cases. The members of the State Personnel Board are ex officio members of the State Employees' Insurance Board.

PERSONNEL DIRECTOR

The Personnel Director is appointed by the State Personnel Board. To be eligible for appointment, one must be over 19 years of age, of recognized character and ability, and a resident and voter in the State for at least five years. The term of office is not specified by law, and the Personnel Director may be removed by the Board for cause.

Duties

Classification and Pay. The Director is responsible for the preparation of classification and compensation plans, and rules for their administration. The Director also is responsible for the administration of such plans, including necessary revision and changes.

Examinations. The Director is responsible for administration of tests to establish eligible registers to fill vacancies in the state service and for certification of qualified persons from registers for appointment by State agencies.

Records. The Director is responsible for maintaining a roster of all officers and employees in the State service, approving all payrolls, and making an annual report to the State Personnel Board.

Other Duties. The Personnel Director serves as executive officer of

the Department and Secretary to the Board; appoints all necessary employees in the Department; appoints one employee to serve as deputy director; and may enter into agreements with municipalities to furnish them with personnel services. The Director is a member ex officio of the Board of Control of the Employees' Retirement System of Alabama.

Organization

The above functions are carried out through eight units: Administration; Classification and Pay; Recruitment and Examinations and Certifications; Personnel and Payroll Audit; Information Systems; Administrative Hearings; Legal; and Training.

Office Location

The State Personnel Department is located on the third floor of the Folsom Administrative Building, 64 N. Union Street, Montgomery, Alabama 36130. The phone number is (334) 242-3389. Ms. Jackie B. Graham serves as Personnel Director. Website: www.personnel.alabama.gov.

DEPARTMENT OF REVENUE

Creation and Authority

The Department was created in 1939. See *Ala. Code* §§ 40-2-1 to 40-2-66.

Purpose

The Department of Revenue administers and supervises collection of all taxes assigned to it.

The Commissioner of Revenue

The chief executive officer within the Department of Revenue is the Commissioner of Revenue, who is appointed by the Governor and serves at the pleasure of the Governor. To qualify for appointment, one must be a qualified elector of good moral character over 30 years of age, and have been a citizen of Alabama for at least five years. The

Commissioner of Revenue must have a knowledge of taxation and may not be financially interested in any public service corporation. Salary for the office is determined by the Governor within limits set by statute.

Duties

The Commissioner supervises, directs, and controls the Department of Revenue; appoints legal counsel and other personnel; collects state taxes; provides for keeping full and complete records of all state revenues; administers the ad valorem tax program to provide for fair and equal assessments of real and personal property; as State Land Commissioner *ex officio* oversees the sales of all property acquired and sold by the state for delinquent property taxes; upon request of local government may collect local government taxes which parallel a state levy, although the rate of taxation may differ; institutes suits and court actions relating to taxes; and is responsible for preparation of an annual report to the Governor on fiscal matters. The Commissioner also serves as a member of the State Records Commission, the Alabama Education Authority, the Alabama Public School Corporation, the Enterprise Zone Advisory Council, the State Industrial Development Authority, and the Alabama Commerce Commission.

In administering the department, the commissioner is assisted by the assistant commissioner, which is the top senior management position within the department. Unlike the commissioner, the assistant commissioner is a merit system employee whose job classification provides for management continuity and stability for the department irrespective of changes in the state administration.

Working closely with the commissioner and the assistant commissioner is the department secretary, who holds the second senior merit system management position within the department. The department secretary is required to keep all records relating to departmental hearings, proceedings and other related meetings as required by law. The Deputy Commissioner of Revenue's roll includes a myriad of duties and activities that are positioned to bring to fruition the plans and goals of the Commissioner of Revenue. These activities include, but are not limited to: the development and communication of major tax policies; the creation and implementation of actions that increase the efficiency and effectiveness of the Revenue Department; liaison functions with the Governor and his staff; interactions with various legislators, business

groups, and professional associations. Additionally, the Deputy Commissioner fulfills the very important role of disclosure officer for the department. As disclosure officer, the Deputy Commissioner has certain discretionary authority regarding the release or exchange of certain tax information between the department of revenue and other state, local, or federal taxing.

Organization

The Office of the Commissioner includes several offices or sections which implement department policy and complete various administrative functions. The functions of each are summarized below.

Disclosure Office. The Disclosure Office, headed by the Deputy Commissioner, sets policy and procedures for the authorized disclosure of certain taxpayer information.

Office of Economic Development. The office of economic development serves in a dual capacity as an administrative office which coordinates all revenue tax incentive programs administered by the department and as a support office to other state and local agencies and entities involved around the state in industrial recruitment.

Equal Employment Opportunity Office (EEO). Established in 1992, the department's EEO office is headed by a department EEO coordinator who works in conjunction with the divisional coordinators to ensure compliance with federal EEO laws and regulations. The office further provides for informal grievance reviews and job-related counseling, with the main objective being the resolution of employee conflicts before they reach the stage of a formal grievance complaint.

Financial Operations. Financial Operations is responsible for the department's administrative fiscal, tax accounting, and document and data processing functions. Administrative fiscal functions include budgeting, purchasing, disbursements, property, and contracts. Tax accounting functions include electronic fund transfers, fund certification, fund balancing, and tax distributions. Document and data processing functions include entering tax administration data, distributing departmental mail, managing contracted processing functions, and maintaining departmental archives.

Executive and Staff Agencies

Internal Audit Section. The Internal Audit Section provides in-house audits and reviews departmental operations to ensure compliance with law and departmental policy and procedures. The section is also responsible for internal physical.

Media Affairs Section. The Media Affairs Section serves as the public information office for the department. In addition to handling media inquiries, the section writes and publishes various departmental newsletters and publications and completes other tasks assigned by the commissioner or his staff.

Office of Taxpayer Advocacy. The office of taxpayer advocacy is comprised of the department's taxpayer assistance program which began in 1988 and was strengthened in 1992 under the Taxpayer Bill of Rights and Uniform Revenue Procedures Act. Its primary responsibility is to serve as the taxpayer's advocate in tax collection matters involving the department, as well as serve as the department's primary source of taxpayer education. *Code of Alabama*, Title 40 Section 2A formally establishes the post of Taxpayer Advocate within the Revenue Department. The law provides the taxpayer advocate with the authority to provide relief to taxpayers in matters where the taxpayer has been erroneously assessed a tax liability.

Divisions

Business & License Division. The Business & License Division has the following responsibilities:

- Oversees and coordinates the issuance of state & county business privilege licenses.
- Issues licenses and collects taxes from distributors, suppliers, importers, and blenders of various fuel and oil products and the terminal tax.
- Administration of taxes on natural resources such as oil and gas privilege and production, iron ore, coal, forest products and minerals.
- Issues permits to tobacco distributors and enforces tobacco product directories, escrow and cigarette violations.
- Administration of taxes and fees for hazardous and solid waste, scrap tire and the underground and aboveground storage tank trust fund charges.
- Pari-Mutual Pool tax and state horse wagering fee.

Collection Services Division. The Collections Services Division has the following responsibilities:

- Collection of final assessments for all tax divisions, excluding the Property Tax Division.
- Collection of jeopardy drug tax assessments.
- Collection of delinquent sales and withholding taxes and bad checks.
- Administers the 100% penalty statutes.
- Initiates civil and criminal legal actions against taxpayers as a result of noncompliance with Alabama's tax laws.

Sections:

Office of the Director
Administrative Services
Garnishment
Office Collections
Field

Entity Registration & Processing Services. The Entity Registration Unit assists taxpayers registering their new entity or making changes to their existing entity. Additionally, the Unit ensures entities pay the appropriate fees and taxes.

Human Resources Division. The Human Resources Division is responsible for the following:

- Ensures that qualified individuals are recruited, selected, and trained for positions of responsibility within the department.
- Proposes, implements, and interprets policy and merit system rules and regulations.
- Administers the employee Incentive Awards Program.
- Conducts orientation sessions for new employees.
- Administers a system for performance appraisals.
- Administers payroll functions.
- Ensures that employees are appropriately classified, promoted, and transferred.
- Executes the Affirmative Action Program, including monitoring the hiring process.
- Administers the Employee Grievance Program and the Americans with Disabilities Act (ADA) Reasonable Accommodations, the

Executive and Staff Agencies

Family Medical Leave Act (FMLA), and the Fair Labor Standards Act (FLSA).

- Conducts training seminars for departmental personnel.

Individual and Corporate Tax Division. The Individual and Corporate Tax Division has the following responsibilities:

- Administers and collects Alabama's individual income tax, corporate income tax, financial institutions excise tax, and the business privilege tax.
- Conducts audits of individual Alabama taxpayers and corporations doing business in Alabama, as well as audits of various tax incentive programs.
- Provides taxpayer assistance at each of the nine taxpayer service centers located across the State.
- Field Operations.
- Tax Administration.

Information Technology Division. The Information Processing Division has the following responsibilities:

- Develops, programs, implements, and maintains various mainframe and client-server computer systems of the department.
- Provides end-user PC, telephone, and other technical services to all divisions.
- Maintains a departmental Local and Wide Area Network (LAN/WAN).
- Installs and maintains all microcomputer hardware and software.
- Provides assistance in the acquisition and implementation of vendor-supplied systems or technologies.

Investigations Division. The Investigations Division has the following responsibilities:

- Investigates and enforces revenue laws regarding administration of licensing and registration of motor vehicles, gasoline tax, and tax on motor fuels or substitutes and tobacco tax.
- Inspects rebuilt motor vehicles for stolen parts.
- Investigates and prosecutes tax evasion and other tax crimes.
- Administers the marijuana and controlled substances tax.

Legal Division. The Legal Division serves as a legal advisor to the commissioner and the Department of Revenue and has the following

responsibilities:

- Represents the department in tax litigation in both state and federal courts and in hearings before the Alabama Tax Tribunal.
- Files and processes claims in bankruptcy court for payment of delinquent taxes.
- Issues deed and mortgage tax orders.
- Prosecutes violators of criminal statutes relating to taxes.

Motor Vehicle Division. The Motor Vehicle Division has the following responsibilities:

- Administers the Alabama Uniform Certificate of Title and Anti-Theft Act, the International Registration Plan, the International Fuel Tax Agreement (IFTA), the Mandatory Liability Insurance Act, and motor vehicle registration laws.
- Maintains associated records; furnishes license plates, decals forms manuals, and instructions to county license plate-issuing officials.
- Issues IFTA decals and licenses to qualified motor carriers.

Property Tax Division. The Property Tax Division has the following responsibilities:

- Administers general property tax laws, the state appraisal program, boards of equalization, state land commission (tax land sales), and property tax exemptions to industrial plants.
- Assesses railroad and public utility property.
- Equalizes all real estate and personal property assessment in the state.
- Administers and collects the freight-line equipment company tax.
- Prepares annual motor vehicle, manufactured home, and aircraft assessment manuals.
- Updates the *Alabama Appraisal Manual*, real estate, and personal property manuals.
- Conducts ration studies; conducts training related to property tax valuation.
- Audits businesses for personal property tax compliance.

Sections:

Administration

Equalization

Tax Land Sales

Utility Assessment

Personal Property
Motor Vehicle Valuations

Sales & Use Tax Division. The Sales & Use Tax Division has the following responsibilities:

- Administers, collects, and enforces sales, consumers use, sellers use, simplified sellers use, casual sales and use, lodgings, utility gross receipts, utility service use, utility license (2.2%), hydro-electric kilowatt hour, rental, contractors' gross receipts, cellular telecommunications, prepaid wireless 9-1-1, dry cleaning registration, nursing facility, and pharmaceutical providers' taxes.
- Collects some 200 local sales, use, and lodgings taxes and some 26 county tobacco, fuel, and minerals taxes.
- Administers the wholesale to retail accountability program.
- Administers the ONE SPOT sales and use tax payment program.

Sections:

Local tax
Field Operations
Sales and Use Tax

Tax Policy and Governmental Affairs Division. The Tax Policy and Governmental Affairs Division serves as the department's centralized source for determining, coordinating, and communicating major Alabama tax policy issues under consideration by the department with the tax professional community. Related tax policy responsibilities include the development of departmental Administrative Procedures Act (APA) rules and revenue procedures. The division serves as the department's prime drafting source legislation relating to various tax proposals and initiatives. In relation to its research function, the division produces a number of statistical summaries, annual revenue estimates by tax type, and a reference summary of the various taxes administered by the department. The division is also responsible for highly specialized audit activities, nexus discovery functions, and voluntary disclosure agreements.

Processing Division. The Processing Division has the following responsibilities:

The Processing Division performs upfront processing for most tax returns received by mail for the Department. It is responsible for mail opening, data capturing, imaging of returns and depositing payments.

Currently, the Department has outsourced most of the processing functions to SourceCorp. Inc.

Office Location

The Department of Revenue is located in the Gordon Persons Building, Room 4112, 50 North Ripley Street, Montgomery, Alabama 36130. The telephone number is (334) 242-1175. Website: www.revenue.alabama.gov

ALABAMA TOURISM DEPARTMENT

Creation and Authority

The Bureau of Publicity and Information was established in 1951. The name was changed by the Legislature in 1984 to the Alabama Bureau of Tourism and Travel, and in 2009 to the Alabama Tourism Department. See *Ala. Code* §§ 41-7-1 to 41-7-5.

Purpose

The Alabama Tourism Department promotes tourism to and within the State of Alabama.

Duties

The Department, with the advice and assistance of its Advisory Board, has exclusive power and authority to plan and conduct all state programs of information and publicity designed to attract tourists to Alabama. The Director initiates and executes plans for promotion and tourism; cooperates and makes requests of other State agencies as to special area and statewide programming; approves travel shows and activities of local, state, regional, national, and international travel-related organizations. The Director, with the approval of the Governor, enters into contracts and agreements with Travel South USA, a regional advertising and promotional agency, for the purpose of expanding and extending the State's tourist advertising program.

Organization

The type and number of personnel are determined by the Director

and are subject to the Merit System, unless hired by contract.

ADVISORY BOARD

Composition

The Advisory Board has twenty-one members. The ex officio members are: Director of the Alabama State Parks, Director of the Alabama Historical Commission, Director of the Alabama State Council on the Arts, Director of the Alabama Cooperative Extension Service, Director of the Alabama Department of Public Safety, and the Director of the Alabama Department of Transportation. The Governor appoints two members from a list of three persons submitted by each of the following organizations: Alabama Travel Council, Alabama Hospitality Association, Alabama Association of Destination Marketing Organizations, Alabama Restaurant Association, Alabama Cooperative Extension System, and Economic Development Association of Alabama. The Governor shall also appoint three members who are not public officials or employees that represent the private sector of tourism in Alabama.

The Director of the Alabama Tourism Department is a nonvoting member. Ex officio members can vote. Non-state employed board members receive in-state travel for reimbursement of actual travel expenses when meeting away from their homes.

Financing

The Department receives annual appropriations from the General Fund. One-fourth of the state lodging tax is earmarked for the Alabama Tourism Department, the funds cover personnel, grants, marketing and advertising and all other direct expenditures.

Office Location

The Alabama Tourism Department is located at 401 Adams Avenue, Suite 126, Montgomery, Alabama 36104. The mailing address is P.O. Box 4927 Montgomery, AL 36103-4927. The phone number is (334) 242-4169, FAX number is (334) 242-4554. Website: www.800alabama.com www.alabama.travel

COMMISSION ON UNIFORM STATE LAWS

Creation and Authority

The Alabama Commission is composed of Commissioners appointed from Alabama to the National Conference of Commissioners on Uniform State Laws. Alabama was one of the first, if not the first, state to recognize the need for uniformity of laws among the various states. In 1881, the Alabama State Bar passed a resolution calling for a conference to promote uniformity in state laws and in the interpretation of those laws. The National Conference of Commissioners on Uniform State Laws was organized in 1892. The first officially appointed Commissioners from Alabama were appointed in 1920 by executive order. The Commission was given statutory authorization in 1951. See *Ala. Code* §§ 41-9-370 to 41-9-374.

Purpose

The Commission was created to promote the adoption of uniform state laws when appropriate.

Composition

The Commission consists of any Life Members of the National Conference of Commissioners on Uniform State Laws who may reside in Alabama plus seven current Commissioners. The seven current Commissioners are: Three Commissioners appointed by the Governor; one Senator appointed by the Lieutenant Governor; one Representative appointed by the Speaker of the House of Representatives; the Director of the Alabama Law Institute; and the Director of the Legislative Reference Service. Each of the appointees must be an attorney. They serve a four-year term of office and may be reappointed. The position of an appointee becomes vacant in case of death, resignation, removal, or refusal to serve. The only compensation of any Commissioner is payment of the Commissioner's expenses to attend the annual meeting of the National Conference of Commissioners on Uniform State Laws. The Commission is to meet at least once every two years.

Duties

The Commission is to promote uniformity in state laws on all

subjects in which uniformity may be deemed desirable and practicable and to promote a uniform judicial interpretation of such laws. It has the responsibility of reporting its activities and recommendations to the Legislature at each regular session. Each member is required to attend the annual meeting of the National Conference of Commissioners on Uniform State Laws, [NCCUSL] also known as Uniform Laws Conference (ULC).

Organization

Members elect one of their members as Chairman who is authorized to certify financial reports to the Director of Finance.

Financing

The Commission on Uniform State Laws receives annual appropriations from the General Fund.

Office Location

For information on the Commission on Uniform State Laws, contact the Alabama Law Institute at 205-348-7411.

STATE BOARD OF APPOINTMENT OF REGISTRARS OF ELECTIONS

Creation and Authority

The Board was established in 1901. See *Ala. Code* §§ 17-3-2 and 17-3-4.

Purpose

This is a constitutional board which appoints the members of county boards of registrars and state voter registration advisory board.

Composition

The Board is composed of three ex officio members: the Governor, the State Auditor, and the Commissioner of Agriculture and Industries. They receive no additional compensation for their duties as board members. No date of meeting is specified by law. Two members constitute a quorum.

Duties

The Board has power to appoint members of county boards of registration and to fill vacancies on the boards with the exception of Jefferson County where a local act provides otherwise.

Office Location

Office of Voter Registration may be contacted through the Office of the Governor, State Capitol, 600 Dexter Ave., Montgomery, AL 36130, Office of the Commissioner of Agriculture and Industries, 1445 Federal Drive, Montgomery, AL 36107, or Office of the State Auditor, State Capitol, Room S-101, Montgomery, AL 36130.

STATE CANVASSING BOARD

Creation and Authority

The Board was established in 1881. See *Ala. Code* §§ 17-12-17 to 17-12-25.

Purpose

The State Canvassing Board is required by law to examine and certify election returns for State offices.

Composition

The Board is composed of three ex officio members: the Governor, the Secretary of State, and the Attorney General. They receive no additional compensation for their duties as board members. The Board must canvass returns within 22 days of the election. Two members constitute a quorum.

Duties

The statute requires that certain election returns, primarily those for State offices, be sent to the Secretary of State. These returns must be opened and counted in the presence of at least two members of the Board within 22 days after an election. The Governor is required to publish the results of elections of State officers in a Montgomery newspaper.

Office Location

Various support functions are through the Office of the Secretary of State's Elections Division. The Elections Division is located in the State Capitol, Room E-208, 600 Dexter Avenue, Montgomery, Alabama 36130. The phone number is (334) 242-7210; FAX number is (334) 242-2444.

ALABAMA ELECTRONIC VOTING COMMITTEE

Creation and Authority

The Alabama Electronic Voting Committee was created by Act 83-200 in 1983 by the Legislature, and amended in Acts 99-663 and 2006-

570. See Ala. Code §§ 17-7-20 to 17-7-26.

Purpose

The Committee's purpose is to examine and certify electronic voting systems.

Composition

The Committee is composed of five members. They include a representative appointed by the Secretary of State, a representative appointed by the Attorney General, one probate judge appointed by the Chief Justice of the Supreme Court, one member of the House of Representatives appointed by the Speaker of the House, and one member of the Senate appointed by the Lt. Governor. The two state legislators shall be compensated regular legislative compensation, per diem, and travel for meetings attended, and the other three members serve without compensation or reimbursement. The probate judge serves as chair and the committee meets at the call of the chair or any three members.

Duties

The duties of the Committee include publicly examining all electronic vote counting systems submitted for review and determining whether such systems comply with statutory requirements. The Committee may recommend to the Secretary of State procedures necessary to achieve and maintain the maximum degree of correctness and impartiality of voting, counting, tabulating, and recording votes by electronic counting systems.

Financing

A vendor submitting a system for certification shall pay to the State of Alabama an amount equal to the actual costs, if any, incurred by the committee in examining the system. The payment shall be deposited with the State Treasury for distribution to reimburse the committee for said actual costs. Such reimbursement shall be made whether or not the system is certified.

Office Location

The Secretary of State's office provides staff support for the Committee. The Committee can be contacted through the Elections Division of the Secretary of State's office: 600 Dexter Avenue Room E-208, Montgomery, Alabama 36130. The phone number is 334-242-7210.

EMPLOYEES' RETIREMENT SYSTEM OF ALABAMA

Creation and Authority

The Employees' Retirement System of Alabama was established in 1945. *Ala. Code* §§ 36-27-1 to 36-27-198 and *Ala. Const.* Art. V, § 138.03.

Purpose

The Employee's Retirement System was created to provide a retirement system for most regular state employees. The retirement plan does not include elected officials, members of the Teachers' Retirement System, temporary employees, and persons working under special agreements. County, municipal, and other public or quasi-public organizations may elect to have their employees covered by the system. Local constitutional amendments allow some county and municipal elected officials to be covered.

Composition

The Employees' Retirement System is supervised by a Board of Control of thirteen members. The ex officio members are the Governor, who serves as Chairman, the State Treasurer, the State Personnel Director, and the Director of Finance. Three members from the State service are appointed by the Governor with the stipulation that no two members may come from the same State agency or from a department whose head is an ex officio member. Four active members are elected, two by active state employees, two by active local employees. Additionally, one retired state employee and one retired local employee are elected by the retired membership. The term of office for those elected by the active membership is four years, and the term for the retired representatives is three years.

The board determines the date, time, and place of meeting. Although no quorum is specified by law, seven votes in favor of any action are necessary for a decision by the Board at any meeting. The members are compensated for necessary expenses.

Duties

The Board of Control serves as trustee of the retirement funds and

establishes rules and regulations for the administration of these funds. It is responsible for keeping necessary data for actuarial valuation of the funds. The Board elects a Secretary-Treasurer who serves as chief executive officer. The Board sets the investment policy and elects an Investment Committee, composed of the Director of Finance and two other board members. The Investment Committee approves or disapproves investments recommended by the Secretary-Treasurer in accordance with policies set by the Board. The Board keeps a full record of all its proceedings and issues an annual report. The Board may employ an necessary consultants or personnel and may provide for a medical board of three physicians to pass upon all required medical examinations.

Organization

Organization of the System is determined by the Board of Control. As the organization is now constituted, the Secretary-Treasurer heads both the Employees' Retirement System and the Teachers' Retirement System. See the description of the Teachers' Retirement System. In addition, the Secretary-Treasurer serves as an ex officio member of the State Employee Insurance Board.

Financing

The Employees' Retirement System is financed by (1) payments of "employer" retirement contributions by each participating state and local agency at the time of each payroll; (2) "employee" retirement contributions, and (3) income from retirement system investments.

Office Location

The State Employees' Retirement System is located at 201 South Union Street, Montgomery, Alabama 36104, mailing address is P. O. Box 302150, Montgomery, AL 36130-2150; the phone number is (877) 517-0020, fax number is (877) 517-0021. Dr. David G. Bronner serves as Secretary-Treasurer of the Employees' Retirement System. Website: www.rsa-al.gov.

EMPLOYEES' HEALTH INSURANCE BOARD

Creation and Authority

The State Employees' Insurance Board was established in 1965. See *Ala. Code* §§ 36-29-1 to 36-29-19.9 and §§ 36-29-50 to 52.

Purpose

This is a statutory board created to provide a health insurance plan for state employees.

Composition

The Board has eleven members. The five members of the State Personnel Board, the Director of Finance, and the Secretary-Treasurer of the Employees' Retirement System of Alabama are ex officio members. In addition, two regular employees of the State and two retired employees are elected for four-year terms. Compensation, date of meeting, and quorum are not specified by law. The Chairman of the State Personnel Board is ex officio chairman.

Duties

The Board is authorized to establish a health insurance plan for the employees of the State, as specified by law, including any coverage and benefits it deems appropriate. It may adopt and promulgate rules for the administration of this plan, execute a contract or contracts to provide the benefits under the plan of health insurance coverage decided upon, and adopt rules and regulations prescribing the conditions under which active and retired employees may elect to participate in or withdraw from the plan.

Organization

The Chairman of the State Personnel Board is ex officio Chairman of the State Employees' Insurance Board. The Board elects its other officers. The Board is empowered to employ the services of impartial, professional insurance analysts or actuaries and to designate a custodian for the State Employees' Insurance Fund. The Board employs a CEO who oversees the day-to-day functions of the board.

Financing

The plan is financed by payments from each State agency covering state employees, employee premium, retiree premiums, and investment income.

Office Location

Administration of the plan, including staff support is handled by the State Employees' Insurance Board. Day-to-day administration is conducted through this Board, with Blue Cross/Blue Shield of Alabama serving under contract as a claims administrator. The Employees' Insurance Board is located at RSA Headquarters 201 South Union Street, Suite 200, Montgomery, AL 36104. The phone number is (334) 263-8341, fax number (334) 263-8541. Mr. William L. Ashmore currently serves as Chief Executive Officer. Website: www.alseib.org.

FLEXIBLE EMPLOYEES BENEFITS BOARD

Creation and Authority

The Board was established by the Legislature in 1989. See *Ala. Code*, §§ 36-29-20 to 36-29-30.

Purpose

The purpose of the Board is to establish a flexible employee benefit, or Cafeteria Plan, for individuals employed by the State of Alabama, its agencies, departments, or for a county health department, and who receive compensation through a State warrant on the State Treasury, a check by the Alabama State Port Authority, or from the Treasury of the Department of Mental Health, other than employees under the federal Railroad Retirement Act.

Composition

The Board consists of a state employee appointed by the executive director of the Alabama State Employees' Association, the members of the State Personnel Board and the Director of Finance. The Director of

Finance is authorized to designate an individual to attend meetings and vote in his or her absence. The Board elects one member as Chairman, another as Vice Chairman, and chooses a Secretary who need not be a board member. A majority of members constitute a quorum, with the affirmative vote of a majority of those present necessary for official board action. No vacancy on the board impairs the right of a quorum to exercise all rights and perform all duties.

Power and Duties

The Board is authorized, with the approval of the Governor, to establish a flexible employee benefit plan for state employees in compliance with Section 125 and other applicable sections of the Internal Revenue Code. Such payments, or salary reductions, may include health insurance, group life insurance, disability insurance, supplemental health and accident insurance, dependent care expenses, and other benefits. The Board may promulgate rules and regulations as needed.

Financing

The Board may establish funds in the State Treasury as are necessary to administer the plan and deposit as necessary in such funds employee payments, amounts deducted pursuant to salary reduction payments, and administrative fees and appropriations, if any. The Board designates a custodian to make deposits and payments under Board regulations.

Office Location

The address of the Board is c/o State Employees' Insurance Board, 201 South Union Street, Suite 200 Montgomery, AL 36104 and the phone number is (334) 263-8341, 1-866- 836-9737 fax number is (334) 263-8541. Website: www.alseib.org.

SERVICE AND REGULATORY AGENCIES

DEPARTMENT OF AGRICULTURE AND INDUSTRIES

Creation and Authority

The office of Commissioner of Agriculture and Industries was created by statute in 1883 and was placed in the Constitution in 1901. The present Department of Agriculture and Industries was created in 1923. Thus, the Commissioner of Agriculture and Industries is a constitutional officer, but the Department and the State Board of Agriculture and Industries are statutory. See the 1901 *Ala. Const.*, Art. V, §§ 114 to 116; Art. VII, 173; and *Ala. Code* §§ 2-1-1 to 2-32-17.

Chief Executive Officer of the Department

The constitutional officer known as the Commissioner of Agriculture and Industries serves as the chief executive officer and has management and control of the Department of Agriculture and Industries. He has all rights, privileges, powers and duties granted him under the Constitution and statutes of the state. *Ag. Code* 1927, §7; *Code* 1940, T.2, §14.

Purpose

The Department promotes agriculture and industries within the State and is required by law to administer and enforce regulatory laws, rules, and regulations. These duties involve the inspection of numerous commodities for the protection of consumers.

Financing

The Department of Agriculture and Industries receives an appropriation from the General Fund. However, it is also financed from a special trust fund designated as the Agricultural Fund. There are two other special trust funds: the shipping point inspection fund and the egg inspection fund. Most of the funds expended by the Department are collected by it and deposited in the Agricultural and Shipping Point Funds.

COMMISSIONER OF AGRICULTURE AND INDUSTRIES

The Commissioner of Agriculture and Industries is selected by popular election. To qualify for the office, one must be at least 25 years of age, a citizen of the United States at least seven years, and a resident of Alabama at least five years preceding election. The Commissioner must be of good moral character and recognized executive ability, and trained in the practice and science of agriculture. The Commissioner serves a four year term of office, is eligible for one successive term, and may be removed by impeachment. Legal duties of the office are outlined in the following section under the heading of Organization and Functions of the Department.

The Organization and Functions of the Department

The Department of Agriculture and Industries consists of six divisions, as follow:

Executive Division – This division combines several offices that support functions for the other Divisions in addition to assisting the Commissioner with the administration of the Department.

Sections under this Division include: Accounting; Information Technology; Legal Services; Personnel; Public Relations; General Services; Emergency Programs, International Marketing; and Agricultural Promotions.

Shipping Point Inspection – This Division is responsible for peanut inspection; grain inspection and weighing; aflatoxin analysis; and fruit, vegetable, and tree nut inspection.

Sections under this Division include: Peanut program; Peanut Aflatoxin Laboratory; Grain Inspection; Fruit and Vegetable Inspection; and Food Safety Audits.

Food Safety Division – This Division is responsible for assuring safe food for Alabama consumers. Its' responsibilities are primarily regulatory and serve to assure safe quality products for our Alabama consumers.

Agriculture

Sections under this Division include: Food Safety Inspection; State Chemical Laboratory; Food and Drug Laboratory; Ag Compliance; Seed Laboratory; and Gins and Warehouses.

Pesticide and Plant Division – This Division regulates individuals or companies that sell, use, or supervise the use of restricted use pesticides, engage in the commercial application of pesticides, structural pest control, or horticultural activities. It also is responsible for protecting Alabama's native and commercially grown plants from harmful pests and diseases and is also responsible for protecting Alabama's apiary industry.

Sections under this Division include: Pesticide Management; Professional Services; Certification Training; Plant Industry; and Pesticide Residue Laboratory.

Animal Industries Division – Under the direction of the Alabama State Veterinarian, this Division is responsible for the administration of programs to prevent, control, and eradicate infectious diseases of livestock and poultry.

Sections under this Division include: Market News; Meat Inspection; Poultry Program; and Veterinary Diagnostic Laboratory.

Weights and Measures Division – This Division tests the accuracy of vehicle scales, large capacity scales such as platform scales, stockyard scales, hopper scales, and monorail scales and checks proposed sites for new scale installations. This section also tests the accuracy of small capacity weighing and measuring devices such as supermarket scales, gasoline pumps, feed, seed and fertilizer scales, and universal price code scanners.

Sections under this Division include: Heavy Weights; Metrology Laboratory; Light Weight Unit; and Petroleum Laboratory.

Office Location

The Department of Agriculture and Industries is located at 1445 Federal Drive, Montgomery, Alabama 36107. The mailing address is P.O. Box 3336, Montgomery, Alabama 36109, and the phone number is (334) 240-7100. Website: www.agi.alabama.gov.

STATE BOARD OF AGRICULTURE AND INDUSTRIES

Composition

The Board has eleven members, four of whom are ex officio and seven of whom are appointed. The Commissioner of Agriculture and Industries, the Director of the Alabama Extension Service of Auburn University, the dean of Auburn University's College of Agriculture, and the Governor are ex officio members. The Governor as ex officio Chairman appoints seven additional members, subject to Senate confirmation. Four of the appointed members must be farmers, and three must be outstanding leaders of industry. No one of the members representing either the farmer or industry may come from the same congressional district. The appointed members serve terms of office concurrent with that of the Governor and until their successors are appointed and qualified. Board members are paid \$50.00 per day plus expenses as provided by law for not more than 20 days each year. The Code provides for an annual meeting to be held on the second Tuesday in November at the Commissioner's office. Three additional meetings are to be held on the second Tuesday in February, May, and August of each year. Special meetings may be called when necessary. A quorum consists of the majority of the Board.

Duties

Relationship to Commissioner. The Board considers the agricultural and industrial needs of the State. It makes and promulgates reasonable rules and regulations for the use of the Commissioner in executing his duties. In addition, it hears appeals from the rulings of the Commissioner.

Relationship With Other Governmental Units. The Board is required to cooperate with all national, state, and local agencies in the enforcement of regulatory or police matters relating to the duties of the Commissioner. It is also to cooperate with the Agricultural Experiment Station, the Extension System at Auburn University, and all official agencies in promoting the interest of agriculture and industry in Alabama. The Board may require the expert services of department heads, professors, and scientists employed by Auburn University and the Extension System and may obtain legal advice from the Attorney General.

It is to provide for a soil survey of Alabama, including resurvey, revision, and distribution.

Office Location

The Department of Agriculture and Industries is located at 1445 Federal Drive, Montgomery, Alabama 36107. The mailing address is P.O. Box 3336, Montgomery, Alabama 36109, and the phone number is (334) 240-7100. Website: www.agi.alabama.gov.

AGRICULTURAL CENTER BOARD

Creation and Authority

The Board was established in 1945. See *Ala. Code* §§ 2-6-1 to 2-6-3 and various authorities assigned in §§ 2-6-20 to 2-6-86.

Purpose

The Board was established to lease and otherwise manage properties of the Agricultural Center, known as the Garrett Coliseum, which is located in Montgomery.

Composition

The Agricultural Center Board has ten members, one of whom is designated as Chairman by the Governor. They are the Director of Finance, the Governor, the Commissioner of Agriculture and Industries, the Chair of the Montgomery County Commission, the President of the Montgomery City Council, the Mayor of Montgomery, and four members appointed by the Governor. These last four members must be qualified electors, and they hold office concurrently with the Governor and until their successors are appointed. The compensation of board members is \$25 per day when the Board is in session plus expenses as provided by law, but the total compensation may not exceed \$1,200 per year. If any elected or state officials are appointed to the Board they may receive travel expenses only. The date of meetings and the rules for a quorum are not specified.

Duties

The Agricultural Center Board formed the Garrett Coliseum Redevelopment Corporation and governs the corporation as its board of directors. This public corporation is responsible for leasing the lands, structures, facilities and equipment associated with Garrett Coliseum and the Alabama Agricultural Center, which it owns. It is authorized to operate, manage, and control the Coliseum property for the purpose of conducting or permitting to be conducted livestock shows, agricultural and industrial displays, and other exhibits and events. To do so, the Corporation is authorized to make lease agreements for use of its properties and to enter into management, operations, or other types of agreements with public or private entities.

Financing

The Board receives an annual appropriation from the State. The Board also receives income in the form of rental charges collected from organizations using the Center. The board is authorized to issue bonds to finance improvements and renovations of the Coliseum and Agricultural Center properties.

Office Location

Garrett Coliseum is located at 1555 Federal Drive, Montgomery, Alabama 36107. The phone number is (334) 356-6866. Mr. Bill Hardin serves as the Director of Events and Marketing for the Coliseum. His email address is bill@thegarrettcoliseum.com.

ALABAMA AGRICULTURAL DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was established by the Legislature in 1980. See *Ala. Code*, §§ 2-3A-1 to 2-3A-16.

Purpose

The purpose of the Authority is to provide a public corporation to

promote development of agriculture in Alabama by making available to persons in agriculture, at interest rates lower than otherwise obtainable, funds for use in agricultural operations through small issue tax free Aggie Bonds, direct loans, and other such means as deemed appropriate to support agricultural operations.

Composition

The Board of Directors is composed of seven members, including The Commissioner of Agriculture and Industries, the Director of Finance, the Superintendent of Banking, and four appointed members, two of whom are named by the Governor and one each of whom is appointed by the Speaker of the House and the President Pro Tempore of the Senate. Appointed members serve for four-year, staggered terms. No officer or employee of the State or any political subdivision is eligible for appointment.

Organization

The Commissioner of Agriculture and Industries serves as Chairman of the Authority, and the Vice Chairman is elected from the board membership. Each director serves without compensation, except that directors may be reimbursed for expenses actually incurred in and about the performance of Authority business. A majority of directors constitutes a quorum, but no vacancy by voluntary disqualification may be impeached. Under the enabling legislation, provision is made for a Legislative Oversight Committee consisting of seven members of the House, one from each Congressional District appointed by the Speaker, and seven Senate members, one from each Congressional District, appointed by the Lieutenant Governor. The Governor, Lieutenant Governor and Speaker of the House, or their representatives, serve as ex officio members. Committee members are entitled to actual expenses incurred in performance of their duties.

Duties

The Authority may enact by-laws, make loans, receive contributions, invest Authority funds, borrow money, appoint officers and agents, enter into management agreements, sell or exchange property, and issue bonds for the construction of agricultural facilities.

Financing

The Authority, and its activities, are financed through bond issue proceeds, and funds received from other sources, as provided by statute.

Office Location

Office of the Authority is located at Beard Building, 1445 Federal Drive, Montgomery, Alabama 36107, and the phone number is (334) 240-7245. Liaison to the Authority is maintained through Mr. Harold McLemore.

ALABAMA AGRICULTURAL MUSEUM BOARD**Creation and Authority**

The Alabama Agricultural Museum Board was established by the Legislature in 1993. See *Ala. Code* §§41-9-920 to 41-9-929.

Purpose

The purpose of the Board is to recognize the important contribution of agriculture to Alabama and to preserve, exhibit, display, and interpret artifacts and other materials associated with agriculture in this state.

Composition

The Board is composed of eleven members, six of whom are appointed by the Governor from a list of twenty nominees submitted by Dothan Landmarks Foundation. One member is appointed by the President of Auburn University, one is appointed by the President of Tuskegee University, one is appointed by the President of Alabama A&M University, one member is appointed by the Director of the Alabama Department of Archives and History, and one member is appointed by the Commissioner of the Alabama Department of Agriculture and Industries. Members serve four-year terms, with three members appointed each year, and are not compensated for their services. A member serves until a successor is appointed.

Organization

The Board meets at least once each year, with scheduled meetings each quarter of the fiscal year and additional meetings called under its rules and by-laws. A majority of members constitutes a quorum for the transaction of business. The Board elects a chair, Vice Chair and a secretary-treasurer from its members for terms of one year. The secretary-treasurer keeps a record of all proceedings of the Board.

Duties

The Board is charged with the development of the Alabama Agricultural Museum at the site of Landmark Park in Dothan. To this end, the Board functions as a public corporate body and state agency. The Board is empowered to solicit and accept public or private donations, grants, contributions, property or services, and all such gifts are exempt from state taxation. The Board is authorized to enter into contracts and cooperative agreements, acquire and sell property and perform other acts incidental to its purpose. As a state agency, the Board has exclusive control over the Agricultural Museum and all related improvements and exhibits. The board hires personnel to staff the Museum, manages development, operations and promotion through an executive director, determines admission charges to the museum and other use fees and may grant concessions in accordance with state law.

Financing

The functions of the Alabama Agricultural Museum Board are financed through donations, grants and legislative appropriations.

Location

The Board's headquarters is located at Landmark Park on Highway 431, 2¹/₂ miles north of the Ross Clark Circle, Dothan. The mailing address is P.O. Box 6362, Dothan, AL 36302. The phone number is (334) 794-3452 and the fax is (334) 677-7229. Mr. William Holman is the Executive Director. Website: www.alagmuseum.org

FARMERS MARKET AUTHORITY

Creation and Authority

The Authority was established in 1965. See *Ala. Code* §§ 2-5A-1 to 2-5A-15 and §§ 2-5A-30 to 2-5A-39.

Purpose

The Authority establishes agricultural markets to prevent waste and provides marketing facilities for agricultural commodities where farm products may be processed, graded, packaged, displayed, or exhibited in order to encourage the buying and selling of the commodities.

Duties

The Authority procures the necessary market sites in the State for farmers markets and establishes markets on these sites without having to secure a permit from the municipality in which the site may be located. It is authorized to make such rules and regulations for the proper conduct of these markets, both wholesale and retail. The Authority may provide experienced persons to act as graders and classifiers, and designate reasonable grades and classes of farm products. The Authority establishes and collects reasonable charges to pay for the cost of acquiring and operating the markets. It may promulgate rules and regulations and may eject persons from its markets who refuse to comply with its regulations. It provides means of communication between the Authority and the markets it establishes so as to facilitate the sale and exchange of farm products of all kinds.

Financing

All funds collected by the Authority are deposited in the State Treasury to the credit of a special fund for use of the State of Alabama Department of Agriculture and shall be used solely for maintenance, repairs, and capital outlay for markets facilities, for payment of other expenses of operations, and for the liquidation of costs of markets and facilities. The governing bodies of all counties and municipalities are authorized to make any appropriations they deem suitable for the establishment of farmers markets.

Office Location

The location is in the Richard Beard Building at 1445 Federal Drive, Montgomery, AL 36107. The phone number is (334) 240-7247, fax (334) 240-3723. Mr. Don Wambles is the Director. Website: www.fma.alabama.gov.

NORTH ALABAMA AGRIPLEX BOARD OF DIRECTORS

Creation and Authority

The North Alabama Agriplex Board of Directors was established in 2000 by the Alabama Legislature. See *Ala. Code* §§41-9-930 to 41-9-935.

Purpose

The purpose of the Board is to recognize the important contribution of agriculture to Alabama through the North Alabama Agriplex and act in an advisory capacity to the Agriplex. The North Alabama Agriplex facility shall preserve, exhibit, display, and interpret artifacts and other materials associated with the agricultural heritage of Alabama. In addition the Board shall work to educate through demonstrations, exhibits, programs, services, tours, classes, and/or research.

Composition

The Board shall be composed of thirteen members. The board members are appointed by the North Alabama Agriplex Board. After the expiration of initial appointments, all members shall serve three-year terms. Meetings will be at least annually, and board members shall not be compensated for their services.

Duties

The Board is established as a public agency of the state of Alabama. The Board shall administer and maintain the North Alabama Agriplex, which shall be permanently located in Cullman County,

Alabama. The Board shall maintain buildings, exhibits, and equipment suitable and appropriate for conducting its affairs. The Board is empowered to hire personnel necessary to carry out their duties and may solicit and accept donations as well as engage in property transactions.

Financing

The Board is financed from contributions and donations received and any legislative appropriations.

Office Location

The Board's business is currently conducted out of the North Alabama Agriplex Heritage Center located at 1714 Tally Ho Street NW, Cullman, Alabama 35055. The mailing address is P.O. Box 2428, Cullman, Alabama 35056. Attn: Rachel Dawsey. Website: www.agriplex.org. Email: cullmanag@gmail.com. Telephone Number: (256) 297-1044.

STATE VETERINARIAN

Creation and Authority

The position of the State Veterinarian was created in 1947 by the Alabama Legislature. See *Ala. Code* §§2-4-1 to 2-4-4.

Purpose

The State Veterinarian seeks to prevent, eradicate, and control diseases of livestock and poultry, as well as assure that all meat and meat food products offered for sale to consumers are not adulated, are wholesome, and are properly marked, labeled, and packaged.

Organization

The State Veterinarian of Alabama shall be appointed by the Commissioner of Agriculture and Industries, the Governor of Alabama, and the President of the Alabama Veterinary Medical Association, or a majority of them, from a list of qualified applicants who have passed the official examination and have been certified by the State Personnel

Department.

The State Veterinarian shall appoint as many assistant state veterinarians and state livestock inspectors as deemed necessary and is within the funds at their disposal. Assistants are approved by the State Board of Agriculture and Industries.

Duties

The State Veterinarian enforces the provisions of the state livestock laws relating to the care of livestock or the control of contagious and infectious diseases in livestock. The State Veterinarian also holds the power to quarantine any part of the State of Alabama, from a field to a county, if determined that the livestock in such place are infected with a communicable disease. Additionally, the State Veterinarian must produce an annual report giving a full account of work done and money expended, which may be made public in pamphlet form.

Financing

The State Veterinarian's salary shall be paid out of the appropriation provided by law for payment of salaries and expenses of the employees of the Department of Agriculture and Industries.

Office Location

The State Veterinarian's office is located at the Alabama Department of Agriculture and Industries, 1445 Federal Dr., Rm. 222, Montgomery, AL 36107. The current State Veterinarian is Dr. Tony Frazier, DVM, phone: (334) 240-7253, email: stvet@agi.alabama.gov.

ALABAMA AERONAUTICS BUREAU

Creation and Authority

The Alabama Department of Aeronautics was established by legislation in 1945. Prior to 1945, the State exercised authority over all aeronautical activities in the State through a State Aeronautics Commission. Between 1945 and 2000, the Aeronautics Department operated under the guidance of a seven-member commission appointed by the governor and a director chosen by the commission and approved by the governor. In May 2000, the Alabama Legislature adopted Act 2000-220 and was reorganized as the Alabama Department of Transportation Aeronautics Bureau.

Purpose

The Alabama Aeronautics Bureau focuses on three broad programmatic areas: (1) airport system planning and development; (2) promoting airport safety and security, and; (3) inspecting and licensing airports to assure that airport facilities meet certain minimum standards of safety and design. The Bureau serves the aviation community and the general public by assuring that aviation fuel taxes and other supplemental revenues are expended on airport-related projects that will preserve and improve Alabama's air transportation system.

Financing

Aviation fuel taxes in Alabama are the primary source of funding for the programs administered by the Alabama Aeronautics Bureau. The Bureau receives annual appropriations from the excise tax levied on jet fuel and aviation gasoline.

Organization

The Alabama Aeronautics Bureau is organized under the direction and authority of the Director of the Alabama Department of Transportation. The day-to-day administration and operation of the Bureau is overseen by the Chief of the Aeronautics Bureau and a staff of eight that includes airport planners, managers, inspectors and engineers.

Office Location

The office of the Alabama Aeronautics Bureau in the Department of Transportation is located at 1409 Coliseum Blvd., Montgomery, Alabama 36130. Dr. John C. Eagerton, IV serves as the Chief of the Alabama Aeronautics Bureau. The phone number is 334/242-6820. Website: www.dot.state.al.us/bureau/aeronautics.

BANKING BOARD

Creation and Authority

The Board was established in 1911. See *Ala. Code* §§ 5-2A-3, and 5-2A-40 to 5-2A-45.

Purpose

The Banking Board hears appeals from certain decisions of the Superintendent of Banks and has other legal duties.

Composition

The Board has seven members, including the Superintendent of Banks, who is an ex officio member and serves as Chairman. The remaining six members are appointed by the Governor with the consent of the Senate. The appointees must be of good moral character. At least four members must have had at least five years banking experience within ten years immediately preceding appointment, and at least three members must be currently connected with a bank operating under Alabama law. Members appointed by the Governor serve for six-year staggered terms, but they may be removed at the pleasure of the Governor. Their compensation consists of \$50 per day and expenses as provided by law when the Board is actually in session. The Superintendent of Banks may call a meeting in any part of the State after three days notice to board members or outside the State if required by a federal agency regulating banks. A quorum consists of a majority of the members of the Board.

Duties

The Banking Board hears charges by the Superintendent of Banks

concerning defaults and misconduct of banks and directs the Superintendent of Banks to take charge of the business and property of mismanaged banks. It hears appeals from rulings by the Superintendent of Banks denying permits to establish banks and approves or disapproves of rules and regulations made by the Superintendent relative to banking practices. Concurrence of the Board is required regarding banking emergencies and bank holidays as determined by the Superintendent. The Board may issue written orders removing an officer or director from a bank for failure to comply with orders issued by the Superintendent. The board may also impose civil money penalties in some cases.

Financing

Compensation of the board members comes from assessment fees paid by state-chartered banks. The rate of such assessment is fixed by the Superintendent and approved by the Banking Board.

Office Location

The Banking Board is located at 401 Adams Avenue, Suite 680, Montgomery, Alabama 36104-1201. The mailing address for the Banking Board, Post Office Box 4600, Montgomery, Alabama 36103-4600. The telephone number is (334) 242-3452, fax number (334) 242-3500. Website: www.banking.alabama.gov. Mr. Mike Hill serves as the Superintendent of Banks.

STATE BANKING DEPARTMENT

Creation and Authority

The Department was established in 1911. Prior to 1949, similar functions were performed by the Commerce Department, which has been abolished. See *Ala. Code* §§ 5-2A-1 to 5-2A-24.

Purpose

The Department enforces laws concerning banking, bank holding companies, saving and loan associations, consumer finance companies, small loan companies, pawnshops, mortgage brokers, loan originators, and deferred presentment companies.

Organization

The State Banking Department has two active divisions: the Bureau of Banks and Bureau of Loans. Two other divisions are statutorily provided for; however, the Bureau of Savings and Loans and the Bureau of Credit Unions are inactive. There are two boards created by law which are partially advisory, but have authority in certain matters as prescribed by law. The only active board is the Banking Board. The other board, the Savings and Loan Board, is inactive. The Superintendent of Banks serves as chairman and ex officio member of each of these boards. The Superintendent also serves as Savings and Loan Commissioner and Administrator of the Alabama Consumer Credit Act.

The statutes provide for the appointment of such assistants, employees, and attorneys by the Superintendent as necessary. The statutes also authorize the Deputy Superintendent of Banks to exercise the same powers as the Superintendent in the Superintendent's absence.

The Superintendent of Banks

The Superintendent has overall responsibility for coordinating the work of the divisions of the Banking Department. Duties of the active divisions are as follows:

Bureau of Banks. The Bureau of Banks supervises and regulates state-chartered banks. The Bureau is under the direct supervision of the Superintendent of Banks. Routine duties and functions are performed by the Deputy Superintendent of Banks. Those duties include the administration of an examination program for all state-chartered banks, bank holding companies, and independent trust companies; receipt, review, and investigation of all applications to organize new banks and independent trust companies; enforcement of banking laws, including the reporting of violations to the Grand Jury and the issuance of cease-and-desist orders regarding unsafe and unsound banking practices; and approval of (1) amendments to bank charters, (2) increase or decrease in capital stock, (3) creation of branch banks, (4) bank mergers, and (5) conversions from national to state banks. The Superintendent of Banks, with the direction of the Banking Board, also has the authority to close a bank; issue civil money penalties, or remove an individual from the ability to work for a bank regulated by the Department.

Business Promotion and Regulation

Bureau of Loans. A supervisor of the Bureau of Loans is appointed by the Superintendent to work under his general supervision. The supervisor is responsible for activities of the Bureau of Loans, including enforcement of the Alabama Small Loan Act, the Alabama Consumer Credit Act (Mini Code), the Alabama Pawnshop Act, Mortgage Brokers Licensing Act, the Alabama Secure and Fair Enforcement for Mortgage Licensing Act, and the Deferred Presentment Services Act. The supervisor processes license applications and renewals for companies under the various Acts, conducts examinations of licensees to determine compliance with the laws, investigates consumer complaints, issues cease-and-desist orders against licensees and unlicensed companies for noncompliance with Alabama law, issues regulations, and files an annual report on the Bureau's activities.

Bureau of Savings and Loans. Inactive. No active state-chartered savings and loan associations exist.

Bureau of Credit Unions. Inactive. State-chartered credit unions are subject to regulation by the Alabama Credit Union Administration, a separate state agency.

Financing

The Banking Department is self-supporting and operates on assessments collected from various financial institutions regulated by the Department. Separate funds are established for each bureau, and fees and assessments collected by each bureau are deposited in its respective fund. Those fees are carried forward from year to year.

Office Location

The Banking Board is located at 401 Adams Avenue, Suite 680, Montgomery, AL 36104-1201. The mailing address for the Banking Board is P.O. Box 4600, Montgomery, Alabama 36103-4600. The phone number is (334) 242-3452, fax number (334) 242-3500. Website: www.banking.alabama.gov. Mr. Mike Hill serves as the Superintendent of Banks.

ALABAMA BROADBAND ACCESSIBILITY FUND

Creation and Authority

On March 28, 2018, Governor Kay Ivey, Signed the Alabama Broadband Accessibility Act. Because the availability of high-speed broadband services in unserved rural Alabama is important for economic development, education, health care, and emergency services, the Alabama Broadband Accessibility Act established the Alabama Broadband Accessibility Fund.

Duties

ADECA will begin accepting applications on March 1 of each year (except for year one, see 2018 application guide). ADECA shall accept applications within a 150-day grant window after the annual commencement date. Applications for eligible projects will be evaluated according to a scoring system developed by ADECA that incorporates the priorities listed in the Act, with grant awards published within ninety days after expiration of the filing window.

Grant applications shall be published by ADECA on the internet at the end of the filing window, and existing service providers shall have thirty days from the date of publication to file objections to the eligibility of a proposed project. All objections must be filed by email and must include verifiable documentation to support the challenge.

Within 60 days of the close of the challenge period, ADECA shall award grants. Grants issued by ADECA shall be conditioned upon compliance with the terms of the grant but shall not otherwise be revocable. Providers' grants shall be paid within 30 days upon ADECA receiving written certification of the completion of the project and evidence of compliance with the terms of the grant as prescribed by ADECA (see Close Out discussion below for more guidance).

An applicant may submit more than one application. However, each project must have a separate application and budget. Each project must stand alone in meeting the Alabama Broadband Accessibility Fund program requirements.

Eligibility

An eligible applicant is a non-government entity that is a cooperative, corporation, limited liability company, partnership, or other private business entity that provides broadband service.

Funding

Individual grants awarded by ADECA may only be awarded for projects in unserved areas, and may not exceed the lesser of: (1) twenty percent of the project costs or (2) Seven hundred fifty thousand dollars (\$750,000) for projects that will result in transmitting broadband signals at speeds of at least 10 megabits per second of download speed and one megabit per second of upload speed; or one million four hundred thousand dollars (\$1,400,000) for projects that will result in transmitting broadband signals at speeds of at least 25 megabits per second of download speed and three megabits per second of upload speed. Grants may be given to any qualified entity that meets the service criteria for expenditures. Not less than 40% of funds appropriated for grants be utilized in unincorporated areas of the state.

Eligible projects must include projects that have received funds through other federal universal service funding programs designed specifically to encourage broadband deployment in an area without broadband access in an amount not exceeding fifty percent of the total project cost, provided, however, that any award of state funds may only be utilized to either a) fund project components that extend beyond the specifications supported by the federal funding, said eligible components being extension of service to unserved rural areas not otherwise served by the federally supported project, or b) ensure that areas being served by the federal funding at speeds less than 25 megabits per second of download speed and three megabits per second of upload speed will, in fact, receive faster speeds of not less than 25 megabits per second of download speed and three megabits per second of upload speed.

Grants issued under this subsection must not exceed 40% of total grant funding, with such grants not exceeding 20% of total project costs.

All projects will be scored based on the established rating criteria. The criteria can be found at <http://adeca.alabama.gov/broadband>. Those eligible projects receiving the highest scores will be selected for funding.

The number of projects funded will be determined by the funds available and the total amount of requests made. ADECA may request amended projects and/or offer reduced grant participation.

ADECA ensures that not less than 40% of the funds awarded will be awarded to projects serving unincorporated areas.

Project Close Out

Projects must be completed within two years of the effective date of the grant agreement. The grant will be in the form of a reimbursement of eligible costs up to the award amount in the grant agreement.

Reimbursement will be made within 30 days of project completion and final inspection by ADECA. Additionally, all grant recipients will provide a final map with associated data as part of their project completion documentation.

Contact

The phone number for the Fund is (334) 242-5290.
Its email address is broadband.fund@adeca.alabama.gov.
The Alabama Accessibility Fund webpage is available at:
broadband.fund@adeca.alabama.gov

ALABAMA CONSTRUCTION RECRUITMENT INSTITUTE

Creation and Authority

The Alabama Construction Recruitment Institute was established in 2009 by Act 2009-563. See *Ala. Code* §§ 41-10-720 to 41-10-732.

Purpose

The Institute seeks to educate the public concerning construction workforce opportunities and to provide workforce training programs for the construction trades and to recruit suitable craft trade workers for the construction industry in Alabama.

Composition

The Institute has six (6) voting directors, one appointed by the Governor from a nomination supplied by the Alabama Construction Users Roundtable, one by the Lieutenant Governor from a nomination supplied by the Alabama State Construction Building Trades, two appointed by the Speaker of the House from nominations supplied by the Alabama Associated General Contractors Organization and the Alabama Road Builders Association, and two by the President Pro Tempore of the Senate from nominations supplied by the Alabama Associated Builders and Contractors and the Subcontractors Association of Alabama.

Duties

The Institute's Purpose is to educate the public and potential new craft trade workers concerning workforce opportunities in the construction trades and to enhance the number and supply of such workers for Alabama's construction trades and employers.

Organization

The Institute, through the media, educates potential craft and trade workers concerning opportunities for employment and it designs educational programs to train the construction trades with the goal of expanding the supply and availability of such construction trade workers.

Office Location

The Alabama Construction Recruitment office is located at 400 South Union Street, Suite 295, the Bailey Building, Montgomery, AL 36130. The phone number is (334) 832-7300 and the Executive Director is Mr. Jason Phelps. Website: www.gobuildalabama.com/educators/about-the-program/.

ALABAMA CREDIT UNION ADMINISTRATION AND CREDIT UNION BOARD

Creation and Authority

Prior to 1985, the regulation and examination of credit unions in

Alabama was a responsibility of the Department of Banking. In 1971, the Legislature created a Credit Union Board, and provided for it to operate under aegis of the Banking Department and serve in an advisory capacity on the regulation of credit unions in Alabama. In 1985, the Legislature removed all duties relating to credit union regulation from the Banking Department and placed them under a newly created Alabama Credit Union Administration. See *Ala. Code* §§ 5-17-40 to 5-17-60. The Alabama Credit Union Board was reconstituted as an advisory and appeals body for the Alabama Credit Union Administration. See *Ala. Code* §§ 5-17-55 to 5-17-58.

Purpose

The purpose of the Alabama Credit Union Administration is to administer the laws of the state and promulgate and administer regulations which regulate and otherwise relate to the operation of credit unions in Alabama.

Financing

Financing of the Alabama Credit Union Administration and its activities is through a special fund administered by the State Treasurer, which is comprised of an "annual operating fee" imposed on Credit Unions under *Ala. Code* § 5-17-7(a)(b)(c) and (d); an application fee pursuant to § 5-17-7(e) and other fees collected on behalf of the Alabama Credit Union Administration.

Duties and Organization

The Alabama Credit Union Administration is directed by an Administrator, who is appointed by the Governor with the consent of the Senate. The Administrator must have had at least five years' experience in the 10 years preceding appointment as an officer or director of a federal or state credit union, an examiner or other officer in a federal or state credit union supervisory agency or credit union association, or other equivalent experience. The Administrator serves during the term of the Governor, and may be removed from office by two-thirds vote of the members of the Alabama Credit Union Board. The Administrator employs such assistants and employees as is necessary to carry out the duties of the Administration, makes rules and regulations respecting credit union administration, and submits an annual report to the Governor.

CREDIT UNION BOARD

The Credit Union Board consists of the Administrator of the Alabama Credit Union Administration and seven persons appointed by the Governor with the consent of the Senate. Four members are appointed from a list of nominees submitted by the Credit Union Board of the Alabama Credit Union Administration in consultation with the League of Southeastern Credit Union or its successor organization, which shall submit not less than three nominees for any vacancy. The remaining three appointments to the Credit Union Board are made by the Governor from a list of nominees submitted by credit unions at large. No person is eligible to be nominated or appointed to the Credit Union Board unless at the time of nomination or appointment, the person is an officer, director, or manager of a state-chartered credit union and has at least five years of experience in the 10 years next preceding appointment as an officer, director or manager of a credit union. Members are appointed to three-year staggered terms and are subject to removal for failure to attend three regular meetings, conviction of a felony, failure to meet statutory requirements of members, or other failure to perform duties imposed by law. The Board serves as an Advisory Body on matters relating to the Alabama Credit Union Administration and hears appeals from findings by the Administration. The Administrator is Chairman of the Board, and calls meetings subject to the requirement that (1) the Administrator complies with the provisions of the Alabama Open Meetings law, (2) there be a minimum of one meeting a year, and (3) a majority of members must be present to constitute a quorum. Members serve without compensation, though appointed members may receive \$25 per day for each day the Board is in session, subject to a maximum of \$100 during any one month, plus travel expenses.

Office Location

The Alabama Credit Union Administration is located at 100 N. Union Street, Suite 650, Montgomery, AL 36104; and the telephone number is (334) 353-5770, fax (334)353-5795. Contact person is Sarah H. Moore, Administrator. Website: www.acua.alabama.gov.

STATE INDUSTRIAL DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was established in 1965. See *Ala. Code* §§ 41-10-20 to 41-10-44.15.

Purpose

The Authority provides for the preparation of industrial sites by issuing bonds.

Composition

The State Industrial Development Authority is a public corporation consisting of the Governor, an additional person to be designated by the Governor who shall serve at the pleasure of the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the Secretary of the Department of Commerce, the Commissioner of Revenue, and the Director of Finance. Members of the Authority may not receive any additional compensation for their duties as members of the corporation. Any three members of the Board of Directors, i.e., the seven members of the Authority, constitute a quorum.

Duties

The Authority issues bonds in anticipation of certain revenues appropriated and pledged. It may make surveys to determine suitable locations in the State for prospective industries, make surveys to determine the availability of labor in various parts of the State and classify such labor in terms of skills and educational level, and assist local governments and industrial development boards in the survey and analysis of their industrial resources and needs. Proceeds from the sale of bonds may be granted to counties, municipalities, or local industrial development boards organized as public corporations for (1) surveys of industrial sites, (2) surveys of labor conditions, (3) preparation of industrial sites, or (4) any combination of the above. The law specifies certain limitations on the amounts of money that may be granted for various types of projects. The Authority has power to audit the disbursement made from its grants by grantees.

Business Promotion and Regulation

The Authority also administers the allocation of state ceiling for private activity bonds that may be issued in a calendar year within the State under federal guidelines and Governor's Executive Order.

The Authority is to have succession by its corporate name until the principal of and interest on all bonds issued by it shall have been fully paid. The Authority may establish its own fiscal year and may employ attorneys and agents as necessary.

Organization

The Secretary of the Department of Commerce shall be President of the Authority, the Commissioner of Revenue is Vice President, and the Director of Finance is its Secretary. The State Treasurer also has certain duties with respect to the funds of the Authority.

Financing

The Authority may issue bonds in amounts specified by the Legislature. Debt service on the bonds is to be paid solely from revenues specified in the enabling legislation. They are not general obligation bonds of the State.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union, 100 N. Union Street, Suite 224, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

DEPARTMENT OF INSURANCE

Creation and Authority

The Department was established in 1897, with significant revisions in 1923, 1951, and 1972. See *Ala. Code* §§ 27-2-1 to 27-2-55.

Purpose

The Department supervises and regulates the insurance business in

Alabama, including insurance-related activities of legal service corporations; inspects public buildings; investigates cases of suspected arson; and inspects fireworks storage locations.

Commissioner of Insurance

The Commissioner is appointed by the Governor to serve a term concurrent with that of the Governor. The individual holding the office is selected with special reference to training, experience, and capacity, and is not allowed to hold or to be a candidate for any other public office. The compensation is determined by the Governor.

Duties

The Commissioner administers state laws regulating or relating to insurance, the insurance business, insurance companies, and laws applicable to the State Fire Marshal. The Commissioner promulgates rules and regulations and may institute any suit in law or equity to enforce laws or regulations concerning insurance. The Commissioner collects all taxes, fees and penalties from insurance companies and other persons and concerns that may be required by law; examines all domestic and foreign insurance companies qualifying to do business in the State; and examines licenses and regulates insurance agents, solicitors, brokers, and adjusters.

The Commissioner is responsible for providing mortality tables, which are published with the Acts of the Legislature. The Commissioner makes recommendations and submits an annual report to the Governor; serves as agent for service of process for all insurance companies doing business in the State; and is responsible for prior approval of all insurance policies sold in the State and all rates applicable to the writing of property and casualty coverages and contracts sold by healthcare service plans. The Commissioner appoints those employees necessary to carry out functions of the office.

Organization

Under the direction of the Commissioner are the Deputy Commissioner, the State Fire Marshall, the Chief Examiner, and the General Counsel. The Department consists of the following divisions:

Rates and Forms Division. This Division is managed by the Rates

Business Promotion and Regulation

& Forms Manager, under the supervision of the Deputy Commissioner, and is responsible for prior approval of all insurance policies sold in Alabama and all rates applicable to the writing of property and casualty coverages and contracts sold by Healthcare Service Plans.

Consumer Services Division. This Division is managed by the Consumer Services Manager, under the supervision of the Deputy Commissioner, and responds to consumer inquiries and investigates consumer complaints against insurance companies.

Producer Licensing Division. This Division is managed by a Licensing Manager, under the supervision of the Deputy Commissioner, and is responsible for examining, licensing, and the continuing education of insurance producers, adjusters, and other insurance representatives.

Preneed Division. This Division is managed by the Preneed Manager, under the supervision of the Deputy Commissioner, and is responsible for examining and licensing funeral homes, cemeteries, and sales representatives of preneed burial contracts.

Examination Division. This Division is headed by the Chief Examiner and is responsible for auditing domestic and foreign insurance companies to ensure their compliance with statutory requirements.

Receivership Division. This Division is managed by the Chief of the Receivership Division, under the supervision of the General Counsel, and administers insurance companies placed into receivership, with the Chief acting as Receiver.

Legal Division. The General Counsel is in charge of this Division which handles of all legal work for the Department.

Office of the State Fire Marshal. The Fire Marshal heads this division, the primary duties of which are the inspection of most public buildings and fireworks storage locations. The Marshal also is responsible for the investigation of arson.

Financing

The Department of Insurance is financed by fees which it collects.

Office Location

The Department of Insurance is located at 201 Monroe Street, Suite 502, Montgomery, Alabama 36104 and mailing address is P.O. Box 303351, Montgomery, AL 36130-3351. The current Commissioner is Mr. Jim L. Ridling. The phone number is (334) 269-3550; the fax number is (334) 241-4192; and the website is www.aldoi.gov.

ALABAMA LAND BANK AUTHORITY

(Based on information provided for the 2010 Edition)

Creation and Authority

The “Alabama Land Bank Authority” was established by Act 2009-738. See *Ala. Code* §§24-9-1 to 24-9-9.

Purpose

The Alabama Land Bank Authority Act was enacted for the purpose of acquiring tax delinquent properties to foster the public purpose of rehabilitating land which does not generate revenue or taxes. The Authority was created to provide housing, new industry, new commercial and economic development, and the assembling of parcels of real property for redevelopment, stabilizing property values, and removing blight.

The Act seeks to prevent the long-term decay of properties and structures and put them to productive use. It is intended to rejuvenate urban areas and promote economic development. The distribution of property shall favor neighborhood nonprofit entities who are obtaining the land for low-income housing, and secondarily, other entities intending to develop new industry, new commercial and economic development, and other productive uses, as well as those intending to produce low income or moderate-income housing.

Composition

The Authority is a public corporation. The Alabama Land Bank Authority Board is comprised of sixteen (16) members. Four residents of the State are appointed by the Governor and serve staggered terms. Two representatives from nonprofit organizations engaged in low-income

housing are appointed by the Governor. The Presiding Officer of the Senate or designee, the Speaker of the House of Representatives or designee, the chair of the Senate Finance and Taxation General Fund Committee or designee, the chair of the House Ways and Means General Fund Committee or designee, the State Revenue Commissioner or designee, the Superintendent of the State Banking Department or designee, and the Director of the Alabama Housing Finance Authority or designee serve on the Board. Also, the Secretary of the Alabama Department of Commerce or designee, the State Finance Director or designee, the Chair of the Alabama Housing Finance Authority or designee, and the Administrator of the Alabama Credit Union Administration serve on the Board. Board members serve four-year terms. The Authority and the board members, when acting in their official capacity, are immune from civil liability claims.

Duties

The Act provides a mechanism to clear back taxes and public liens from blighted and abandoned properties. The Authority does not have the power of eminent domain.

Local governing bodies may elect to participate in the program by entering into an intergovernmental cooperation agreement with the Authority. Eligible delinquent property shall be limited to parcels with at least five years of tax delinquency. Also, the Authority may acquire publicly owned property from local governments, purchase or lease property on the open market to complete an assemblage of property for redevelopment and accept voluntary land donations and transfers from private owners. The Authority holds in its name any tax delinquent properties sold to the State upon expiration of the five-year period from date of the sale of the property for delinquent taxes. The applicable municipality or county can reclaim properties held by the Authority at any time. The Authority inventories and classifies properties on the basis of suitability for use. The inventory is a matter of public record. The Authority has the power to manage, maintain, protect, rent, lease, repair, insure, sell, trade, exchange or otherwise dispose of the properties at its sole discretion. After considering the public benefit of the proposed use, the Authority may offer tax forgiveness with primary consideration given to buyers who intend to build or rehabilitate low-income housing. Generally, the Authority cannot hold property for longer than ten (10) years. Notwithstanding any other law to the contrary, the Act sets a

procedure for the Authority to use to extinguish the right of redemption for property sold for delinquent taxes.

Proceeds of the property sales will be distributed equally as follows; one-third to operations of the Authority, one-third to recovery of Authority expenses, and one-third to recipients of ad valorem taxes (including appropriate school districts) in proportion to their tax bills and costs.

Organization

The Board may employ necessary personnel to perform its functions and fix their compensation. Meetings shall be open to the public, except as permitted by the Alabama Open Meetings Act, and a written record shall be maintained. A majority of the membership of the Board is needed to approve any action.

Office Location

The Alabama Land Bank Authority is located at 401 Adams Avenue, Room 500, in Montgomery, Alabama. The mailing address is P. O. Box 5690, Montgomery, AL 36103-5690, and the telephone number is (334) 353-5016. Ms. Phyllis Brooks serves as Coordinator for the Authority.

ALABAMA LIQUEFIED PETROLEUM GAS BOARD

Creation and Authority

The Board was created in 1965. From 1951 until 1964, similar functions were performed by the Alabama Liquefied Petroleum Gas Commission, which was composed of the members of the Alabama Public Service Commission ex officio. Prior to 1951, the Department of Commerce, now abolished, exercised regulatory responsibility in relation to the industry. See *Ala. Code* § 9-17-100 to 9-17-110, §§ 9-17-120 to 9-17-125, and §§ 40-17-160 to 40-17-166.

Purpose

The Board regulates the safe handling, distribution, storage, and

transportation of liquefied petroleum gases and issues permits to engage in various aspects of the LP-gas industry in Alabama. The Board also issues Liquefied Petroleum Gas Motor Fuel decals for vehicles that use liquefied petroleum gas as a motor fuel, as prescribed by statute.

Composition

The Board has eight members, three of whom serve on an ex officio basis. They are the State Fire Marshal, the Director of Public Safety, and the President of the Alabama Public Service Commission. The remaining five members are representatives of the liquefied petroleum gas retail permit holders, and one member of the general public, appointed by the Governor. Each of the four gubernatorial appointees come from one of the four substantially equal geographic areas of the State: the Southeast, the Northeast, the Northwest, and the Southwest. The appointees are nominated by a vote of the Class "A" permit holders in each area. The three nominees with the highest vote in each area are certified by the Administrator of the Board to the Governor who in turns appoints from the group.

Appointed members must have been legal residents of Alabama for five years immediately preceding appointment and must have been actively engaged in the retail distribution of liquefied petroleum gas in the State for a period of five years. No retail permit holder may have more than one representative on the Board at any one time. It is the legislative intent that no single corporation or partnership comprised of separate entities within the state, whether or not separately licensed, be represented on the board by more than one representative at any one time.

If the Governor fails to appoint a board member within 90 days of the time the retail list has been submitted, the person with the most votes becomes the board member.

In the event a vacancy occurs during the term of a board member, the administrator shall call an election to fill the vacancy and the election shall be held and conducted pursuant to subsection (f). If the appointment is not made within 90 days, the person with the most votes becomes the new board member.

Appointed members serve six-year terms of office, and may succeed themselves, provided; no member shall serve more than two

consecutive terms of office. Compensation consists of travel expenses and per diem at the rate currently prescribed by the State for its employees. Meetings are held in Montgomery on the second Thursday of each quarter. Any four members constitute a quorum.

Duties

The Board approves applications for permits to engage in selling, storing, or transporting liquefied petroleum gases and permits to install, sell, and service liquefied petroleum gas systems and metering devices. The Board makes and enforces rules and regulations concerning the design, construction, location, installation, and operation of liquefied petroleum gas containers and equipment for storing, utilizing, handling, and transporting liquefied petroleum gases. It also issues rules concerning the accuracy of meters, safety devices, and other equipment. The Board is required to publish and distribute all rules which it adopts in pamphlet form. Rules and regulations adopted by the Board become effective 35 days after adoption.

Organization

The Board elects a Chair and Vice Chair from its membership at the first regular meeting of each calendar year. The Board has authority, subject to provisions of the merit system, to employ such assistants and inspectors as may be necessary to carry out its statutory responsibilities. The Board may, without regard to the merit system, employ consultants and technical advisors as it may deem necessary to carry out its responsibilities.

Financing

In 1965 all funds and properties of the Alabama Liquefied Petroleum Gas Commission were transferred to the Alabama Liquefied Petroleum Gas Board. All money so transferred was deposited in the State Treasury in the Liquefied Petroleum Gas Board Fund. The Board is currently financed by fees and penalties which it collects from the sale of LP-gas within the state, permits, and LP-Gas Motor Fuel Decals. These fees and penalties are deposited in the Liquefied Petroleum Gas Board Fund. Balance in excess of \$200,000 at the end of each fiscal year is transferred to the Liquefied Petroleum Gas Research and Education Fund. See *Ala. Code* §§ 9-17-100 to 110.

Office Location

The Alabama Liquefied Petroleum Gas Board is located 777 S. Lawrence Street, Suite 100, Montgomery, Alabama 36104. The mailing address is P.O. Box 1742, Montgomery, AL 36102-1742 and the phone number is (334) 241-8887, fax (334) 240-3255. Administrator of the Board is Mark Nelson.

ALABAMA MANUFACTURED HOUSING COMMISSION

Creation and Authority

The Alabama Manufactured Housing Commission was created by the Alabama Legislature in 1985. See *Ala. Code* §§ 24-6-1 to 24-6-4.

Purpose

The Commission serves as an executive branch regulatory agency to provide for a comprehensive manufactured housing and manufactured building program with respect to construction, transportation, site preparation installation, and safety standards.

Composition

The Commission is composed of nine advisory board members, each of whom must have been a resident of Alabama for at least five years. The Alabama Manufactured Housing Association submits a list of nine nominees from which the Governor appoints three members. Two of those three will represent the manufacturers and one will represent the retailers. The Governor appoints three consumer representatives to the Commission from the general public, one of whom must live in a manufactured home. One consumer representative must reside in congressional district 4 or 5; one must reside in district 3 or 6; and one must reside in district 1, 2 or 7. The remaining three members are governmental representatives appointed as follows: the President Pro Tempore of the Senate shall appoint a member who represents any local government; the Speaker of the House of Representatives shall appoint a member of the House of Representatives; and the Lieutenant Governor shall appoint a member of the Senate. In addition to the nine advisory board members, the Commission consists of an administrator and other

State Merit System employees.

Duties

The Commission's day-to-day operations are carried out by an administrator and other merit system employees. Their duties include processing consumer complaints, inspecting the installation of manufactured homes and manufactured buildings, inspecting manufacturing plants and inspecting retail centers. The administrator shall serve as the department head for the purposes of all Commission business, including, but not limited to, staffing the Commission with State Merit System employees, as required to perform the duties and responsibilities necessary to accomplish the state and federal regulatory functions of the agency, including the state and federal regulatory functions of the agency including the implementation of the State Plan on file with the Department of housing and Urban Development. The Commission's duties include handling consumer complaints; and conducting inspections of manufacturing plants, retail centers, and installed manufactured homes and manufactured buildings.

Organization

Appointed advisory board members select a Commission Chairperson every two years. Five members of the advisory board shall constitute a quorum. The Commission meets at least two times per year. The Commission maintains an Alabama Manufactured Housing Commission fund. All proceeds from federal grants, loans, funds and fees received or collected by the Commission are deposited in this fund and used only for and by the Commission, to include the requirements of the Department of Housing and Urban Development.

Financing

All federal and state fees, funds and monies received or collected by the Commission are appropriated to the Commission and deposited in the fund to be used only for expenses related to the administration and implementation of the state plan. The Commission is not financed through appropriations from the General Fund. It may receive grants from public and private agencies and fees for work related to its regulatory activity.

Office Location

The Commission is located at 350 South Decatur Street, Montgomery, AL 36104; telephone number is (334) 242-4036, fax number is (334) 240-3178. The Administrator is Elwyn Thomas. Website: www.amhc.alabama.gov.

ALABAMA PUBLIC SERVICE COMMISSION

Creation and Authority

The Alabama Public Service Commission is a quasi-legislative and quasi-judicial statutory body whose jurisdiction, powers, and duties are delegated to it by the Alabama Legislature. Legislation enacted in 1977 assigned the Attorney General's Office the responsibility of representing consumers and the State of Alabama in all proceedings before the Commission. Further legislation enacted in 1978 provided that appeals of Commission orders dealing with rates would be made directly to the Alabama Supreme Court, other orders of the Commission which do not involve rates are appealable to the Circuit Court of Montgomery County. See *Ala. Code* §§ 37-1-1 to 37-1-157; Title 37 generally; §§ 24-1-28; §§ 10-5-3 to 10-5-7; and §§ 11-50-268 to 11-50-270.

Purpose

The Commission has been charged with responsibility for the regulation of public utilities and the intrastate rates and services of certain transportation companies doing business within the state of Alabama. These include privately-owned corporations providing electric, gas, water, telephone, and telegraph service to the public and railroads, motor buses, truck lines, and taxis operating outside police jurisdictions. The Commission also has oversight over certain wastewater management entities who discharge subsurface and not to state waters.

The Commission supervises and regulates public transportation and utilities in the state so that reasonable service and facilities are made available at rates that are reasonable and just. The law prohibits variation from the established rates or discrimination. The quasi-judicial status of the Commission requires conducting public hearings on applications, petitions, and complaints, the rendering of Commission decisions subsequent to these proceedings.

Composition

The three elected public service commissioners, a President and two Associate Commissioners, administer and supervise all functions of the Alabama Public Service Commission with the assistance of an Executive Director. Members must be qualified electors and competent persons. No person may serve on the Commission who owns stock in or who has an interest in any public utility. Members serve four-year staggered terms and may be removed by impeachment. Commissioners must devote their full time to their duties but may reside anywhere in the state during their term.

Duties and Jurisdiction

The Commission exercises general supervision of all persons, firms, and corporations operating utilities mentioned in Section 37-1-32 of the *Code of Alabama*. It regulates the issuance of Certificates of Public Convenience and Necessity for the construction of new plants or facilities; it regulates the sale or lease of the property of a utility to another utility, the abandonment of service of a utility to the public, the issuance or guarantee of security, and rates and charges for services rendered.

The Commission is charged with supervising, regulating and controlling all transportation companies, doing business in the state, as defined in Section 37-2-1 of the *Code of Alabama*, which includes railroads, telephone and telegraph lines, pipelines, and waterways. In accordance with the National Gas Pipeline Safety Act of 1968, the Commission is authorized to exercise regulatory jurisdiction over the safety of pipeline systems and the transportation of gas, and to enforce federal safety standards in the state of Alabama, in lieu of enforcement by the Department of Transportation. The Commission is authorized to intervene in federal agency proceedings affecting interstate rates or regulations in Alabama.

Financing

The Commission receives annual appropriations from the Legislature from Public Service Commission funds, which are derived from inspection and supervision fees paid by regulated utilities and registration fees paid by motor carriers. The Gas Pipeline Safety and Railway Safety Programs are funded in large part through federal

appropriations.

Organization

The Commission's duties are carried out through approximately 70 professional employees who comprise the various divisions of the Commission including: the Legal Division, the Administrative Division, the Electricity Policy Division, the Utility Services Division, the Utility Enforcement Division, and the Transportation Division.

Legal Division. The Legal Division provides legal advice to the Commission and staff members, as well as to the public on matters before the Commission. The Division includes two—Administrative Law Judges who preside over all cases heard by the Commission. The Motor Carrier Enforcement Section, which ensures that the Commission's motor carrier rules, regulations and guidelines are adhered to, is also part of the Legal Division. Since January 1, 2015, however, the Commission's Motor Carrier Enforcement functions have been the responsibility of the Alabama Law Enforcement Agency.

Secretary of the Commission. The executive administrative officer is the Secretary of the Commission. The Secretary receives and all applications, complaints, petitions, and pleadings coming to the Commission; determines according to the nature of each case the manner in which it will be docketed and established in the Commission's filing system and database. The Secretary maintains the Commission's docketing system and hearing calendars and assigns cases for hearing in collaboration with Administrative Law Judges and Commissioners. As the official recipient of all filings made to the Commission, the Secretary is responsible for distributing such official documents to the appropriate division; assigning docket numbers to cases requiring public hearings and maintaining a file on cases. The Secretary also receives and records all transcripts of testimony, takes and distributes Commission meeting minutes, and signs orders for the Commission.

Administrative. The Administrative Division is made up of three sections -- the Secretary of the Commission, the Motor Carrier Records Section, and the Finance Section. The Secretary's duties are discussed in the above section. The Motor Carrier Records Section maintains records on transportation companies. The Finance Section plans, coordinates, and directs the fiscal functions of the Commission, including oversight of

accounts, budgets, purchases, equipment, and custodial care.

Electricity Policy Division: The Electricity Policy Division is organized into three sections, Electricity, Federal Affairs, and Public Affairs. The primary responsibilities of this division are to oversee the regulation of investor-owned electric utilities in Alabama, while also monitoring and participating in federal policy issues affecting the electric industry. In addition, the Electricity Policy Division is responsible for all duties surrounding the Public Affairs function of the Commission.

Utility Services Division. The Utility Services Division has responsibility for regulation of natural gas utilities, wireline telecommunications, private water, and private waste water companies. Separated by two distinct areas, the Economic Compliance group is responsible for economic analysis and monitoring while the Service Compliance Group is responsible for utility service and service quality, consumer inquiries/complaints, inmate calling service and the management of telephone numbering resources. This Division is responsible for utility consumer inquiries and complaints as well.

Utility Enforcement Division. The Utility Enforcement Division has the responsibility of enforcing APSC rules, policies, and accepted practices that pertain to everything from the design, construction, operations and maintenance and decommissioning of the facilities and infrastructure operated by investor-owned utilities under the supervision and control of the Commission. In addition, the Gas Pipeline Safety Section of the Utility Enforcement Division is responsible for ensuring the safety of all intrastate natural gas and hazardous liquid pipeline systems through the enforcement of all applicable Federal gas pipeline safety rules and regulations.

Transportation Division. The Transportation Division is responsible for the supervision and regulation of the rates, services, facilities, safety, financial responsibility, compliance and registration of transportation companies by the Public Service Commission.

Office Location

The offices of the Alabama Public Service Commission are housed in the RSA Union Bldg., 8th Floor, 100 North Union Street, Montgomery, Alabama 36104. The mailing address is P.O. Box 304260, Montgomery,

Alabama 36130. For information concerning the Commission, the telephone number is (334) 242-5218, while the Commission's website is www.psc.state.al.us

ALABAMA SECURITIES COMMISSION

Creation and Authority

The Alabama Securities Commission was established in 1969 replacing the Attorney General as State Securities Commissioner. See *Ala. Code* §§ 8-6-50 to 8-6-60.

Purpose

The Alabama Securities Commission (the "Commission") administers and enforces the following Alabama statutes: the Alabama Securities Act, including the Pre-Issuance Procedures for Industrial Revenue Bonds, and the Alabama Monetary Transmission Act.

The Commission is responsible for the enforcement of laws governing the registration of broker deals, broker dealer agents, investment advisors, investment advisor representatives and the issuance, sale, and other transactions relative to securities and the transmission of monetary value.

The mission of the Alabama Securities Commission is to protect investors from securities fraud and preserve legitimate capital markets in Alabama.

Composition

The Commission has seven members. The Attorney General, State Superintendent of Banks, and State Commissioner of Insurance are ex officio members. The remaining four members are appointed by the Governor with the consent of the Senate. Two of the appointed members must be members of the Alabama Bar Association appointed from two lists of three nominees submitted by the Bar Association, the other two members must be certified public accountants appointed from two lists of three nominees submitted by the Alabama Society of Certified Public

Accountants. The appointed members serve four-year staggered terms with no member eligible to serve more than two consecutive terms.

No person may be appointed to the Commission while registered as a dealer or salesman of securities under the Securities Act of 1959. Members are eligible for reappointment. Each appointed member of the Commission receives \$50 per day while engaged in the performance of Commission duties, not to exceed 60 days per year. Appointed members also receive mileage and per diem as provided by law. Ex officio members are not entitled to any extra compensation for performing their duties. The Commission meets at least quarterly at a date and time prescribed by the Director. Three members of the Commission constitute a quorum.

Organization

The Commission appoints a Director, who must be a person of good moral character, at least 30 years of age, a resident of Alabama, a member of the Alabama Bar, and thoroughly familiar with corporate organization, investment banking, investment trusts, the sale of securities, and the statistical details of the manufacturing industries and commerce of the state. During the Director's term of service, he or she may not be financially interested or associated with any commercial bank, savings bank, trust company, industrial loan or investment company, credit union, building and local association or otherwise be subject to jurisdiction of the Commission or Director thereof. The Director's salary is fixed by the Commission with the approval of the Personnel Department and Governor. With Commission approval, the Director may designate a Deputy Director, whose qualifications and compensation are fixed by the Commission and approved by the Personnel Director, and who serves when the Director is absent or unable to act.

The Director may appoint, subject to the merit system, additional personnel necessary to perform the work of the Commission.

Financing

Certain registration fees specified by the Legislature and reimbursement of costs of investigation go into designated funds to be appropriated by the Legislature for the Commission's use.

Office Location

The Office of the Commission is located at 401 Adams Avenue, Suite 280, Montgomery, Alabama 36130-4700. The phone number is (334) 242-2984, fax number (334) 242-0240. Mr. Joseph Borg serves as Director. Website: www.asc.alabama.gov.

SOUTHERN DEVELOPMENT COUNCIL, INC.

Creation and Authority

The Southern Development Council, Inc. was created as a nonprofit corporation under the Alabama Nonprofit Corporation Act in 1983. See *Ala. Code* §§ 10-3A-1 to 10-3A-225.

Purpose

The purpose of the Council is to assist the location and expansion of business in Alabama through the arrangement of a broad variety of financing.

Composition

The Council is composed of members and a Board of Directors, selected to provisions of the Alabama Nonprofit Corporation Act. Directors and members are broadly representative of financial, governmental, community and business interests.

Organization

The Council members elect the Board of Directors. The Board of Directors chooses an Executive Director, who in turn selects a staff to carry out the purposes and duties of the Council.

Duties

The Council is one of the State's organizations for financial packaging assistance to new or expanding businesses. It arranges financing for business through U.S. Small Business Administration 504 Loans and other revolving loan programs. The SDC also assists industry in

securing financing through a variety of sources including private bank financing, and SBA 7A financing.

Financing

The Council is the original statewide Certified Development Company designated by SBA to package and process 504 Loans. The Council packages SBA 7A Loans as well.

Office Location

The Council is located at 8132 Old Federal Road, Montgomery, Alabama 36117-8007 and the telephone number is (334) 244-1801 or 1-800-499-3034; fax is (334) 244-1421. Mrs. Dana Moore serves as Executive Director. Website: www.sdcinc.org.

ALABAMA SUPERCOMPUTER AUTHORITY

Creation and Authority

The Alabama Supercomputer Authority was established in 1989 by the Alabama Legislature as a public corporation of the State of Alabama. See *Ala. Code* §§ 41-10-390 to 41-10-406.

Purpose

The purpose of the Authority is to plan, acquire, develop, administer and operate a statewide supercomputer and related telecommunications system, which will provide state-of-the-art technology to governmental agencies, educational institutions, private-sector businesses and industries for scientific research and development. The Authority also operates the Alabama Research and Education Network providing information technology services and resources to the State's public education community.

Organization

The Authority is governed by a board of directors which consists of (1) the Director of Finance, (2) the Secretary of the Department of Commerce, (3) the Chancellor of the Postsecondary Education

Department, (4) the State Superintendent of Education (5) one member appointed from the Alabama House of Representatives by the Speaker of the House, (6) one member appointed from the State Senate by the Lieutenant Governor, (7) one member appointed by the Governor from each of the doctoral-degree granting public institutions of higher education on nomination of the institution's president, (8) one member selected by the Council of Presidents representing the remaining four-year universities, (9) four members appointed by the Governor from the business sector, and (10) two additional members appointed by the Governor to the extent he or she deems such appointments necessary for the efficient functioning of the Authority. Alabama Act No. 2013-68 added the Alabama Secretary of Information Technology as a member of the board of directors. Appointed directors serve four-year terms expiring on August 31 of the respective year. Vacancies are filled by the respective appointing authorities, with members eligible for reappointment to successive terms.

Power and Duties

The Authority is authorized to acquire and maintain necessary computer equipment and facilities to make equipment available to other state, local, and federal agencies, to receive and accept contributions of money, property, and services, to convey property, to enter into contracts and leases, to appoint attorneys, engineers and other professional personnel, to make all needed rules and regulations for carrying out its responsibilities and to adopt and use a corporate seal. The Authority's Board of Directors may employ, and delegate authority to a chief executive officer, whose compensation is set by the Board and who serves at its pleasure. The chief executive officer may, in turn, employ, such additional professional, technical, and clerical personnel as necessary. Resolutions of the Authority's Board of Directors constitute official action of the Authority, and must be reduced to writing, recorded in a substantially bound book, and filed in the office of the Director of Finance.

Financing

The Authority is supported by funds from a special fund in the state treasury known as the "Supercomputer System Fund", which receives all fees, charges, grants, gifts, appropriation or other monies paid or allocated to the Authority.

Office Location

The Authority's business office address is 401 Adams Ave., Suite 764, Montgomery, AL 36130-9553, and the phone number is (334) 242-0100. The Alabama Supercomputer Center is located at 686 Discovery Drive, Huntsville, AL 35806 and the phone number is (256) 971-7404. Website: www.asc.edu.

ALABAMA DEPARTMENT OF EARLY CHILDHOOD EDUCATION

Creation and Authority

The Alabama Department of Early Childhood Education was created in 2015 to expand upon the duties of the former Department of Children's Affairs to include the development of a cohesive and comprehensive system of high quality early learning and care experiences for Alabama's children aged birth through eight. The Department consists of the Office of School Readiness, Office of Early Learning & Family Support, Head Start Collaboration Office, and the newly created Office of Early Childhood Development and Professional Support.

Purpose

The Alabama Department of Early Childhood Education is a state agency charged with coordinating Alabama's early learning programs.

Composition

The Alabama Department of Early Childhood Education (DECE) is a part of the Executive Department of state government, principally established to enable the Governor to effectively and efficiently coordinate efforts and programs to serve children throughout the state. The Department is the state designee for the federally mandated Early Childhood Advisory Council (designated as the Alabama Children's Policy Council in 2015), home of the Alabama Head Start Collaboration Office, administrator of the Children First Trust Fund, lead agency for early learning and home visiting programs, and developer and operator of the nationally recognized Alabama First Class Pre-K program. The Department receives and disperses any funds appropriated by state and federal sources for the establishment, operation, and administration of its programs.

Duties

The **Office of School Readiness** is a division within the Alabama Department of Early Childhood Education that houses the state's high quality, voluntary Pre-K work, including Alabama First Class Pre-K ("First Class Pre-K") and the Alabama Pre-K–3rd Grade Integrated

Approach to Early Learning (“P-3”). There are more than 100 First Class Pre-K Coaches, Monitors, and P-3 Coaches organized within this Office.

The **Office of Early Learning and Family Support** is a division within the Alabama Department of Early Childhood Education that houses the statewide home visiting program, First Teacher Home Visiting. First Teacher Home Visiting enlists the use of the national home visiting models Parents as Teachers, Nurse Family Partnership, and HIPPI, aligning it with the Department’s other early childhood system initiatives. The Children’s Policy Councils and Infant and Early Childhood Mental Health are also organized within this Office.

The **Head Start Collaboration Office** helps to ensure a unified early care and education system that supports low-income families through the federal Head Start program.

The **Office of Early Childhood Development and Professional Support** is a division within the Alabama Department of Early Childhood Education that provides specialized staff for quality coaching and technical assistance to licensed child programs, including family child care. There are approximately 20 Early Childhood Development Mentor Coaches and Coaches organized within this Office.

Financing

Financing and administration for the Alabama Department of Early Childhood Education is under the Governor’s office.

Office Location

The Alabama Department of Early Childhood Education is located at 135 South Union Street, Suite 215, Montgomery, AL 36130-2755. The mailing address is P. O. Box 302755, Montgomery, AL 36130-2755. The phone main line number is (334) 224-3171 and the fax number is (334) 353-2716. Jeana Ross serves as Secretary. Website: www.children.alabama.gov

CHILD ABUSE AND NEGLECT PREVENTION BOARD

Creation and Authority

The Child Abuse and Neglect Prevention Board was created by the Legislature in 1983. See *Ala. Code* §§ 26-16-1 to 26-16-13.

Purpose

The purpose of the Board is to serve as the State's agency for overseeing and implementing programs for the prevention of child abuse and neglect.

Composition

The Board is composed of fourteen members, including (1) the Commission of Human Resources; (2) the state mental health officer; (3) the state health officer; (4) the State Superintendent of Education; (5) the Director of Public Safety or his/her designee, and nine public members appointed by the Governor, one from each of the State's seven congressional districts. Appointed members serve three-year, staggered terms and, to the extent practicable, shall be representative of organized labor, the business, religious, and legal communities, professional providers of child abuse and neglect prevention services, and volunteers in child abuse and neglect prevention services. Appointed members may serve only two consecutive terms; and vacancies for expired terms are to be filled in the same manner as initial appointments.

Organization

The Governor designates a chairperson from the public members, which chairperson shall serve at the pleasure of the Governor. The Board may elect other officers and committees as appropriate and shall hold two regular public meetings each year. Special meetings may be called when deemed necessary by the Chairperson or a majority of the Board. Compensation shall consist of actual and necessary per diem expenses, which shall be paid in accordance with those prescribed for state employees on State business. The Governor selects a Director from a list of candidates nominated by the Board. The Director, in turn, hires those staff required to carry out the powers and duties of the Board, subject to

limitations imposed by the statute. The Board is required to hold two regular public meetings a year, plus special meetings as deemed necessary by the chairman or a majority of the board. Business must be at public meetings, and all records are public records, open to the public at all times.

Duties

The Board annually develops a State plan for distribution of funds from the Children's Trust Fund. It provides for coordination and exchange of information on establishment and maintenance of local councils and prevention programs, develops and publicizes criteria for the receipt of trust fund by eligible local councils and eligible prevention programs, reviews and approves expenditure of trust fund money for prevention programs, sponsors statewide educational and public information seminars, establishes a procedure for the annual internal evaluation of the functions, responsibilities, and performance of the state board and coordinates the evaluation with the state plan, and enters into contracts with private and public agencies, as appropriate.

Financing

The Board, and its programs, are financed through the Children's Trust Fund, and may accept federal funds and grants and state appropriations as well as gifts and donations from individuals, private organizations, or foundations. A separate revenue trust fund account in the State Treasury known as the Child Abuse and Neglect Prevention Board Operations Fund serves as the administrative fund for both the Children's Trust Fund and the Board. One half of the revenue received from the Annual Alabama Income Tax Check-Off is held in permanent trust. Revenue is also received from the sale of specialty license plates.

Office Location

The Alabama Department of Child Abuse and Neglect Prevention is located at 60 Commerce Street, Suite 1000, Montgomery, Alabama 36104, and its phone number is (334) 262-2951, fax (334) 265-1026. The Director is Sally R. Longshore.

Email: sally.longshore@ctf.alabama.gov

CHILDREN'S TRUST FUND

Creation and Authority

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) was established in 1983 by the Alabama Legislature and operates as a regular state agency. See *Ala. Code* §§ 26-16-30 to 26-16-33, dealing with the State Child Abuse and Neglect Prevention Board, which oversees the Children's Trust Fund.

Purpose

The Children's Trust Fund was created to encourage, promote, and fund programs whose purpose is to prevent child abuse and neglect. Monies placed in the Fund may be expended to provide statewide educational and public informational seminars for the purpose of developing public awareness of problems of child abuse and neglect, to encourage professionals and groups to deal with child abuse and neglect, to make information about child abuse and neglect available, and to encourage development of community prevention programs through matching grants.

Composition

The Fund operates as a regular agency under jurisdiction of the State Child Abuse and Neglect Prevention Board. It is operated by a Director, and such other personnel as may be provided for the Board and employed by the Director.

Operation

The Director hires all staff required to exercise functions of the agency. The Director, with approval of the Child Abuse and Neglect Prevention Board, may hire outside the state classified civil service an executive assistant who serves at the Director's pleasure. Other staff members are employed by the Director, subject to limitations placed by the Board. Each staff member except the Director and the executive assistant are members of the state classified civil service. Compensation and reimbursement, salaries of the Director and staff, and all actual and necessary operating expenses are paid from State and Federal funds.

Duties

The Trust Fund expends its monies as provided in its enabling legislation, in the Child Abuse and Neglect Prevention Act, or other law specifically regulating expenditures therefrom.

Financing

The Children's Trust Fund receives its monies through a refund-designation program established in *Ala. Code*, § 26-16-31, whereby taxpayers entitled to state tax refunds may designate \$5.00, \$10.00, \$25.00 or other amount for use by the Children's Trust Fund. The Commissioner of Revenue transfers such monies to the fund, and such monies are considered to be continuously appropriate to the agency and to the Child Abuse and Neglect Prevention Board. The Department also receives revenue from State appropriations, private contributions and the sale of specialty license plates.

Office Location

The Children's Trust Fund is located at 60 Commerce Street, Suite 1000, Montgomery, Alabama 36104, and its phone number is (334) 262-2951, fax (334) 265-1026. The Director is Sally R. Longshore. Email: sally.longshore@ctf.alabama.gov

STATE CHILD DEATH REVIEW TEAM

Creation and Authority

The State Child Death Review Team was created by the Legislature in 1997. See *Ala. Code* §§ 26-16-90 to 26-16-99.

Purpose

The purpose of the State Child Death Review Team is to decrease the risk and incidence of the unexpected or unexplained death of any child under eighteen within the state by investigating any occurrence.

Composition

The state team is a multi-disciplinary, multi-agency review team composed of twenty-eight members. The *ex officio* members, or their designate, are: the Medical Examiner from the Jefferson County Coroner; the State Health Officer; a member from the Alabama Sheriff's Association; the Director of the Alabama Department of Forensic Sciences; the Commissioner of the Alabama Department of Human Resources; the Commissioner of the Alabama Department of Mental Health; and the Director of the Alabama Department of Public Safety. The remaining twenty-one members are as follows: a pediatrician with SIDS expertise appointed by the Alabama Chapter, American Academy of Pediatrics; a health professional with expertise in child abuse and neglect appointed by the Alabama Department of Public Health; a family practice physician appointed by the Alabama Academy of Family Physicians; a pediatric pathologist appointed by the Alabama Department of Forensic Sciences; eight private citizens appointed by the Governor; a member of the clergy appointed by the Governor; a representative from the Alabama Coroner's Association; a representative from the Alabama Network of Children's Advocacy Centers; a representative from the Alabama Sheriff's Association; a representative from the Alabama District Attorney's Association; a pediatric emergency medicine specialist appointed by the Alabama Medical Association; a representative from the Alabama Association of Chiefs of Police; and the Chairs of the Senate and House Health Committees. The State Health Officer shall serve as chair. Member shall serve for three-year terms, not exceeding two consecutive terms. Fifteen members shall constitute quorum.

Duties

The duties of the State Child Death Review Team include: identifying factors which make a child at risk for injury or death; collecting and sharing information among state agencies to investigate child deaths; identify trends relevant to unexpected or unexplained child injury and deaths; developing protocols for investigating unexplained or unexpected deaths; provide training and writing reports for such deaths; educating the public; examine relevant laws; and providing the Governor and the Legislature with annual reports of the team's findings. The Team is also to oversee the local child death review teams, created similar to the state team pursuant to *Ala. Code* §§ 26-16-96. Except for Executive Sessions, meetings of the state team are open to the public; however, any

identifying information regarding a deceased child is to be kept confidential.

Financing

The State Child Death Review Team is situated within the Department of Public Health for administrative and budgetary purposes.

Office Location

The Team can be contacted through its webpage and through the Director, Carrea Dye of ACDRS at 334-206-2953. The address is RSA Tower, 201 Monroe Street, Suite 980, Montgomery, AL 36104. Website: www.alabamapublichealth.gov/cdr.

DEPARTMENT OF YOUTH SERVICES

Creation and Authority

The Department of Youth Services was created in 1973. See *Ala. Code* §§ 44-1-1 to 44-1-78.

Purpose

The Department was established to promote the welfare of the youth of the State through a program for the prevention of juvenile delinquency and the rehabilitation of delinquent youth. Social and educational services are provided for youth whom a juvenile judge deems in need of such services. Youth who have been adjudicated delinquent may be committed to the custody of the Department and the Department operates residential facilities for the rehabilitation of such youth. The Department also cooperates with public and voluntary agencies and citizen groups in the development and coordination of programs, including programs operated by contract providers, directed toward the prevention, control, and treatment of delinquency.

Duties

The Department is given the power and duty to: (1) provide services for youth who have run away from their own communities in this

State, or from their home communities in other states to this State and to provide such services, care or cost for such youth as required by the Interstate Compact on Juveniles; (2) support and encourage the expansion of local services to youth alleged or adjudged to be delinquent; (3) provide for medical, hospital, psychiatric, surgical or dental services as need for delinquent youth; (4) license and subsidize foster care facilities or group homes for youth adjudged delinquent pending hearing or adjudicated delinquent following hearing; (5) establish licensing standards for construction and operation of detention facilities, foster care facilities, group homes, and youth correctional institutions; (6) provide appropriate services for committed youth; and (7) establish programs to train employees of the Department. In carrying out its functions the Department can enter into reciprocal agreements with agencies of other states on youth service's matters. The Department also has the duty to file and prosecute civil actions to enforce the provisions of the enabling legislation and to engage in research in the field of youth services.

Financing

The Department receives appropriations from the Alabama Educational Trust Fund and the State General Fund. It may also receive gifts and grants.

ALABAMA YOUTH SERVICES BOARD

Composition

The Board has nineteen members, eighteen of whom are voting members. The Governor, who is a nonvoting member, is the ex officio Chairman of the Board. Five of the eighteen voting members are also ex officio. These include the Commissioner of the State Department of Human Resources, the State Superintendent of Education, the Commissioner of the State Department of Mental Health, the State Health Officer, and the Director of the Alabama Law Enforcement Planning Agency. The Speaker of the Alabama House of Representatives and the Presiding Officer of the State Senate each appoint two members from their respective bodies. The President of the Alabama Council of Juvenile Court Judges and the Chairman of the Alabama Chief Probation Officers Association each appoint one member from their respective groups. The Governor appoints seven members—one from each of the State's seven congressional districts—for six-year terms.

A Chairman, Vice Chairman and Secretary are elected by the membership. The members appointed by the Governor serve six-year staggered terms while the term of office for the legislative members corresponds to their respective elected terms. The other two members serve six-year terms of office. All members, except the ex officio members and the legislative members, receive \$25 a day plus mileage when engaged in Board business. The four legislative members receive their regular legislative compensation and mileage when engaged in Board business. The Board meets quarterly and special meetings may be called by the Chairman or by any three members of the Board. A quorum consists of any ten members of the Board.

Duties

The Board is authorized to: (1) appoint a State Youth Service Director and fix his salary; (2) manage and control the state residential facilities for children committed to state care; (3) establish separate advisory boards for each of these institutions; (4) institute and defend legal proceedings; (5) make contracts with any private person or organization; and (6) conduct all transactions related to obtaining and delivering property of the department.

STATE YOUTH SERVICES DIRECTOR

The Director is appointed by the Alabama Youth Services Board. The Director must hold at least a Master's Degree in a behavioral or social science or in a related field and have a minimum of six years' experience in the field of services to children and youth, including at least three years in juvenile delinquency services. The last three years of the experience must be in an administrative or management position and the Director must have shown competence in his or her work. The Director serves at the pleasure of the Board, which also determines the compensation.

Duties

Subject to the provisions of the State Merit System, the Director has the power to appoint all employees of the Department or to authorize any superintendent or other administrator to select staff members and employees. The Director exercises supervision over all officers and employees of the Department. In the effort to provide for the coordination of the functions of the various Departments of the State, the Director can

enter into agreements with the heads of other executive Departments of the State. The Director serves as the administrator of the Interstate Compact on Juveniles and appoints legal counsel for the Department.

ALABAMA YOUTH SERVICES DEPARTMENT DISTRICT

The Department also operates a school district known as the Youth Services Department District (the “School District”) and the Board serves as the local board of education for the School District. The Board appoints the School District’s superintendent of education (the “Superintendent”) upon the recommendation of the Director and the Superintendent serves at the will and pleasure of the Director. The Board (in its capacity as school board) and the Superintendent stand in the same relationship to the state board of education as do local boards of education and superintendents of education. The Superintendent administers the educational programs of the Department as approved by the Director and is responsible for submitting the Department’s annual educational budget to the Director for approval by the Board.

Organization

Programs and Client Services Division. This division is responsible for the operation of the facilities providing rehabilitation programs for juvenile delinquents committed to the Department.

Youth Services School District. The School District provides academic and vocational education services for the youth residing in DYS institutions.

Community/Regional Services Division. This division provides case monitoring of DYS commitments in contracted facilities and technical assistance to the juvenile courts throughout the State.

Support Operations Division. This division encompasses the Fiscal and planning operations of the Department. Included are accounting, licensing, budgeting, purchasing, property inventory, personnel, and planning and information services.

Office Location

The Central Office of the Department is located at P.O. Box 66, Mt. Meigs, AL 36057. The telephone number is (334) 215-3800 and the fax is (334) 215-1453. Mr. J. Walter Wood, Jr. serves as Executive Director. Their website is: www.dsy.alabama.gov

ALABAMA AGRICULTURAL AND CONSERVATION DEVELOPMENT COMMISSION

Creation and Authority

The Commission was created by the Legislature in 1985. See *Ala. Code*, §§ 9-8A-1 to 9-8A-16.

Purpose

The purpose of the Commission is to make available appropriate monies to assist the financing of needed soil conservation, agricultural water and forestry improvement programs.

Composition

The members of the Commission shall consist of the Governor; the Commissioner of Agriculture and Industries; the President of the Alabama Cattlemen's Association; the Chair of the State Soil and Water Conservation Committee; a member of the Alabama Forestry Commission designated by the Governor; the President of the Alabama Association of Conservation Districts; and two citizens of the state of good reputation who are active farmers or timberland owners or involved in environmental protection appointed by the Governor. Each voting member of the Commission, except the two citizens appointed by the Governor, may appoint a designee to represent him or her at all commission meetings. The Chair of the Senate Agriculture, Conservation, and Forestry Committee, two members of the house, two members of the senate appointed by the Speaker of the House and the Lieutenant Governor respectively shall serve as non-voting ex officio members of the commission and as an oversight committee to review and report to the legislature respecting the programs and activities of the Committee. Members appointed by the Governor shall serve from one organizational session of the Legislature to the next.

Organization

The Governor serves as Chairman, and the Commission elects a Vice Chairman, Secretary, and other officers as it determines from the Commission membership. The State Treasurer is Treasurer for the Commission. Regular meetings are held at such time and place as fixed by

the Commission, and special meetings are held on call of the Chairman or of three Commission members, on two-day notice. A majority constitutes a quorum, and decisions are made based on a majority of the declared quorum. No vacancy in membership, voluntary disqualification or abstention of a member shall impair the right of a quorum to conduct business. No member or officer receives a salary, though members may be reimbursed for necessary travel and other reasonable expenses.

Duties

The Commission allocates funds through the State Soil and Water Conservation Committee to the Soil and Water Conservation Districts for use in cost share grants and for technical assistance; appoints and compensates employees as needed; establishes, with advice of the Soil and Water Conservation Committee, standards of soil and water conservation practices; invests funds of the Commission, enters contracts, and sells or exchanges property pursuant to carrying out its duties.

Financing

The Commission establishes a private endowment fund to receive gifts and grants and appropriates the interest for Commission purposes. The Commission also receives appropriations from the General Fund, which are placed into the Alabama Agricultural Conservation Development Commission Revolving Fund. The Commission allocates and expends monies from the Fund in carrying out its operations and those of the Soil and Water Conservation Districts. The Commission also administers a reserve fund for contingencies that occur within the Districts or the Commission.

Location

The Commission operates in conjunction with the Alabama Soil and Water Conservation Committee, which is located at 100 North Union Street, Suite 334, Montgomery, AL 36130-4800; and the phone number is (334) 242-2620, fax number (334) 242-0551. Dr. William Puckett serves as Executive Director of the Commission. Mrs. April Griffin is Executive Assistant for the Commission.

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Creation and Authority

The Department was established in 1939. It superseded the Conservation Board, Department of Conservation of Game, Fish, and Seafoods, Alabama Oyster Commission, State Commission of Forestry, State Forester, and Alabama Monument Commission. The Department was slightly reorganized in 1971 following establishment of the State Forestry Commission and the Alabama Historical Commission. In 1982, the Legislature established a State Lands Resources Center in the Department's Lands Division. See *Ala. Code* §§ 9-2-1 to 9-2-130. See also *Ala. Code* § 41-27-6, regarding movement of Marine Police Division to the Department of Public Safety.

Purpose

The Department was created to promote, to conserve and restore, and to protect wildlife; and to supervise and protect state parks; to control public lands not administered by other agencies; and to administer the game and fish laws, and to provide for boating safety and enforcement.

Financing

The Department has a number of special funds, each with somewhat different sources of income. The Game and Fish Fund, Land Management Fund, Marine Resources Fund and State Parks Fund receive money from several sources, including fees. The Game and Fish and Marine Resources Funds also receive income from the Federal government. The State Parks Fund receives occasional transfers from the General Fund, usually for capital improvements. The Administrative Fund is derived mainly from interdepartmental transfers.

ADVISORY BOARD OF CONSERVATION

Composition

The Commissioner of Conservation and Natural Resources is Secretary of the Advisory Board, which has 13 members. The Governor, the Commissioner of Agriculture and Industries, and the Director of the

Agricultural Extension Service at Auburn University are members ex officio. The Governor appoints the ten other members and designates one of them as Chairman. The appointed members shall consist of one resident of each U.S. Congressional District and no more than two members shall be from any one district. Appointed members must have training in one or more activities of the Department. They serve for six-year staggered terms, and their compensation consists only of expenses as provided by law.

The Board holds two regular meetings annually at the time and place designated by the Chairman of the Board or the Commissioner of Conservation and Natural Resources. The Chairman of the Board or the Commissioner has authority to call such special meetings as may be necessary. No quorum is specified by law.

Duties

The Board serves in an advisory capacity and assists in formulating policies of the Department, examines all rules promulgated by the Commissioner, and assists in giving publicity to the Department's activities.

COASTAL RESOURCES ADVISORY COMMITTEE

Composition

The Committee is composed of not less than seven members. The initial members were the members of the current Coastal Area Board who served a one-year term beginning October 1, 1982. The subsequent membership consists of: one member shall be a member of the Mobile City Commission and shall be selected by that Commission; one member shall be a member of the Mobile County Commission and shall be selected by that Commission; one member shall be a member of the Baldwin County Commission and shall be selected by that Commission; one member shall be an official of a municipal corporation in Baldwin County and shall be selected by the Baldwin County Mayors Association; one member shall be the Commissioner of Conservation and Natural Resources, who may designate an employee of his department to represent him on the Committee; one member shall be the State Geologist who may designate an employee of his agency to represent him on the Committee;

and one member shall be the Director of the Marine Environmental Science Consortium.

The term of each of these members of the Coastal Resources Advisory Committee shall be consistent with his elective or appointive office.

Duties

On October 1, 1982 all functions of the Alabama Coastal Area Board (*Ala. Code* §9-7-10 to 9-7-22) except those relating to permitting, regulatory, and enforcement functions were transferred to the Department of Economic and Community Affairs (*Ala. Code* § 41-23-1). On October 1, 2000, by Executive Order Number 43 all the duties and responsibilities currently residing within the Department of Economic and Community Affairs were transferred to the Department of Conservation and Natural Resources (DCNR). The DCNR has certain functions relating to permitting, regulatory, and enforcement functions as defined by the Code of Alabama, Title 9.

COMMISSIONER OF CONSERVATION AND NATURAL RESOURCES

The Commissioner of Conservation and Natural Resources is appointed by the Governor. He must hold no other federal or state position nor any office in the political subdivisions of the State. The Commissioner must devote full time to duties of the office and have no business interests that conflict with the ability to serve in an unprejudiced manner. The term of office is set by the Governor, who also determines the Commissioner's salary up to a maximum fixed by law.

Duties

The Commissioner supervises the Department of Conservation and Natural Resources, creates Divisions other than those provided by law with the consent of the Governor, prorates administrative salaries and expenses among the various Divisions of the Department, and makes rules and regulations concerning conservation matters. The Commissioner enters into reciprocal agreements with other states, as provided by law, and cooperates with the federal government on programs within the Department's jurisdiction. The Commissioner appoints all employees

subject to merit system provisions, with the approval of the Governor. The Commissioner may acquire land, erect buildings, establish game refuges and shooting preserves, establish wildlife management areas, supervise public lands not under the control of other agencies, and may lease certain state lands for exploration, development, and production of oil, gas, and other minerals. The Commissioner is authorized to issue certificates and licenses, and to administer state and federal funds used by the Department. The Commissioner is assisted in performing duties of the office by a Deputy Commissioner.

Organization

The Department of Conservation is organized functionally into various divisions. The titles and functions of these divisions are stated briefly below.

Administrative Division. The Administrative Division serves the other divisions of the Department through the following sections: Personnel and Payrolls, Warehouse and Inventory Control, Accounting, Legal, Information and Education (including public relations, duplication, and publications units), and Engineering (including design, construction and surveying units) and Information Technology.

State Lands Division and Lands Resource Information Center. This Division manages public trust lands and the lands of certain educational, mental health and other institutions. It manages and controls submarginal lands and river and bay bottoms. It may sell timber, coal, oil and gas, and other resources from these lands.

The Legislature created within the Lands Division a State Lands Resources Information Center to compile data on all state-owned lands. Such data includes information as to location, size, development (agricultural, commercial, etc.), description and general improvement, including the amount of rental income if any, and certified copies of original state property deeds. See *Ala. Code* § 9-2-121. The Division was authorized to assign personnel as necessary to research such information as to the respective counties. The Lands Division also administers the Forever Wild Land Trust as established by Constitutional Amendment 543.

Conservation and Environment

State Parks Division. The State Parks Division manages and operates state parks and recreational areas.

Wildlife and Freshwater Fisheries Division. This division enforces game and fish laws, manages game and fish resources, conducts research, and supervises game preserves, public hunting areas, public fishing lakes, and fish hatcheries. It is divided into the following sections: Administration, Fisheries, Wildlife and Law Enforcement. The last-named section employs a number of conservation officers in every county of the State for the purpose of enforcing laws relating to game and fish.

Marine Resources. The Division enforces all Laws and Regulations for the protection, propagation, preservation and conservation of marine resources including sea foods.

Office Location

The Department of Conservation and Natural Resources is located at 64 North Union Street, Suite 468, Montgomery, Alabama 36130. Christopher Blankenship is the Commissioner of Conservation. The phone number is (334) 242-3486, FAX number (334) 242-3489. Website is www.outdooralabama.com.

ALABAMA DRYCLEANING ENVIRONMENTAL RESPONSE TRUST FUND ADVISORY BOARD

Creation and Authority

The Board was created along with the Trust Fund in 2000. See *Ala. Code* §§ 22-30D-1 to 22-30D-12.

Purposes

The Board administers a dry cleaners' self-insurance fund for the investigation, assessment, and remediation of environmental contamination caused by dry cleaning operations.

Composition

The Board consists of seven members appointed by the governor to

three-year terms, with one member to represent the interests of each the following groups:

- (1) Dry cleaners employing 10 or fewer full-time employees;
- (2) Dry cleaners employing between 11 and 24 full-time employees;
- (3) Dry cleaners employing 25 or more full-time employees;
- (4) Wholesale distributors of dry cleaning agents operating at least one in-state wholesale distribution facility;
- (5) An environmental group with statewide membership;
- (6) The environmental engineering community; and
- (7) The real estate community owning property on which a dry cleaning facility has been located.

Additionally, the State Health Officer and a representative of the Geological Survey of Alabama serve as non-voting advisory members.

Duties

The Board meets at least four times each year. It is responsible for administering the fund, receiving reports of suspected contamination, investigating such reports, authorizing expenditures of fund money, and issuing rules and regulations related to such duties.

Financing

The Board and Fund are financed by the contributions of dry cleaning facilities and dry cleaning agent distributors who elect to subscribe to coverage under the fund.

Office Location

The office of the Board is located at 2777 Zelda Road, Montgomery, AL 36106. Mr. Keith E. Warren serves as Board Administrator. He may be reached by phone at (334) 269-9990 ext. 212 or by email at keith@alstateboard.com. Mr. Jason Windham currently serves as Chairman of the Board. The agency website may be accessed at <http://www.drycleaningtrustfund.alabama.gov>.

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Creation and Authority

The Department was established by the Alabama Legislature in 1982. See *Ala. Code* §§ 22-22A-1 to 22-22A-16.

Purpose

The purpose of the Department is to manage the natural resources of the State in a manner compatible with the environment, and the health and welfare of the citizens of the State by providing a comprehensive and coordinated program of environmental management.

Duties

The Department administers provisions of the Alabama Air Pollution Control Act of 1971, the Alabama Water Pollution Control Act, the Alabama Safe Drinking Water Act of 1977, the Hazardous Wastes Management Act of 1978, the Alabama Hazardous Substance Clean Up Fund, the Alabama Underground Storage Trust Fund, the Alabama Underground Storage Tank and Wellhead Protection Act and appropriate portions of the Solid Wastes Disposal Act, which relate to permitting regulatory and enforcement functions. Other statutes administered by the Department concern coastal area protection, water well standards, water and wastewater systems and treatment plants. Acting through the Environmental Management Commission, the Department adopts and promulgates rules, regulations and standards for the Department and develops environmental policy for the State. The Department also serves as the State's clearinghouse for environmental data.

Organization

The Director is appointed by the Environmental Management Commission.

Financing

The Department is financed from the Alabama Department of Environmental Management Fund which is composed of (1) all

appropriations; (2) all grants and gifts; (3) all federal aid; (4) all fees; and (5) that portion of civil penalties which represents the reasonable costs incurred by the Department to recover such penalties.

Office Location

The Alabama Department of Environmental Management (ADEM) is located at 1400 Coliseum Blvd., Montgomery, Alabama 36110. The mailing address is P.O. Box 301463, Montgomery, AL 36130-1463 and the phone number is (334) 271-7700, FAX (334) 271-7950. Website: www.adem.alabama.gov. The Director is Lance R. LeFleur.

ENVIRONMENTAL MANAGEMENT COMMISSION

Duties

The Commission selects a Director for the Department of Environmental Management and advises the Director. The Commission establishes rules, regulations and environmental standards for the Department; develops environmental policy for the state; and hears appeals of administrative actions.

Composition

The Commission is composed of seven members to include a physician, a registered engineer, an attorney, a chemist or veterinarian, a member certified by the National Water Well Association Certification program or a professional geologist, a biologist or ecologist, and a final member who has been a resident for two years. The initial members were appointed by the Governor, Lieutenant Governor, and the Speaker of the House with the advice and consent of the Senate for staggered terms of two, four, and six years. Subsequent members are appointed by the Governor with the advice and consent of the Senate for terms of six years.

Organization

The Commission selects a chairman from its members for a one-year term. The Commission meets at least once every two months, and a quorum is composed of four of the seven members.

Office Location

The Alabama Department of Environmental Management (ADEM) is located at 1400 Coliseum Blvd., Montgomery, Alabama 36110. The mailing address is P.O. Box 301463, Montgomery, AL 36130-1463 and the phone number is (334) 271-7700, FAX (334) 271-7950. Website: www.adem.state.al.us. The Director is Lance R. LeFleur.

ALABAMA FORESTRY COMMISSION

Creation and Authority

The Alabama Forestry Commission operates as prescribed by statute. See *Ala. Code* §§ 9-3-1 to 9-3-19, §§ 9-13-1 to 9-13-239, and §§ 9-13-270 to 9-13-274.

Purpose

The Commission administers and enforces timber and forestry laws, maintains, supervises, operates, and controls state forests and is also responsible for the control of forest fires. Additionally, the Commission provides technical assistance in forest management to private landowners.

Composition

The Commission consists of seven members who serve staggered fire-year terms. Two must be Alabama registered foresters and three must be Alabama timberland owners. The Governor, with the advice and consent of the Senate, appoints the members.

Organization

A Chairman and Vice Chairman are elected from the Commission's members. They serve for one year. The Chairman may call a meeting, or a majority of the Commission may call a meeting at any time, but at least two meetings must be held each year, one in January and one in July. Four members constitute a quorum. A member may not miss three successive meetings or his office will be considered vacant.

The Commission, with the advice and consent of the Governor, appoints the State Forester, who is the chief administrative officer for the

Commission. The State Forester must have a Bachelor of Science degree in forestry and must be an Alabama registered forester. The Commission is headed by the State Forester and is divided into the Headquarters, located in Montgomery, and four Field Regions (Northeast, Northwest, Southeast, and Southwest).

Duties

The Agency is charged to protect and sustain the forests of Alabama. Educating the public about the importance of forestry to the environment and economy of this state is also a key part of the agency's mission. The AFC assists landowners by providing forest management advice to help them have healthier, more productive stands that meet their objectives for owning the land. We also respond to wildfires, pest infestations and other forest health issues as necessary. We assist local fire departments by providing grants, maintaining radios systems across the state and screening excess federal property for their use. The Commission employs professional foresters, forest rangers, and other personnel, who are assigned to the four regions into which the State is divided.

Financing

The Commission receives annual appropriations from the General Fund. It also receives monies from local and federal sources.

Office Location

The State Office for the Alabama Forestry Commission is located at 513 Madison Avenue, Montgomery, Alabama 36104. The Commission also maintains offices in every county in Alabama. Rick Oates serves as the State Forester and agency director. The phone number is (334) 240-9300 and our website is www.forestry.alabama.gov.

ALABAMA FOREVER WILD LAND TRUST

Creation and Authority

Creation of the trust was approved by Constitutional Amendment 543, which was submitted at the November 3, 1992 election.

Purpose

The purpose of the trust is to identify, acquire, manage, protect, and preserve natural lands and waters that are of environmental or recreational importance.

Composition

The trust is administered by a board of trustees, which consists of fifteen voting members. Those serving by virtue of office are: the Commissioner of the Department of Conservation and Natural Resources, who also serves as Chairman; the State Forester; and the Executive Director of the Marine Environmental Sciences Consortium. Three members are appointed by the Alabama Commission on Higher Education from departments of biology, zoology, environmental sciences and wildlife sciences from eligible four-year institutions of higher education in Alabama. Three members each are appointed from the three geographical regions of the state as defined in Section 2 of Amendment 543. One member from each of the three districts is appointed by the Governor, the Lieutenant Governor, and the speaker of the House of Representatives from names submitted by groups specified in Amendment 543, and which consist respectively of non-profit organizations primarily concerned with environmental matters; business, industry, trade, and professional organizations; and non-profit organizations promoting recreational or conservation purposes. Members serve six-year, staggered terms, and no member shall serve consecutive six-year terms.

Organization

The Board meets at least quarterly each year for the transaction of business and to review progress of the trust. A quorum consists of three-fifths (3/5) of board members then in office, provided that, in the absence of a quorum, members present, by majority vote, may adjourn the meeting until a quorum attends. Board actions must be approved by three-fifths of those in office, unless otherwise specified. The Board has established a technical advisory committee as specified in the amendment. Members of the Board and the committee receive a per diem allowance and expenses for travel and other expenses incurred in their work. Board action as to the purchase, lease, or acquisition of properties is subject to approval by a final approval committee composed of the Governor, the Lieutenant Governor, and the Speaker of the House of Representatives.

Powers and Duties

The Board reviews requests from state agencies, private organizations and private citizens, proposing that properties be acquired. It recommends site management regulations, and assists the Department of Conservation and Natural Resources in making natural and recreational inventories of the state. It is authorized to assume indebtedness, to purchase properties on behalf of the trust, and to lease and exchange property pursuant to its purposes. The Board issues rules and regulations as needed, cooperates and contracts with other governmental agencies, makes recommendations for acceptance of dedicated natural area preserves, determines the expenditure of funds received by the trust and takes action necessary to take full advantage of funds received from governmental and private sources. The Board is charged with funding of the State Lands Division's Natural Heritage program. It is required to submit an annual report of activities to the Governor and Legislature.

Financing

Funding of trust activities and acquisitions is from a percentage of interest earned by the Alabama Trust Fund from offshore natural gas capital payments. Upon making an acquisition of land, the Board is required to deposit fifteen percent (15%) of the value of the property into a Stewardship Account from which the interest may be used to maintain the property. The Board may also accept governmental funds and private donations.

Office Location

The Forever Wild Land Trust operates under the aegis of the State Lands Division of the Alabama Department of Conservation and Natural Resources, which is located at 64 North Union Street, Montgomery, Alabama 36130. The State Lands Division's phone number is (334) 242-3484, fax number (334) 242-0999. Website: www.outdooralabama.com

GEOLOGICAL SURVEY OF ALABAMA

Creation and Authority

The Geological Survey and the position of State Geologist were created in 1848. See *Ala. Code* §§ 9-4-1 to 9-4-19.

Purpose

The mission of the Geological Survey of Alabama is to survey and investigate the mineral, energy, water, and biological resources of the state, to maintain adequate geologic, topographic, hydrologic, and biologic databases, and to prepare maps and reports on the state's natural resources to encourage the safe and prudent development of Alabama's natural resources while providing for the safety, health, and well-being of all Alabamians. See also State Oil and Gas Board.

Financing

The Survey receives annual appropriations from the General Fund. It also receives funds for geological, mineral, water, coal, environmental geology, and oil and gas investigative studies from other sources such as federal agencies and other state agencies.

The State Geologist

The State Geologist is appointed by the President of the University of Alabama with the approval of the Governor. The individual holding the office must be the most competent geologist available. The term of office is at the will of the appointing powers.

The State Geologist is charged with the responsibility to administer and oversee the Geological Survey in making natural resource studies in the state. The State Geologist reports to the Legislature at each of its regular sessions on the progress of explorations and examinations. The State Geologist makes collections illustrative of the geological and other natural resources of the state. The State Geologist also periodically prepares, or causes to be prepared, monographs, special reports, or bulletins of the geology and varied resources of the state.

The State Geologist also is the State Oil and Gas Supervisor ex officio and serves as Secretary to the State Oil and Gas Board.

Organization

The Survey is organized into the following divisions:

Energy Investigations Program. This division is responsible for increasing the knowledge of the distribution, quantity, and quality of the state's energy resources and the processes affecting these resources by performing field and laboratory investigations; maintaining adequate databases for use in making decisions for the safe and prudent development of the state's energy resources; and disseminating the knowledge and basic data through the preparation and publication of reports.

Geologic Investigations Program. This division is responsible for increasing the knowledge of the basic geology of the state, including geologic mapping, mineral resources, geologic hazards, and coastal geology, and the processes affecting these systems by performing field and laboratory investigations; maintaining adequate databases; and preparing maps and reports for the safe and prudent use of the state's natural resources.

Ecosystems Investigations Program. This division is responsible for increasing the knowledge of the distribution, quantity, and quality of the state's biological resources and processes affecting these resources by performing field and laboratory investigations; maintaining adequate databases; and preparing maps and reports for use in making decisions for the safe and prudent development of the state's water resources. Surveys of the state's aquatic biodiversity, implementation of interdisciplinary watershed investigations and programs, and working with the state's other natural resource and environmental agencies to develop monitoring tools and methods are the major program elements of this division.

Groundwater Assessment Program. The Groundwater Assessment Program investigates the occurrence, availability, and quality of the state's waters. The GAP works in cooperation with other state and federal agencies, local governments and water systems, industry, educational institutions, and citizens to address Alabama's water issues. Knowledge gained from this research is used for the identification and characterization

of groundwater and surface water resources and for prudent development and protections of the state's water supply sources. The results of this research are available to the public through publications, open-file reports, databases, website, and through information requests directed to the Groundwater Assessment Program.

Other Services. The Geological Survey is responsible for providing reports on the progress of surveys and investigations of the mineral, energy, water, biological and other natural resources of the state and its geology. The Resources Information Section fulfills this responsibility by publishing the results of studies conducted by the investigative divisions of the Survey.

The Geological Survey is the primary source of geospatial data on the natural resources of the State. Survey staff members from the various groups develop geospatial data sets on these resources. These data sets include digital geologic maps; surface water and groundwater data linked to streams, sampling localities, wells, and springs; and data on biological resources, coal, oil, natural gas, and non-fuel minerals.

The Geological Survey maintains an earth science library of more than 200,000 items, including references from all the state Geological Surveys, the U.S. Geological Survey, the U.S. Bureau of Mines, professional scientific societies, and many foreign institutions.

The Survey serves as the state affiliate of the Earth Science Information Center, sponsored by the U.S. Geological Survey, and receives published educational materials from the U.S. Geological Survey.

The results of analyses are used in the evaluation of mineral deposits, in water quality investigations, and in energy-related research and other specialized areas. The capabilities of the Laboratory include the chemical/physical analysis of rock and mineral samples, groundwater and surface water samples, and coal, oil, oil shale, tar sand and other energy-related sample analysis.

The publications of the Survey and Oil and Gas Board are made available to the public at a nominal cost through the Publications Office. The Publications Office also is an official state dealer for the distribution of the topographic maps covering the state.

Office Location

The Office of the Geological Survey of Alabama is located in the State Oil and Gas Building (Walter B. Jones Hall) at 420 Hackberry Lane on the campus of the University of Alabama in Tuscaloosa, Alabama. The mailing address is P.O. Box 869999, Tuscaloosa, Alabama 35486-6999, and the telephone number is (205) 349-2852, FAX number (205) 349-2861. Website: www.gsa.state.al.us. Berry H. (Nick) Tew, Jr. serves as State Geologist.

**MINERALS RESOURCE MANAGEMENT
COMMITTEE****Creation and Authority**

The Committee was established in 1973. See *Ala. Code* §§ 9-5-1 to 9-5-3.

Purpose

The purpose of the Minerals Resource Management Committee is to maximize the income realized by the State from oil, gas, and other mineral resources owned by the State.

Composition

The Committee consists of three ex officio members: the State Geologist, the Commissioner of Conservation and Natural Resources, and the Director of Finance. The Chairmanship of the Committee rotates annually with each member serving in such capacity every third year. Compensation of members consists of expenses as provided by law. The law specifies no requirements concerning a quorum.

Duties

The Committee is authorized to coordinate the activities of the Department of Conservation and Natural Resources and the State Oil and Gas Board relating to the development of the mineral resources owned by the State. The Committee has the authority to hold public hearings when

the Chairman deems it in the public interest to do so. All recommendations made by the Committee and approved by the Governor shall be implemented within the period of time prescribed by such recommendations as long as they are consistent with existing laws and statutes of the state.

Office Location

The Committee is staffed by the Administrative Division of the Department of Conservation and Natural Resources. The Department's Office is at 64 North Union Street, Suite 468, Montgomery, Alabama 36130. The phone number is (334) 242-3486, fax number (334) 242-3489.

STATE OIL AND GAS BOARD

Creation and Authority

The State Oil and Gas Board was created in 1939. In 1945, the Board was established in its present form. See *Ala. Code* §§ 9-17-1 to 9-17-33.

Purpose

The purpose of the Board is to provide for conservation of the oil and gas resources in the state, to provide for the prevention of waste of oil and gas, and to provide for protection of co-equal and correlative rights of mineral interest owners. In summary, the Board regulates oil and gas operations in Alabama.

Financing

The Board receives annual appropriations from the General Fund. Additional funding is available to the Board from the Oil and Gas Special Fund which is the repository for monies received from applications for permits to drill, filing fees, and hydraulic fracturing application fees.

Composition

The Board is composed of three members appointed by the Governor, one of whom is elected to serve as Chairman. Members must be

residents of Alabama and qualified voters. They serve six-year staggered terms. The Board determines its own date, time, and place of meeting. Two members constitute a quorum, the affirmative vote of both being necessary for action.

The State Geologist is the State Oil and Gas Supervisor ex officio and is charged with the responsibility of enforcing the provisions of the *Code of Alabama*. The Supervisor serves as Secretary to the Board and directs the administrative organization of the Board. Dr. Berry H. (Nick) Tew, Jr., is the current State Oil and Gas Supervisor. See also the Geological Survey of Alabama.

Duties

In carrying out its duties and responsibilities, the Board regulates all oil and gas operations, from the issuance of drilling permits through the production of oil and gas wells. The Board issues drilling permits to operators who have complied with the oil and gas statutes and the rules and regulations of the State Oil and Gas Board. The Board maintains drilling, completion and test data for all wells drilled since the Board was established. The Board is empowered to require the submission of various forms stating all pertinent information concerning oil and gas wells, such as tests that were performed on the well, construction of the well, intervals of the well that were logged, sampled and cored, and plugging procedures. All information provided to the Board is available as a public record, with the exception of certain documentation that may be temporarily withheld from public view for a period of six months following the completion of a well. Operators of all oil and gas wells, plants, and transporters of oil and gas are required to file monthly reports of their operations with the Board. In performing its duties, the Board conducts regular monthly hearings, approximately every five to six weeks.

Operations performed in the drilling, producing, completion, injection, or plugging and abandonment of wells are monitored and routinely inspected by field agents of the State Oil and Gas Board. Inspections are conducted to ensure that procedures utilized by oil and gas operators conform with the oil and gas laws of the state and the Board's rules, regulations and orders. Operators are required to notify routinely the Board's staff concerning operations performed on wells.

Organization

The administrative organization of the Board is under the direction of the Oil and Gas Supervisor. The Supervisor is supported by a staff of geologists, petroleum engineers, attorneys, field agents, and office personnel who are employed to ensure operator compliance with the oil and gas laws of the State and all rules, regulations, and orders promulgated by the Board. The official records of the Oil and Gas Board are maintained in the Board's main office in Tuscaloosa. Regional offices in Tuscaloosa and Mobile oversee field operations and rules and regulations of the Board in north Alabama and south Alabama, respectively.

Office Location

The Office of the State Oil and Gas Board is located in the State Oil and Gas Building (Walter B. Jones Hall) at 420 North Hackberry Lane, on the campus of the University of Alabama in Tuscaloosa, Alabama. The mailing address is P.O. Box 869999, Tuscaloosa, Alabama 35486-6999, and the phone number is (205) 349-2852. Berry H. (Nick) Tew, Jr. currently serves as the Oil and Gas Supervisor. Website: www.ogb.state.al.us.

ALABAMA PORT AUTHORITY

Creation and Authority

The Authority was created in 1975. See *Ala. Code* §§ 33-13-1 to 33-13-13.

Purpose

The purpose of the Authority is to serve as an agency of the State in the authorization, sale, issuance and approval of bond proceeds in anticipation of the Tennessee-Tombigbee waterway system and for purposes of development of the Alabama State Docks.

Composition

The Authority is composed of the Governor, the Director of Finance, one member of the Senate appointed by the President of the

Senate, one member of the House of Representatives appointed by the Speaker of the House, and the Director of the State Docks Department.

Organization

The directors of the Authority meet on call of the President of the Authority. The Governor serves as President, and the Director of Finance as Secretary. The Director of the State Dock Department serves as treasurer of the authority and acts as custodian of the proceeds of the sale of the bonds. No member, officer or director may receive any compensation for service.

Duties

The Authority was authorized to issue general obligation bonds, in the principal amount not to exceed \$45 million, for the purpose of development of the State Docks Department at Mobile.

Financing

Expenses of the Authority are paid from proceeds of the sale of bonds as authorized by law.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., Room 224, 100 N. Union Street, Montgomery, Alabama 36130-2617. The telephone number is (334) 353-3328.

ALABAMA SOIL AND WATER CONSERVATION COMMITTEE

Creation and Authority

The Committee was established in 1939. See *Ala. Code* §§ 9-8-21 to 9-8-32.

Purpose

The Alabama Soil and Water Conservation Committee was organized to provide assistance to the 67 Soil and Water Conservation Districts (counties) of the State in both rural and urban resource development.

Composition

The Committee has nine members, one of whom is elected Chairman. The Director of the State Extension Service, the Director of the State Agricultural Experiment Station, and the Supervisor of Vocational Agricultural Education are ex officio members. The Governor appoints the remaining six members who must be landholding citizens. They serve three-year staggered terms of office. Compensation of members consists of expenses as provided by law. The Committee determines its date, time, and place of meeting. A majority of the members constitutes a quorum.

Duties

The Alabama Soil and Water Conservation Committee (1) coordinates the programs of the soil and water conservation districts so far as such coordination may be achieved by cooperation, advice, and consultation; (2) assists the districts in small watershed developments under the Federal Small Watershed and Flood Prevention Act of 1954 (programs under the Act deal with such matters as flood prevention, resource conservation, and development projects, municipal and industrial water supplies, recreational developments and land treatment measures); (3) facilitates the exchange of experience among the districts and coordination among districts through the Alabama Association of Soil and Water Conservation Districts Supervisors; (4) secures assistance of agencies of both the United States and the State of Alabama in financing projects at the district level; (5) furnishes liaison between the 67 districts in Alabama and the U.S. Congress in regard to appropriation needs and other legislative matters. The Committee also represents the districts in dealing with the Governor and the Legislature; (6) disseminates information throughout the State concerning the programs in the districts; and (7) assists in the administration of federal cost-share grants to land users for pollution control.

Organization

The Committee appoints an Executive Director. The Executive Director is the Administrator of the Committee and serves at the pleasure of the Committee, which also determines the Executive Director's salary. The Executive Director maintains custody of the records of the Committee and performs other duties as may be prescribed by it.

Financing

The Committee receives annual appropriations from the General Fund.

Office Location

Offices of the Committee are in the RSA Building, 100 North Union Street, Suite 334, Montgomery, AL 36104; and the phone number is (334) 242-2620. Website: <https://alconservationdistricts.gov>. The Executive Director is William Puckett.

ALABAMA SURFACE MINING COMMISSION

Creation and Authority

Alabama Surface Mining Commission was created in 1981. See *Ala. Code* §§ 9-16-73 to 9-16-107.

Purpose

As stated in Section 2(I) of the Act: "It is the purpose of this Act to provide such regulation and control of surface coal mining operations as will reduce injurious effects to the environment and resources of the State and will promote the following objectives:

- (1) Establish a statewide program to reduce adverse effects to the environment resulting from surface coal mining operations; and
- (2) Provide that surface coal mining operations will be encouraged in the manner consistent with judicious utilization of the natural resources of the State; and

- (3) Provide that adequate measures are undertaken to reclaim surface mined areas promptly according to the provisions of this Act; and
- (4) Exercise the full reach of State constitutional powers to provide protection of the public interest through effective control of surface coal mining operations; and
- (5) Encourage the economic development of the coal resources of the State as a source of energy and other uses."

Composition

The Commission is composed of seven members, each appointed by the Governor. Appointees serve five-year, staggered terms. One Commission member is appointed from one of the three counties in Alabama which produced the greatest number of tons of surface mined coal, as indicated by the records of the State of Alabama in the complete fiscal year immediately preceding that appointment; and two Commission members are appointed from any of the coal-producing counties in Alabama, as indicated by the records of the State of Alabama in the complete fiscal year immediately preceding that appointment. One Commission member is appointed from the state at large. One of the appointees to the Commission must be a professional forester duly registered pursuant to the laws of the State of Alabama with not less than 10 years' experience in professional forestry. One of the appointees must be a professional civil or mining engineer duly registered pursuant to the laws of the State of Alabama with not less than 10 years' experience in professional engineering in surface mining or technologically related fields. One appointee to the Commission must be an attorney duly licensed to practice law in the State of Alabama having not less than 10 years' experience in the active practice of law, the majority of those years in practice shall have been in one of the three counties in Alabama which produced the greatest number of tons of surface mined coal as indicated by the records of the State of Alabama in the complete fiscal year immediately preceding that appointment.

Duties

Duties of the Commission include the adoption, amendment, suspension, repeal, and enforcement of reasonably necessary rules and regulations to control surface mining; promulgation and enforcement of rules, regulations, and standards requiring training and examination of

persons engaged in use of explosives in surface coal mining; establishment and enforcement of coal surface mining reclamation standards for the State; sponsorship of educational and training programs relating to surface mining; consultation with other State and interstate agencies; acceptance and administration of grants, funds or gifts; employment of necessary personnel and consultants to carry out purposes of the act; and general enforcement of provisions of the State program approved pursuant to Section 503 of the Federal Surface Mining Control and Reclamation Act of 1977; and other duties, as specified in the Act.

Organization

The Commission has a Director who is the chief operating officer and exercises those duties conferred on him or her with the exception of rule-making, which is reserved to the Commissioners. The staff is divided into the Division of Surface Mining Control and Reclamation which has responsibility for permitting, administration, and support functions; the Inspection and Enforcement division and the Legal division. The Division of Hearings and Appeals hears and determines appeals from activities of the Commission and acts in an administrative review function.

Financing

Funding is obtained from the collection of operating fees, recovery of civil penalties, forfeiture of bonds, such funds as may be appropriated by the Legislature and grants from the Federal Government.

Office Location

Offices of the Commission are located at 1811 2nd Avenue, Jasper, Alabama 35501. Mailing address is P. O. Box 2390, Jasper, AL 35501. The phone number is (205) 221-4130, fax number (205) 221-5077. Johnathan E. Hall serves as Director. Website: www.surface-mining.state.al.us.

ALABAMA TRAILS COMMISSION

Creation and Authority

The Commission was formed by Act 2010-585 to operate within the Alabama Department of Economic and Community Affairs.

Purpose

The mission of the Alabama Trails Commission is to guide and promote the development of trails by connecting citizens and communities with their historical and natural resources for the betterment of Alabama. The Alabama Trails Advisory Board brings guidance through the state's largest organizational and agency stake holders.

Composition

The Commission is composed of twelve members as follows: two by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, one from the Alabama Department of Economic and Community Affairs, one from ALDOT, one from the Tourism Department, one from ADCNR, one from the Governor's staff, one appointed by the Governor from the twelve regional planning councils on a two-year rotation, one appointed by their respective bodies on a two-year alternation between county and municipal governments, and one appointed by the Business Council of Alabama.

Duties

The duties of the commission shall include the following: (1) Develop and support the Alabama Trails System; (2) Facilitate a statewide system of interconnected landscape linkages, conservation corridors, greenbelts, recreational corridors and trails, scenic corridors, utilitarian corridors, reserves, regional parks and preserves, ecological sites, and cultural/historic/recreational sites using land-based trails that connect urban, suburban, and rural areas of the state and facilitate expansion of the statewide system of freshwater and saltwater paddling trails; (3) Recommend priorities for critical links in the Alabama Trails System and coordinate local needs goals and leadership to accomplish this mission; (4) Review designation proposals for inclusion in the Alabama Trails System; (5) encourage public-private partnerships to develop and manage trails; (6)

Review progress toward meeting goals for the establishment and operation of the Alabama Trail System and recommend appropriate action; (7) Make recommendations for updating and revising the implementation plan for the Alabama Trails System; (8) Promote trail support organizations; (9) Support the Alabama Trails System through intergovernmental coordination, advocacy, education, alternative funding sources, and any other appropriate way; (10) Organize and coordinate a non-profit tax deductible corporation that should be expected to aggressively serve Alabama Trails in enterprises normally beyond the reach of government, such as fundraising, coordination of local and national institutions similarly intended, and supporting education and civic outreach.

Office Location

The office address is 401 Adam Avenue, 5th Floor and the mailing address is P. O. Box 5690, Montgomery, AL 36103-5690. The phone number is (334) 353-2630 and the fax is (334) 353-431. The ADECA contact person is Crystal G. Davis, Community Services Unit Chief.

WATER RESOURCES RESEARCH INSTITUTE

Creation and Authority

The Institute is a State agency established at Auburn University in 1963. See *Ala. Code* §§ 9-8-1 to 9-8-4. In accordance with the statute, the Board of Trustees of Auburn passed a resolution in 1963 directing the President of the University to organize the Institute.

Purpose

The purpose of the Institute is to stimulate, plan, and conduct original research of either a basic or practical nature in relation to water resources. This research may include, but is not limited to, the aspects of the hydrological cycle, the supply and demand for water, the conservation and best use of the available supply of water, and methods of increasing the water supply. It also may cover the agricultural biological, ecological, economic, engineering, geographic, industrial, legal, recreational, social, and other aspects of water problems.

Organization

Director. The Code states that there is to be a Director of the Institute but does not specify the method of appointment nor the qualifications or term of office. In 1963, the Board of Trustees of Auburn University authorized the President to appoint the Director.

Water Resources Council. The Water Resources Council is responsible for policies and operating procedures for the Institute as well as approval of the Institute program. Council members review and approve individual research proposals. Established in 1964 to help develop the Institute's initial program, the Council meets two or three times each year. Members are appointed by the President of Auburn University from faculty at Auburn and four cooperating universities. The State Geologist, the Director of the Environmental and Facility Standards Administration of the State Department of Health, and the Deputy Director of the Alabama Department of Environmental Management are ex officio extramural representatives.

Duties

The results of the research conducted by the Institute shall be reported or published upon approval by the Director. The work of the Institute is to be coordinated with that of the Geological Survey of Alabama.

The Institute may receive research proposals from any college or university in the State, Interdepartmental and interdisciplinary programs are given special emphasis.

The Institute, in practice, conducts a continuing cooperative federal-state Program of water resources research and training. Major research areas include improvement in municipal and industrial waste treatment technology, conservation of water in agriculture and industry, management of freshwater fisheries, energy storage, and treatment of water for potable supplies. The Institute disseminates results through technical publications and conferences. It publishes an annual report and a quarterly newsletter.

Financing

No method of financing is specified by law. In practice, the Institute receives some of its funds from the general budget of Auburn University. It also receives federal funds under the Water Resources Act of 1965 and superseding legislation (PL 98-242) and contracts and grants from other federal sources, state agencies and industry.

Office Location

The Institute is located at 559 Devall Drive, Auburn University, Auburn, Alabama 36849-0001, and the phone number is (334) 844-4785. Dr. Puneet Srivastava serves as Director of the Institute. Website: <http://aes.auburn.edu/wrc/projects-research/alabama-water-resources-research-institute/>.

ALABAMA WATER SYSTEM ASSISTANCE AUTHORITY

Creation and Authority

The Authority was created by the Legislature in 1988. See *Ala. Code* §§ 22-23A-1 to 22-23A-17.

Purpose

The purpose of the Authority is to issue water assistance bonds, as may be necessary, from time to time, to finance community water system projects, with the intent to support community water systems in locating, developing, and sustaining adequate water supplies for the citizens of the State.

Organization

The Authority is a public corporation. It is governed by a Board of Directors, consisting of the Governor, the Director of the Department of Economic and Community Affairs, the Director of Finance, one member of the House of Representatives appointed by the Speaker of the House, and one member of the State Senate appointed by the Lieutenant Governor. The Governor serves as President of the Authority, the Director

of the Department of Economic and Community Affairs as Vice President, and the Director of Finance as Secretary. In the event a member holding state office ceases to hold same because of death, resignation, expiration of term or other reasons, the successor shall take his or her place as a member, officer or director. Three members constitute a quorum. Proceedings must be in writing, signed by three members, and recorded in a substantially bound book and filed in the Office of Secretary. No member may receive a salary in addition to that authorized by law for service as a Director.

Power and Duties

The Authority is authorized to issue bonds, which shall be placed in a special "water supply assistance fund" in the State Treasury. It may execute agreements for support of community water assistance projects, construct, operate or lease community water systems, appoint and employ attorneys and other agents or employees as necessary, promulgate guidelines and procedures for loans and grants by the Authority, and have and use a corporate seal. The Governor is required to deliver an annual report of the Authority to the Legislature.

WATER ASSISTANCE LEGISLATIVE OVERSIGHT COMMITTEE

Actions of the Authority are monitored by a special Water Assistance Legislative Oversight Committee composed of three members of the House of Representatives appointed by the Speaker of the House and three members of the State Senate appointed by the Lieutenant Governor. The Lieutenant Governor appoints a chairperson for the Committee, and the Speaker of the House appoints a Vice Chairperson. The Committee meets on request of the Chairperson or the Authority and is entitled to regular per diem and legislative expenses on meeting days.

Financing

All bond proceeds are to be deposited into the "Water Supply Assistance Fund" within the State Treasury and may be used to provide a loan or loans for community water system's supply projects or to refinance a debt of community water systems or to secure principal and interest on bonds issued by the authority. See § 22-23A-4.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., 100 N. Union Street, Room 224, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

ALABAMA DEPARTMENT OF CORRECTIONS

Creation and Authority

The current legislative authorization for the Alabama Department of Corrections is established by statute. See *Ala. Code*, §§ 14-1-1.1 to 14-1-18. Note that sections 14-1-15 to 14-1-18 abolished the State Board of Corrections which, prior to enactment of those provisions, exercised the authority and functions now vested in the Alabama Department of Corrections.

Purpose

The purpose of the Department is to serve as the State's administrative department with responsibility for administering and exercising direct and effective control over penal and corrections institutions throughout Alabama.

Composition

The Department is headed by and under the independent direction, supervision, and control of a Commissioner of Corrections, who is appointed by and serves at the pleasure of the Governor. The Governor sets the salary of the Commissioner at the level of other cabinet officers or at a reasonable level in excess thereof. The Commissioner is to devote full time to his/her post, and before taking office, must take the constitutional oath of office and execute to the State a bond to be approved by the Governor for faithful performance of duties.

Operations

The Commissioner has full authority to appoint no more than three deputy commissioners who serve at the Commissioner's pleasure, and to define their duties. The Deputy Commissioners are to devote full time to their official posts, with their salaries being set by the Commissioner of Corrections but not to exceed that of the Commissioner.

Duties

The Department has all duties, responsibilities, power, assets, liabilities, property, funds, appropriations, contractual rights and

obligations, property rights and personnel, which, prior to sections 14-1-15 to 14-1-17 of the Code of Alabama, were vested in the Board of Corrections, and which, through those enactments, were vested in the Governor. This includes operation of a system of diversified prison industries, maintenance of necessary records on prisons and inmates, provision for apprehension of escaped convicts, and responsibility for clothing and travel expenses for discharged convicts.

Financing

The Department of Corrections receives annual appropriations from the General Fund and income from prison industries and services.

Office Location

The Department of Corrections is located at 301 S. Ripley Street, Montgomery, AL 36104 and the mailing address is P.O. Box 301501, Montgomery, AL 36130. The current Commissioner is Mr. Jefferson S. Dunn. The Department can be reached by phone at phone (334) 353-3883 and by email at Constituent.Services@doc.alabama.gov. Its website is: www.doc.state.al.us.

ALABAMA CORRECTIONS INSTITUTION FINANCE AUTHORITY

Creation and Authority

The original Authority was created by the Legislature in 1965, with authorization to issue up to \$10 million in bonds, acquire land for and construct certain prison facilities, and to dispose of the Kilby Prison property. When the last of its bonds were paid out in 1981, its active responsibilities ceased. In 1985, the Legislature reactivated and "organized" anew The Alabama Corrections Institution Finance Authority. See *Ala. Code*, §§ 14-2-1 to 14-2-36.

Purpose

The purpose of the Authority is to issue up to \$60 million in bonds for the construction of correctional facilities, to receive conveyance from the State of former Kilby Prison property and other real and personal

property, and to enter into lease arrangements, as provided by the enabling legislation.

Composition

The Board of Directors of the Authority consists of the Governor, the Commissioner of Corrections, and the Director of Finance. The State Treasurer serves as custodian of funds for the Authority, but is not a board member.

Organization

The Governor serves as President of the Authority; the Commissioner of Corrections serves as Vice President; the Director of Finance serves as Secretary; and the State Treasurer serves as Authority Treasurer. A majority of the Board constitutes a quorum. No member officer or director draws any salary in addition to that otherwise authorized by law for his/her service; and no member, officer, director or employee shall be personally liable for the Authority's obligations.

Duties

Duties of the Authority include issuance of up to \$60 million in bonds for construction of facilities, investment of bonds proceeds pending use, appointment of attorneys, agents and employees, as needed, acceptance of conveyances of property from the State, including the Kilby Prison property, and leasing of facilities pursuant to purposes of the Authority and needs of the Department of Corrections.

Financing

The Authority and its activities are financed through issuance and sale of up to \$60 million in bonds, receipt of property rentals, and assignment of property, as provided.

Office Location

The Authority operates under aegis of the Commissioner of Corrections. The Commissioner's Office is at 301 S. Ripley Street, Montgomery, AL 36104 and the mailing address is P.O. Box 301501,

Montgomery, Alabama 36130 with Mr. Jefferson S. Dunn serving as commissioner. The phone number is (334) 353-3870.

ALABAMA CRIME VICTIMS' COMPENSATION COMMISSION

Creation and Authority

The Commission was created by the Alabama Legislature in 1984. See *Ala. Code* §§ 15-23-1 to 15-23-23.

Purpose

The purpose of the Commission is to carry out provisions of the Alabama Crime Victims' Compensation Act of 1984 by furnishing the means whereby victims of violent crime and their dependents may be provided compensation in the amount of expenses incurred as a direct result of criminal acts of other persons.

Composition

The Commission is composed of three citizens of Alabama appointed by the Governor for four years each or until their successors are appointed and qualified. At least one member shall be a law enforcement officer with a minimum of ten years' experience in or with a law enforcement agency which has among its primary duties and responsibilities the investigation of violent crimes and the apprehension or arrest of the perpetrators thereof. At least one member shall be a victim of a crime of violence who suffered serious personal injury as a result thereof, or a member of such victim's immediate family or a member of a deceased victim's immediate family if such deceased victim died as a result of a crime of violence, or an officer of a nonprofit, charitable crime victim's organization established pursuant to the laws of Alabama. The membership of the board shall be inclusive and reflect the racial, gender, geographic, urban/rural, and economic diversity of the state.

Organization

The Commission elects a chairman from its membership each year and appoints an executive director who serves at the Commission's

pleasure. The Commission holds regular monthly meetings in Montgomery on the second Thursday of each month, with other meetings held at such times and places as Commission members may elect. Any two members shall constitute a quorum, and two votes in favor shall be necessary for a decision by the Commission at any meeting of the Commission. At the call of any member, the vote on any pending question shall be taken by ayes and nays, and the same shall be entered in the record of proceedings. The Attorney General serves as legal advisor to the Commission, and he/she or the District Attorney of Montgomery County shall, upon written request, represent the Commission in litigation to which it is a party. Commission members are paid \$250.00 per day and mileage for attendance at Commission meetings.

Duties

The Commission has jurisdiction over the Alabama crime victim's compensation fund, and as such awards compensation for economic loss arising from criminally injurious conduct. The Commission hears and determines all matters relating to claims, and has the power to subpoena witnesses, compel their attendance, require the production of records, administer oaths, conduct hearings and receive relevant evidence. It may accept loans, grants and donations from private and public agencies, and in turn, may award monies to public or private nonprofit organizations for the purpose of establishing crime victims service programs that involve the collection of restitution. It collects and maintains statistical records, develops a comprehensive analysis of problems regarding crime victims, and publishes an annual report.

Financing

Funding for the Commission and its programs is through the Alabama Crime Victims' Compensation Fund, and comes from criminal court costs and fines, law suit recovery and a federal Victim of Crime Act (VOCA) grant. No general revenue funds are appropriated to the agency. By statute, a portion of costs assessed through the Commission are paid to the Office of Prosecution Services, and its Victim Services Fund. Those funds are distributed by the Executive Committee of the Alabama District Attorney's Association to various district attorneys' offices to employ a minimum of one full-time victim service officers in each circuit and to provide other direct services to victims as needed.

Office Location

The Commission is located at 5845 Carmichael Road and the mailing address is P.O. Box 231267, Montgomery, Alabama 36123-1267. The Commission's phone number is (334) 290-4420 and the fax is (334) 290-4455. Victim's only phone number 1-800-541-9388. The Commission's email is info@acvcc.alabama.gov. Dr. Cassie T. Jones is the Executive Director. Website: www.acvcc.alabama.gov

ALABAMA EMERGENCY MANAGEMENT AGENCY

Creation and Authority

The Alabama Emergency Management Act of 1955 established the Alabama Emergency Management Agency (hereinafter "AEMA"), and defines the authorities of the AEMA. (See *Ala. Code* §§ 31-9-1, et. seq., as amended). The Alabama Emergency Management Act delineates the responsibilities of the AEMA Director; the emergency powers of the Governor; and authorizes the development of the State Emergency Operations Plan, as well as local EMA programs.

The AEMA also has expanded responsibilities as outlined in Executive Order 4, March 6, 1987 and Executive Order 15, February 15, 1994. The Agency is designated as a co-chair of the Alabama Emergency Response Commission as outlined in Public Law 99-499 (42 U.S.C., §§ 11001, et. seq.)

Purpose

The vision for AEMA is building resiliency for tomorrow, strength for today, applying lessons from yesterday for a better tomorrow. The mission of the AEMA is to support our citizens, strengthen our communities, and build a culture of preparedness through a comprehensive Emergency Management program.

The purpose of the AEMA is to carry out the program for emergency management within the state. The Agency coordinates the activities of all organizations with emergency management responsibilities within the state and coordinates with major commanders of the armed forces within the state, the State Department of Public Safety, the State

Military Department, and with emergency management organizations of other states and of the federal government. Through this arrangement, statewide disaster mitigation, preparedness, response and recovery actions are planned and coordinated. These actions cover natural and man-made hazards that impact the state and local jurisdictions.

Financing

Alabama Code sections 31-9-1 to 31-9-24, as amended, authorized the Governor or the governing body of a political subdivision acting with the consent of the Governor to accept Federal funds in the form of gifts, loans, or grants. The Governor has granted the AEMA authorization to accept funding for emergency management purposes. AEMA also receives legislative appropriations from the State General Fund.

DIRECTOR OF THE STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY

The Director is appointed by the Governor and is a member of the Governor's Cabinet. The Director serves full time and may hold no other Federal, State, or local office in government during the appointment. The Director also holds the position of Assistant Director of Homeland Security for Emergency Preparedness and Response.

Duties

The Alabama Emergency Management Agency Director is the executive head of the Emergency Management Agency and is responsible to the Governor for carrying out the emergency management program in Alabama. The director has such additional authorities, responsibilities, and duties as may be prescribed by the Governor. Additionally, the Director is co-chairperson of the Alabama Emergency Response Commission.

Organization of the Department

The organizational structure of AEMA is a Governor appointed Director and Assistant Director. The Executive Operations Officer, Governmental Affairs Manager/Public Information Officer, and General Counsel report directly to the AEMA Director. The Agency is organized into the following areas of expertise: Administration/Preparedness; Response; Recovery; Field Operations; Chief Information Officer; and

Chief Financial Officer. Geographically, AEMA has the state divided into seven field operations divisions, with a AEMA Coordinator in each division.

Office Location

The Agency is located in the Alabama Emergency Operations Center located at 5898 County Road 41, Clanton, Alabama. The mailing address is P.O. Drawer 2160, Clanton, AL 35046. Phone: (205) 280-2200. Fax: (205) 280-2495. The current director is Director Brian E. Hastings, Col (ret), USAF. AEMA information can be found at: <https://ema.alabma.gov> and on the Agency Facebook and Twitter accounts.

DEPARTMENT OF FORENSIC SCIENCES

Creation and Authority

The office of State Toxicologist was created by Legislative Act in 1935. In 1980, the office of the State Toxicologist, known theretofore as the Department of Toxicology and Criminal Investigations, was changed to the Department of Forensic Sciences. The title State Toxicologist was changed at this time to Director of the Department of Forensic Sciences. See *Ala. Code* §§ 36-18-1 to 36-18-5.

The Director

The Director of the Department of Forensic Sciences is appointed by the Attorney General upon certification by the Director of Personnel as meeting job qualifications specified for this position in State service. The Director may be removed by the Governor only upon such proof as would authorize the impeachment of a District Attorney under laws of this State.

Duties

The professional personnel of the Department of Forensic Sciences, as designated by the Director, make investigations of unlawful, suspicious or unnatural deaths and crimes, as are ordered by the Governor, the Attorney General, any Circuit Judge, or any District Attorney of the State of Alabama. The Director and staff cooperate with Coroners,

Sheriffs and other law enforcement agencies in Alabama by providing scientific expertise in the investigations of various crimes. See *Ala. Code* § 36-18-2.

Organization

The Department has its administrative headquarters, as well as a laboratory at Auburn. Six other laboratories are located across the State in order to carry out the agency's various investigations, that is, in Hoover, Pelham, Huntsville, Mobile, Montgomery and Tuscaloosa. The Department is organized into the six disciplines of pathology, toxicology, implied consent drug chemistry, firearms and tool marks, and forensic biology.

Financing

The Department receives annual appropriations from the General Fund as well as certain fee-based funds. See *Ala. Code* §§ 36-18-4, 36-18-6, 36-18-32, and 36-18-51).

Office Location

The Headquarters for the Department is at the C.J. Rehling Building, 1051 Wire Road Auburn, Alabama 36832. The phone number is (334) 821-6254, fax (334) 887-7531. Website: www.adfs.alabama.gov. Mr. Angelo Della Manna serves as Director.

ALABAMA HEAD AND SPINAL CORD INJURY TRUST FUND ADVISORY BOARD

Creation and Authority

The Impaired Drivers Trust Fund Advisory Board was created by Act 92-586 in 1992 by the Legislature. The name was changed by the Legislature in 2016 to the Alabama Head and Spinal Cord Injury Trust Fund by Act 2016-259. See *Ala. Code* §§16-38A-1 to 16-38A-4.

Purpose

The Alabama Head and Spinal Cord Injury Trust Fund Advisory Board is responsible for establishing priorities and criteria for disbursement of monies in the Alabama Head and Spinal Cord Injury Trust Fund and assure maximum benefits from the trust.

Composition

The Board is composed of seventeen members, one member appointed from each of the following agencies or organizations: the Alabama Medical Association, the Alabama Head Injury Foundation, the Governor, the Department of Public Health, the Department of Human Resources, the Division of Special Education Services of the Department of Education, the Alabama Developmental Disabilities Planning Council, the Department of Mental Health, the Injury Prevention Research Center at the University of Alabama in Birmingham, the Alabama Head Injury Task Force, the Alabama Hospital Association, the Insurance Commissioner of Alabama, the Epilepsy Foundation of North and Central Alabama, the Alabama Medicaid Agency, the Alabama Coalition of Citizens with Disabilities, one member of the Alabama Senate appointed by the Lieutenant Governor, and one member of the Alabama House of Representatives appointed by the Speaker of the House. Members serve for full four year legislative terms. A chair and Vice Chair are elected from the membership. Meetings are called at the request of the chair, the Vice Chair, or five or more members. A majority of the Board constitutes quorum.

Duties

The Board establishes the priorities and criteria for disbursement of monies in the Alabama Head and Spinal Cord Injury Trust Fund. The Division of Rehabilitation Services in the State Department of Education expends monies from the trust in accordance with the Board's criteria. The Board shall also investigate the needs of citizens with head injuries and spinal cord injuries, identify gaps in services to the citizens, and issue reports to the Legislature. The Board shall also keep full and written minutes of its proceedings.

Financing

No financing for the Board is statutorily defined, however, the Board may adopt administrative rules for transacting business.

Office Location

Facilities for meeting of the Board are provided by the Alabama Department of Rehabilitation Services at 602 S. Lawrence Street, Montgomery, Alabama 36104. The Board may be contacted through its chairman, Reyn Norman, General Counsel of the Alabama Department of Insurance, at P.O. Box 303351, Montgomery, Alabama 36130-3351, or at telephone number (334) 241-4116.

ALABAMA JUSTICE INFORMATION COMMISSION

Creation and Authority

The Alabama Justice Information Commission was established in 1975 as the Alabama Criminal Justice Information Center Commission. See *Ala. Code* §§ 41-9-590 to 41-9-648. The commission's name was changed in 2013 with the creation of the Alabama Law Enforcement Agency.

Purpose

The purpose of the Commission is to provide an authority to establish policy for the use of criminal justice information within Alabama and ensure the State of Alabama complies with relative federal rules and law. The Alabama Law Enforcement Agency provides for the operational functions directly related to the Commission's policy.

Composition

The Commission is composed of two sections, a voting section and an advisory section. The voting section consists of the Secretary of Law Enforcement, the Attorney General, the Chairman of the Board of Pardons and Paroles, the Commissioner of the Department of Corrections, the President of the Alabama Sheriffs' Association, the President of the Alabama Association of Chiefs of Police, the Director of the Department

of Economic and Community Affairs, the President of the District Attorneys' Association, the President of the Circuit Clerk's Association, the Chief Justice of the Alabama Supreme Court, the President of the Alabama Association of District Court Judges, the President of the Circuit Judges' Association, and the Secretary of the Office of Information Technology.

The advisory section is made up of the presiding officer of the Alabama Senate, the Speaker of the Alabama House of Representatives, the President of the Association of County Commissioners of Alabama, the President of the Alabama League of Municipalities, the Director of the Administrative Office of Courts, and a citizen of the State of Alabama who is appointed by the Governor.

The Secretary of Law Enforcement is the permanent chair of the Commission. Annually, the Commission elects from its membership a Vice Chair. The Commission meets at the Alabama Law Enforcement Agency headquarters in Montgomery quarterly during January, April, July, and October. The Chair may also call a special meeting at any time. A simple majority of the voting Commission constitutes a quorum.

All policy matters to be brought before the Commission are first studied and prepared in the Privacy and Security Committee. This committee comprises four members of the Commission who are elected officials.

Organization

The Commission does not maintain a staff but depends upon and directs the Alabama Law Enforcement Agency to carry out its policies and directives. Within the Alabama Law Enforcement Agency, the state's CJIS Systems Officer (CSO) manages the affairs of the Commission.

Financing

The Commission does not receive appropriations. All operational functions of the Commission are funded through the Alabama Law Enforcement Agency.

Office Location

The Commission does not maintain a physical location. The Commission's contact is state CSO Maury Mitchell at 201 S. Union St., Suite 300, Montgomery, AL 36104 or at (334) 517-2800.

ALABAMA LAW ENFORCEMENT AGENCY

Creation and Authority

The Alabama Law Enforcement Agency was established Jan. 1, 2015. See *Ala. Code* §§ 41-27-1 to 41-27-12. This agency was created from the consolidation and realignment of 12 state law enforcement agencies/functions into one entity under the direction of the Secretary of Law Enforcement.

ALEA is responsible for the former functions and missions of the Alabama Department of Homeland Security, the Department of Public Safety, the Alabama Bureau of Investigation, the Alabama Fusion Center, the Alabama Criminal Justice Information Center, the Marine Police previously associated with the Alabama Department of Conservation and Natural Resources, the Alcoholic Beverage Control Board Enforcement Division, the Department of Revenue Enforcement Unit, the Forestry Commission Investigations Unit, the Agriculture and Industry Investigations Unit, the Public Service Commission Enforcement Unit, and the Office of Prosecution Services Computer Forensics Laboratories.

Purpose

ALEA's mission is to efficiently provide quality service, protection, and safety for the State of Alabama through the utilization of consolidated law enforcement, investigative, and support services.

Secretary of Law Enforcement

Appointed by the Governor, the Secretary of Law Enforcement shall serve as the appointing authority and executive head of the agency, as well as the appointing authority of department heads of the Department of Public Safety (DPS) and State Bureau of Investigations (SBI). The Governor fixes the salary within limits set by law and determines the term

of office.

Organization

ALEA is divided into three primary components: The Office of the Secretary, the Department of Public Safety and the State Bureau of Investigations.

The Office of the Secretary provides for the agency's Administration (Legal, Accounting, Personnel), Public Information and Governmental Affairs Office, Support Services Division (Aviation, Information Technology, Fleet, Communications, Alabama Criminal Justice Training Center, General Services), Protective Services Division (Dignitary Protection and Uniform Unit), Special Projects Office, Integrity Unit, and Office of Homeland Security. The Directors of DPS and SBI answer directly to the Secretary.

DEPARTMENT OF PUBLIC SAFETY

Highway Patrol Division has seven troops made up of 17 posts and three main communications centers. This Division accounts for approximately 65 percent of total arresting officers within the agency. Troopers patrol approximately 69,500 miles of rural roadways in Alabama. Their duties include enforcing motor vehicle laws and certain other statutes, investigating rural traffic crashes and performing special duties during emergencies. Functions of the division include Motor Carrier Safety, Traffic Homicide Investigations, and a Motorcycle Unit.

Communications Unit falls under Highway Patrol and is a modern telecommunications center providing interoperable radio communications throughout the state of Alabama in support of the regional Highway Patrol Dispatch Offices, and day-to-day communications needs for the Troopers of Capitol Patrol, which is part of Protective Services Division. There are three centers (ALEA North, Central and South), along with eight dispatch offices.

Driver License Division is responsible for testing and maintaining records on Alabama's licensed drivers. These records include crash reports, traffic arrest forms, driver license applications, and traffic violation convictions. In addition to administering the written and road skills driver license examinations to commercial and noncommercial

drivers, the division is responsible for the application of penalties that may result in the revocation or suspension of a driver license. Since 2010, the Division has offered STAR ID, Alabama's version of the federal government's REAL ID. The more secure version of the state's standard license, STAR ID stands for Secure, Trusted and Reliable Identification.

Marine Patrol Division became part of DPS following consolidation. Prior to ALEA's establishment, it was called Marine Police and was part of the Alabama Department of Conservation and Natural Resources. This Division's Troopers work to ensure safe and responsible use of the state's waterways. Personnel achieve this goal through various enforcement and education initiatives. In addition, they investigate vessel crashes and fatalities.

STATE BUREAU OF INVESTIGATIONS

Criminal Investigations comprises Major Crimes Unit, Special Victims Unit (including Internet Crimes Against Children) and Unsolved Violent Crime Unit. The Division's mission is to pursue justice by providing premier investigative services, building trusting relationships with its law enforcement partners and meeting criminal investigative needs.

Vice & Special Operations is made up of Narcotics Unit, Alcohol Enforcement Unit and Agriculture and Rural Crimes Unit. Agents in this Division work to investigate and enforce regulations related to the illegal distribution, use and consumption of narcotics, tobacco products and alcoholic beverages; and they investigate such agriculture and forestry crimes as farm equipment theft and property damage.

Criminal Justice Services includes the Alabama Sex Offender Registry, which maintains the registry and works with law enforcement agencies to ensure offenders are compliant. It also has the Criminal Records Section to maintain fingerprint files on all individuals arrested in Alabama; Latent Print Section to process crime scenes and crime scene evidence to identify suspects; Record Check Section to provide criminal history information upon request; Automated Fingerprint Identification System Section to analyze, store, match and retrieve fingerprint images; and Criminal Justice Information Unit to investigate misuse of criminal justice information, as well as to work with law enforcement agencies to support/train their personnel on laws and regulations regarding the use of

criminal justice information.

Alabama Fusion Center exists to improve Alabama's preparedness against terrorist attacks and to deter criminal activity. It is an information-sharing organization designed to combine or "fuse" information between federal, state and local government, private sector entities, and the intelligence community. AFC has the ability to process information in a manner that adds analytical value and focus dissemination toward those who need to know specific pieces of information. The center has personnel dedicated to several specific areas, including critical infrastructure, the issuing of AMBER Alerts, rural crime, cybercrime, terrorism, narcotics, gangs and human trafficking. The AFC also is responsible for the Alabama Center for Missing and Exploited Children, a statewide information and investigation center for the reporting by law enforcement and other agencies for missing and exploited children.

Financing

The Agency receives annual appropriations from the General Fund, plus appropriations to spend monies from a number of funding sources previously associated with legacy agencies or units of ALEA that have been combined into the Public Safety Fund. Legacy funds include the Automated Fingerprint Identification System Fund and the CJIS Automation Fund that receive revenue from court cost fees, criminal history fees and the other fees and are used for maintaining and providing the information and for the operations and maintenance of the automated fingerprint identification system and criminal justice information system operations. Federal and Local Funds appropriations consist of federal grants and fees for services rendered to other entities, such as implementing federally funded projects, drug-asset forfeiture, training of law enforcement personnel for other agencies and governments, etc., that further the mission of the agency. The Highway Traffic Safety Fund appropriation consists of fees for driver licenses, funds generated by violations of the Safety Belt Act, application fees for boater safety certification, duplicate driver licenses, an assessment on violations of municipal ordinances involving traffic offenses, and a sliding scale for driver license reinstatement fees. The fund is to be used for law enforcement purposes. The Public Safety Motor Vehicle Replacement Fund appropriation consists of funds generated by the disposal of Public Safety law enforcement vehicles and aircraft and is to be used for the purchase of traffic law enforcement motor vehicles, aircraft and related

equipment. One appropriated transfer from ALDOT's Public Road and Bridge is used for the purchase of equipment for traffic law enforcement, and a second appropriated transfer is used for operations.

Office Location

The Alabama Law Enforcement Agency is headquartered in Montgomery. The Office of the Secretary is at 201 South Union Street, Suite 300, Montgomery, AL 36104. The phone number is (334) 517-2800. Website: www.alea.gov.

STATE BOARD OF PARDONS AND PAROLES

Creation and Authority

The Board was established in 1939. See *Ala. Const.* Art. V, § 124, and *Ala. Code* §§ 15-22-20 to 15-22-56.

Purpose

The State Board of Pardons and Paroles was created by the Legislature under constitutional authority. It provides for the issuance of pardons and paroles, restoration of civil and political rights, and remission of fines and forfeitures and provides investigative and supervisory services to the Courts having adult probationary powers.

Composition

The Board is composed of three members, one of whom is designated as Chairman by the Governor. Each member is appointed by the Governor, with the advice and consent of the Senate, from a list of five qualified persons elected by majority vote of a nominating board. The nominating board consists of the Chief Justice of the Supreme Court as Chairman, the Presiding Judge of the Criminal Court of Appeals, the Lieutenant Governor, the Speaker of the House, and President Pro Tempore of the Senate.

Members of the Board of Pardons and Paroles must devote full time to their positions and may hold no other office of profit. They serve six-year staggered terms and may be removed by impeachment or for

physical or mental disability as determined in the Montgomery Circuit Court. The Board meets at the call of the Chairman or as determined by its rules. A quorum consists of two members, except that all three members must hear a case which involves: (1) a vote on a pardon for a person based on innocence, whose sentence to death has been commuted, or (2) a vote on the parole case of an inmate who has not served one-third of his sentence or ten years, whichever is less.

Duties

The Board investigates and studies prisoners confined in jails and prisons to determine their ultimate fitness for parole. It determines who may be released on parole and fixes the time conditions for such parole, and it supervises all prisoners on parole and those placed on probation by the courts. The Board aids parolees and probationers in obtaining employment, makes investigations concerning paroles and probation, and revokes paroles for cause. It reports to the courts concerning persons on probation. The Board may grant pardons, restore civil and political rights, and remit fines and forfeitures except in cases of treason, impeachment, or sentence of death. It also adopts general rules and regulations for carrying out the duties of the Board. The Board is required to make an annual report to the Governor, Secretary of State, and Department of Archives and History.

Organization

Board operations are led by the Executive Director and two Assistant Executive Directors. The Central Office includes the two Field Services Divisions, Training & Special Populations Division, Interstate Compact Division, Legal Division, Accounting Division, Personnel Division, and Information Technologies Division. The Board has local offices throughout the State. The offices are grouped into sixteen areas, and each area is headed by a District Manager. The Board employs necessary personnel, subject to the provisions of the Merit System.

Financing

The Board receives annual appropriations from the General Fund and collects a monthly supervision fee from persons on probation and parole unless they are exempted from such fee due to hardship.

Office Location

The Board's office is located at 301 South Ripley Street and the mailing address is P.O. Box 302405, Montgomery, AL 36130-2405. The phone number is (334) 353-7771 and the fax is (334) 353-9400. Website: www.pardons.state.al.us. Mr. Eddie Cook serves as Executive Director.

BOARD OF COMMISSIONERS OF THE ALABAMA PEACE OFFICERS' ANNUITY AND BENEFIT FUND

Creation and Authority

The Commission was established in 1969. See *Ala. Code* §§ 36-21-60 to 36-21-78.

Purpose

The Commissioners manage a special fund, called the Alabama Peace Officers' Annuity and Benefit Fund, established for the purpose of providing retirement allowances and other benefits for peace officers.

Composition

The Board consists of seven members. One member is appointed by the Governor for a period of six years; one is elected by the Fraternal Order of Police for a period of four years; one is elected by the Alabama Peace Officers' Association for four years; one is elected by the State Trooper Association, Inc. for a period of four years; one is designated by the Association of Chiefs of Police for a period of four years; one is elected by the State Police Association for a period of four years; and one is elected by the Alabama Sheriff's Association for a period of four years. Any member of the Board is eligible to succeed himself. Each one is paid at the rate of \$30 per day for each day's attendance at meetings of the Board and is reimbursed for expenses as provided by law. Four members of the Board constitute a quorum. The Board elects a Chairman and selects an Executive Director, who is the chief executive officer of the Board. The Executive Director need not be a member of the Board.

Duties

The Board serves as manager of the Alabama Peace Officers' Annuity and Benefit Fund and establishes rules and regulations for the administration of this fund. The Executive Director is responsible for keeping data for actuarial valuation of the Fund. The Commission keeps a full record of all its proceedings and issues a semi-annual report.

Financing

The Board is financed by yearly appropriations from the Alabama Peace Officers' Annuity and Benefit Fund. This fund receives its financial support from monthly contributions from peace officers and a part of the court costs in criminal proceedings.

Office Location

Offices for the Fund are at 514 South McDonough Street, P.O. Box 2186, Montgomery, Alabama 36102-2186. The phone number is (334) 242-4079, fax (334) 242-4072. Mr. John Hixon, Jr. serves as Executive Director. Website: www.apoabf.alabama.gov.

OFFICE OF PROSECUTION SERVICES

Creation and Authority

The Office of Prosecution Services was established in 1975. See *Ala. Code* §§ 12-17-230 to 12-17-234.

Purpose

The Office of Prosecution Services assists the prosecuting attorneys throughout the State in their efforts against criminal activity in the State.

Composition

The Office of Prosecution Services is headed by the Executive Director who employs a staff. The Director and the employees are not subject to provisions of the merit system.

Criminal Justice, Public Safety, and Corrections

The Executive Director is appointed by the executive committee of the Alabama District Attorneys' Association. This group fixes the conditions of employment and tenure in office and is responsible for the efficient discharge of the duties. The committee also fixes the salary of the Director within the total sum of funds available from all sources including federal grants, dues, and contributions. However, the salary shall not exceed an amount established by law. Office of Prosecution Services personnel are eligible for State retirement.

Duties

In carrying out the purpose as stated above, the Office of Prosecution Services furnishes assistance to the prosecuting attorneys through such functions as preparation and dissemination of indices, decisions of the Supreme Court and the Court of Appeals of Alabama; preparation of model indictments, search warrants and other appropriate documents employed in the administration of criminal justice; preparation and distribution of a basic prosecutor's manual; promotion of training of prosecuting attorneys; and the provisions of legal research assistance to prosecuting attorneys. Under sections 30-6-1 to 30-6-13 of the Code of Alabama, the Office has the additional responsibility for administration of domestic violence shelters. Under sections 15-23-3, 15-23-5, 15-23-12, 15-23-14, 15-23-15, and 15-23-17 of the Code of Alabama, the Office assists the various District Attorney Offices in providing services to victims of crime. The Office also prepares and administers the budgets of the various District Attorneys' offices.

Financing

The Office of Prosecution Services is funded from the district attorneys or solicitor funds in all the 41 judicial districts. The custodian of these funds must transmit monthly ten percent of the money which they collect for the district attorneys or solicitor funds to the Office of Prosecution Services. The Office also receives funds from the General Fund. Certain funds are also received from the Alabama Crime Victim's Compensation Fund for distribution by the Executive Committee of the Alabama District Attorney's Association to various district attorneys' offices to employ a minimum of one full time victim service officer in each circuit and to provide other direct services. The Department of Examiners of Public Accounts audits the expenditures and revenues of the Office of Prosecution Services annually.

Office Location

The Office is located at 515 South Perry Street, Montgomery, AL 36104. The phone number is (334) 242-4191, fax (334) 240-3186. Mr. Barry Matson serves as Executive Director.

STATE SAFETY COORDINATING COMMITTEE

Creation and Authority

The Committee was established in its present form in 1965 (See *Ala. Code* §§ 32-3-1 to 32-3-7).

Purpose

The Committee helps to coordinate the efforts to increase highway safety made by various organizations.

Composition

The Committee consists of twelve members, seven of whom are ex officio and five of whom are appointed. The ex officio members are the Governor, who is the Chair; the Director of Public Safety; the Director of the State Department of Transportation; the Attorney General; the Administrator of the State Alcoholic Beverage Control Board; the State Toxicologist; and the Chief Justice of the Alabama Supreme Court. The President of the Senate appoints two senators to be members of the Committee, and the Speaker of the House of Representatives appoints two members of the House. The Governor appoints one member from the state at large for a term of four years. The ex officio members serve until expiration of the terms for which they are elected or during their tenure in the office to which appointed. The appointed legislative members serve for the term for which they are elected or if reelected to the Legislature for a succeeding term, until a successor is appointed by the appointing officer during the succeeding term. The Governor, Director of Public Safety, Director of the State Department of Transportation, the Attorney General, the Administrator of the Alcoholic Beverage Control Board, the State Toxicologist, and the Chief Justice of the Alabama Supreme Court may each designate a person to serve at the pleasure of the appointing official. Any person serving on the committee who is not entitled to per diem

allowances and travel expenses as a state employee shall be entitled to the same per diem allowances and travel expenses in the same manner as a state employee. The membership of the board shall be inclusive and reflect the racial, gender, geographic, urban/rural, and economic diversity of the state, where possible.

Duties

The law provides that the Committee is to explore the problem of traffic safety, identify major highway and traffic problems, formulate concrete plans of action to meet these needs, and establish a schedule of priorities for action. It coordinates the separate programs adopted by traffic officials in all executive branches of State government, as well as those of county and municipal governments and of civic, commercial, industrial, labor, fraternal, religious, educational, and national organizations in a major effort to promote all aspects of public safety. The Committee is required to study specifically the problems of interstate and intrastate highway safety, the feasibility and advisability of the adoption of interstate highway safety compacts, the adoption of uniform laws and ordinances, the means of obtaining more uniform enforcement of traffic laws, and the problem of engineering safety control in roads and highways. It makes recommendations to the Legislature from time to time and may spend money for administrative purposes. Its organization and financing are not specified in the law.

Financing

Financing is specified under Alabama Code section 32-5-313, in provisions governing the Driver Education and Training Fund.

Office Location

Offices of the Committee are located at 401 Adams Ave., P.O. Box 5690, Montgomery, Alabama 36103-5690. The phone number is (334) 242-5454. Mr. William M. Babington serves as contact person. Email: bill.babington@adeca.alabama.gov.

STATE BOARD OF EDUCATION

Creation and Authority

The State Board of Education and the State Department of Education were established in 1854. See *Ala. Const.* Art. V, §§ 114, 116, 118, 132; Art. VII, § 173; and Art. XIV, § 262. See also *Ala. Code* Title 16 generally, §§ 16-2-1 to 16-2-8 and §§ 16-3-1 to 16-3-40 specifically. The structure of the Board was substantially altered in 1969 with the adoption of Amendment 284 of the Constitution, which provided for an elected State Board of Education and an appointed State Superintendent. A federal court order in 1996 further changed the Board from having all eight districts elected in the same election cycle to four positions being elected on alternating two-year cycles. Each board member serves a four-year term.

Purpose

The State Board of Education sets the policies for public education in the state, including courses of study, and the requirements to obtain certification to teach in a public school.

Composition

The State Board of Education has nine members. The Governor is an ex officio member of the Board and serves as President. The eight other members are elected, each from districts provided by general law. The Board elects a Vice President and a President Pro Tem from its membership, and the State Superintendent of Education serves as Secretary. The State Superintendent also serves as the Board's Executive Officer in carrying out its responsibilities for the public schools of Alabama.

The members serve four-year terms and must be elected by the qualified electors of the district that they represent. No person who is an employee of the Board is eligible to serve on the Board.

Generally, the Board meets on the second Thursday of each month at the office of the Department of Education in Montgomery for matters pertaining to K-12 education, but it holds a regular annual meeting on the

second Tuesday in July. Work sessions and other meetings may be held on dates set by the Board, by its President, or by the State Superintendent of Education on written request of a majority of board members.

Duties

The State Board of Education establishes policies, prescribes minimum course content and exercises general control and supervision over the public elementary and secondary schools. The Board is required to adopt textbooks used in public schools. It adopts rules and regulations governing the education of exceptional and disabled children.

The Board conducts investigations regarding the educational needs of Alabama and adopts rules for proper construction and sanitation for school buildings. The Board attempts to remove illiteracy in the State.

The Board invests endowment funds and funds held for investment subject to the conditions imposed by Alabama law. It approves policies for the administration of school equalization, controls any scholarship funds appropriated by the Legislature for elementary teachers, borrows money, and accepts and administers gifts and donations. The Board submits an annual report to the Governor.

STATE DEPARTMENT OF EDUCATION

Purpose

The State Department of Education executes educational policies for the schools of the State as authorized by law and determined by the State Board of Education. Its functions are carried out through the State Superintendent of Education and personnel of the State Department of Education, whom the State Superintendent directs (See *Ala. Code* §§ 16-2-1 to 16-2-8).

Financing

The financing of the Department is complex for two reasons. First, a large number of special funds are involved. Second, the Legislature makes some appropriations directly to the State Board of Education and others to the Department. The funds listed in this paragraph are

administered by the State Board of Education to the local boards of education. The source of these special funds is the Education Trust Fund. The Foundation Program provides for Salaries and Employee Benefits, Classroom Instructional Support, Textbooks, Technology, Professional Development, Library/Media Centers Enhancement, Other Current Expenses, Transportation Program, and At-Risk Student Programs. The Public School Fund for capital outlay is also allocated as a part of the Foundation Program calculations.

The funds listed in this paragraph are administered by the State Department of Education. These funds, the source of which is the Education Trust Fund, include: Operation and Maintenance of the administrative functions of the Department and designated funding for Dropout Prevention, Alabama Writing Projects, Leadership Education, At-Risk, Alabama Reading Initiative, Alabama Math, Science, and Technology Initiative, Distance Education; and Alabama Science in Motion.

The Department also receives federal appropriations under various federal statutes.

STATE SUPERINTENDENT OF EDUCATION

The chief state school officer is the State Superintendent of Education. The State Superintendent is appointed by the State Board of Education and serves at the pleasure of the Board. The authority and duties of the State Superintendent are determined by the Board subject to such regulations as may be prescribed by the Legislature (See *Ala. Code* §§ 16-4-1 to 16-4-21).

Organization of the Department

The various sections of the State Department of Education, which are all responsible to the State Superintendent of Education, are listed below. One Chief of Staff, Two Division Directors, and nine Unit Coordinators head all divisions/sections of the Department.

Executive Office

The State Superintendent is secretary and executive officer of the State Board of Education. By virtue of this office, the State Superintendent

is an ex officio member of the boards of trustees of state special schools and state corrective schools and all state public universities except Alabama Agricultural and Mechanical University, Auburn University, and Alabama State University. The State Superintendent also is a member of the State Building Commission, Alabama Public School and College Authority, Teachers' Retirement System Board of Control, and other boards and commissions.

The State Superintendent is responsible for administering public education as provided by the Constitution of Alabama, statutory enactments and policies set by the State Board of Education, and administration and supervision of the State Department of Education. The State Superintendent also has general control and supervision over the public schools of Alabama.

The State Superintendent serves as chief executive officer of the Department; appoints all non-exempt Department employees from merit system lists of eligible applicants, and appoints exempt employees as needed; prepares reports, budgets, rules, and regulations, and publishes materials of educational interest.

Personnel in the Executive Office provide secretarial and support services to members of the State Board of Education and the State Superintendent of Education.

Office of General Counsel

The General Counsel serves as the chief legal advisor to the State Board of Education, the State Superintendent, and the State Department of Education on all matters relating to elementary/secondary education. The Office of General Counsel conducts or supervises all litigation in which the Board, State Superintendent or Department is a party. It represents the Board, State Superintendent, and Department in administrative hearings. The Office of General Counsel, upon request, reviews contracts, program proposals, and other documents prepared by the various divisions/sections of the Department. It handles all claims before the State Board of Adjustment and responds to legal inquiries submitted by departmental divisions/sections as well as the local school systems. This office supervises the Alabama Administrative Procedure Act Section. Attorneys within the office prosecute certification cases against educators who have committed acts of misconduct.

An attorney under the supervision of the General Counsel serves as the liaison between the Alabama Legislature, the Governor's Office and the State Superintendent concerning legislation on educational matters. This office prepares legislation for the State Department of Education along with written rationales for these and any other bills supported by the Department. In addition, this office prepares legislation for local school systems, legislators, and others as requested, and amends existing legislation when needed and upon request. Throughout each legislative session, this office tracks all bills relative to education and disseminates weekly written reports to local school systems on the status of the bills.

Director of Communication

The Communication Office is headed by a Director of Communications. This office is responsible for increasing awareness and understanding of the State Board of Education's high academic standards, goals and initiatives, and policies. This office publishes the *Alabama Education News*, directs news media relations, coordinates various teacher and school recognition programs, and conducts public information efforts.

DEPUTY STATE SUPERINTENDENT OF EDUCATION/ASSISTANT STATE SUPERINTENDENTS OF EDUCATION

The Department of Education has two Division Directors and a Chief of Staff. The first Division Director oversees Instruction and the second oversees Administration and Finance. The Chief of Staff oversees Professional Learning.

The Division Director for Instruction, whose title is Chief Academic Officer, provides oversight for the Division of Instruction and is responsible for overseeing the department's educational reform efforts. This Division Director works with staff in all areas of the Department to develop materials and carry out activities and mandates related to education reform. This Division Director is also responsible for Student Learning, Career and Technical Education/Workforce Development, Evaluation, Accountability and Support, and Teaching and Leading.

The Division of Instruction is responsible for providing services designed to improve instruction and promote student achievement in the public kindergartens and elementary, middle and secondary schools in the

state. Under this Division Director are four Unit Coordinators. The Unit Coordinator for Student Learning oversees the following sections: Special Education Services; Federal Programs; Alabama Math, Science, and Technology Initiative; Instructional Services; School Improvement; and Alabama Reading Initiative. The Unit Coordinator for Career and Technical Education/Workforce Development oversees Career and Technical Education; Workforce Development; and Counseling and Guidance. The Unit Coordinator for Evaluation, Accountability and Support oversees Education Technology; Compliance Monitoring; Assessment; Prevention and Support; and Accountability. The Unit Coordinator for Teaching and leading oversees Educator Certification and Educator Preparedness.

The Division of Administration and Finance is responsible for the distribution of federal, Foundation Program, and Public School Fund monies, and for the compilation of the statistical *Annual Report*. Under this Division Director are four Unit Coordinators. The Unit Coordinator for LEA Auxiliary Support Services oversees School Facilities; Pupil Transportation; and Child Nutrition. The Unit Coordinator for SDE Business and Support Services oversees SDE Accounting; Human Resources; and Procurement and Operations. The Unit Coordinator for Information Systems oversees Network Operations and Software Development. This Division Director also is over LEA Accounting and Reporting and Disability Determination Services.

The Disability Determination Services is administered under an agreement with the Social Security Administration and the Department of Health and Human Services. This program makes decisions on Social Security disability claims and Supplemental Security Income claims filed by citizens of Alabama. Offices in Birmingham and Mobile receive claims sent from various Social Security district offices throughout the state. The agency processes initial, appellate and continuing disability review claims. Disability decisions are made by trained examiners and staff physicians according to regulations issued by the Social Security Administration.

The State Superintendent is responsible for keeping continuous inventory of all school buildings. He approves budgets of all county and city school systems, approves the issuance of warrants by county boards, and supervises federal grants. Federal funds are managed to assure that monies are expended in accordance with legislative intent and to the greatest benefit of Alabama's citizens. Programs are monitored and

reviewed to verify that agencies receiving funds conduct activities in a manner that precludes audit exceptions and/or other legal obligations, and that accountability is maintained at every level.

Office Location

Main offices of the State Board of Education and the State Superintendent of Education are in the Gordon Persons Building, Room 5114, 50 North Ripley Street, Montgomery, Alabama 36104-3833. The mailing address is P.O. Box 302101, Montgomery, AL 36130-2101. The phone number is (334) 242-9700, FAX number (334) 242-9708. Website: www.alsde.edu.

STATE COURSES OF STUDY COMMITTEE

Creation and Authority

The Committee was established in 1965, and its composition was modified by the Legislature in 1984 and in 1991. See *Ala. Code* §§ 16-35-1 to 16-35-5.

Purpose

The Committee prepares the contents of courses of study in public elementary and secondary schools and revises the same from time to time. The State Board of Education must vote to approve each draft course of study developed by the Committee.

Composition

The State Courses of Study Committee consists of twenty-eight members including one elementary teacher from each of the seven Congressional Districts who teaches in grades K through 6 and one secondary teacher from each of the seven Congressional Districts who teaches in grades 7 through 12. Each teacher member must be teaching in the course-of-study areas to be revised during the member's term of office. The Committee also includes: four members from the state at large who are actively engaged in a supervisory or administrative capacity in education and who are knowledgeable or who have had previous teaching experience in the course of study areas to be revised during their term of

office; three members who are employees of state institutions of higher learning and are specialists in the course-of-study areas to be revised during their terms of office; and seven business or professional representatives not employed in the field of education (one from each of the seven Congressional Districts). Local boards of education, through their superintendents, nominate the teachers and the supervisors/administrators to serve on the Committee, and the State Board of Education, on the recommendation(s) of the State Superintendent, makes the committee appointments. The Governor appoints the business and professional representatives with the appointment being confirmed by the Senate. Members serve for one year, and hold office until their successors are appointed. Standards for membership above and beyond those specified by statute may be prescribed by the State Board of Education.

Duties

The Committee conducts continuing studies and evaluations of the courses taught in public elementary and secondary schools of the State. It prepares the contents of courses of study for each grade and revises them from time to time. The basic content of courses of study, the texts being used and others which are available, and the educational objectives of the various courses are considered. At least every two years, the Committee prepares a report which includes the compulsory minimum content of courses of study; recommended revision of courses, materials, and subject matter content; and the treatment of specific courses and subject areas. These reports are submitted to the State Superintendent of Education and to members of the State Textbook Committee. Each of these prepares separate written recommendations to the State Board of Education for such action as it may consider advisable.

Office Location

The Committee operates under the aegis of the State Department of Education and is located in the Gordon Persons Building, 50 North Ripley Street, Room 3345, Montgomery, Alabama 36130-2101. The telephone number is (334) 242-8059, fax number (334) 242-0482. Contact person is Mrs. Cynthia Brown, Director of Curriculum and Instruction.

ALABAMA EDUCATION AUTHORITY

Creation and Authority

The Alabama Education Authority was established in 1959. See *Ala. Code* §§ 16-15-1 to 16-15-13.

Purpose

The Alabama Education Authority was established to provide for the construction, alteration, and improvement of public school and college building facilities, and for the procurement of sites and equipment for such facilities.

Composition

The Alabama Education Authority is a public corporation composed of six state officials. These officials are the Director of Finance, the Commissioner of Revenue, the State Superintendent of Education, the State Treasurer, the State Auditor, and the Attorney General. These officials receive no additional compensation for their duties as members of the Authority. Any four members of the corporation constitute a quorum.

Duties

In carrying out its purpose, the Authority may issue bonds in anticipation of the receipt of certain revenues to be paid into the Alabama Special Educational Trust Fund. It may pledge such revenues for the repayment of the bonds. The Authority has succession by its corporate name until the principal and interest of all bonds issued by it shall have been paid in full. It may establish a fiscal year and may employ necessary attorneys and agents.

Organization

The Director of Finance is the President of the Authority, the Commissioner of Revenue is the Vice President, the State Superintendent of Education is the Secretary, and the State Treasurer is the Treasurer.

Financing

The Authority may issue bonds for amounts specified by the Legislature. They are not general obligations of the State.

Office Location

The State Superintendent is Secretary and should have the records of this authority.

**ALABAMA EDUCATIONAL TELEVISION
COMMISSION****Creation and Authority**

The Commission was established in 1953. See *Ala. Code* §§ 16-7-1 to 16-7-6.

Purpose

The Commission controls and supervises the use of television channels assigned for noncommercial, educational use and the programming released over such channels. It exercises overall responsibility for "Alabama Public Television." The Commission is the FCC licensee for nine public television stations and one public radio station.

Composition

The Commission has seven members (one from each Congressional District) who are appointed by the Governor with the advice and consent of the Senate. They must be residents and qualified electors of Alabama. They may hold no other office of trust or profit and may have no financial interest in any facilities with which the Commission has dealings. Members serve ten-year staggered terms and may be removed by impeachment. Their compensation is \$25 per day, not to exceed \$1,200 per year, plus expenses as provided by law. The Commission determines its own date, time, and place of meeting. No quorum is specified by law.

Duties

The Alabama Educational Television Commission surveys, studies, and appraises the need for an overall plan to make television available for noncommercial, educational use. It is specifically charged with the duty of controlling and supervising the use of channels reserved by the Federal Communications Commission to Alabama for noncommercial, educational use. It designates the locations of educational stations and makes rules and regulations to govern the operations and programs of such stations. It may own and operate television stations or contract for their use. It may adopt rules and regulations for governing its operation and can appoint necessary agents and employees. It may delegate its duties and powers when appropriate.

Organization

The Commission may elect a Chairman, Secretary and other officers and may appoint an Executive Director. The Executive Director supervises the operational entity known as Alabama Public Television. All employees of the Commission are appointed under provision of the Alabama Merit System.

Financing

The Commission is one of the agencies responsible for performing the educational function of Alabama government and receives annual appropriations from the Alabama Special Educational Trust Fund.

Office Location

The Commission's central offices are located at 2112 11th Avenue S., Suite 400, Birmingham, Alabama 35205-2884. A local office is maintained in Montgomery at 1255 Madison Avenue, Montgomery, Alabama 36107. The main number, in Birmingham, is (205) 328-8756, and the Montgomery number is (334) 264-9900. The Commission also maintains a toll-free number at 1-800-239-5233. Executive Director of the Commission and of "Alabama Public Television" is Mr. Roy Clem.

ALABAMA EDUCATIONAL TELEVISION FOUNDATION AUTHORITY

Creation and Authority

The Authority was established by the Alabama Legislature in 1982. See *Ala. Code* §§ 16-7A-1 to 16-7A-8.

Purpose

The Authority receives, invests and expends donated monies for educational and eleemosynary purposes, related to the promotion, development and growth of educational and public broadcasting and television in Alabama.

Composition

The Authority consists of thirteen members appointed by the Alabama Educational Television Commission. Members include: one member from each congressional district, the public network's Executive Director as an ex officio member, and five members selected from the state at large from persons with expertise in broadcasting or investments. Members are elected for four-year terms, on a staggered basis. The ex officio member is non-voting.

Duties

Activities of the Authority consist solely of fund development, promotion, and growth of educational and public broadcasting. It is specifically prohibited from carrying on propaganda, or otherwise attempting to influence legislation or engaging in political campaigns.

Organization

Members of the Authority elect officers from among themselves and meet at the call of the president or upon the call of four or more members. Members receive no salary for their services. The Authority is exempt from taxation and subject to audits by the Department of Examiners of Public Accounts.

Office Location

The Authority may be contacted through the Offices of the Alabama Educational Television Commission, 2112 11th Avenue S., Suite 400, Birmingham, Alabama 35205-2884. The phone number is (205) 328-8756. Mr. Roy Clem is Executive Director of Alabama Public Television.

ALABAMA INSTITUTE FOR DEAF AND BLIND

Creation and Authority

The School was started in 1858 and authorized by statute in 1860. See *Ala. Code* §§ 21-1-1 to 21-1-26.

Purpose

This is a public corporation created to provide education and training for the deaf and blind and to develop, maintain, and supervise workshops and home industries for the blind.

Financing

The Institute is financed by appropriations from the Alabama Special Educational Trust Fund, income from sales of blind-made products, and other sources.

The Board of Trustees

As presently constituted, the Board of Trustees has 14 members. Three of the appointed members are selected from the congressional district in which the school and main campus is located (Talladega County), and one member is selected from each of the other congressional districts in the state and as many other members as is necessary to complete the total membership of the Board, who shall be appointed from the state at large. The at-large members shall be individuals who have formerly attended the Institute. Appointed members serve six-year staggered terms. No compensation is provided. The Board appoints officers, faculty members, and other personnel. It may borrow money when deemed necessary.

The Board appoints a Secretary to keep a full record of its proceedings. Also, it may organize an Executive Committee of three members to carry out any powers or duties of the Board.

President of the Institute for Deaf and Blind

The president is appointed by the AIDB Board of Trustees and serves as the chief executive officer of a multi-campus institution serving deaf and blind individuals from infancy through aging including residential schools, a statewide network of eight regional centers and a diverse manufacturing complex which is the state's largest employer of blind persons.

Office Location

The Alabama Institute for Deaf and Blind is headquartered at 205 E. South Street, P.O. Box 698, Talladega, Alabama 35161. The phone number is (256) 761-3200. President of the Institute is Dr. John Mascia, Au.D. Talladega-based campuses include: Alabama School for the Deaf, Alabama School for the Blind, Helen Keller School of Alabama, E.H. Gentry Technical Facility, and the Alabama Industries for the Blind. AIDB also operates regional centers in Birmingham, Dothan, Huntsville, Mobile, Montgomery, Tuscumbia, Talladega, and Tuscaloosa. Website: www.aidb.org

MARINE ENVIRONMENTAL SCIENCES CONSORTIUM

Creation and Authority

The Marine Science Consortium was created in 1971. See *Ala. Code* §§ 16-45-1 to 16-45-5.

Purpose

The Marine Environmental Sciences Consortium, also known as Dauphin Island Sea Lab, provides educational programs in marine sciences on the elementary, secondary, undergraduate and graduate levels and promotes and encourages pure and applied research in marine sciences and related areas. A group providing coastal resource planning and

management has been developed to assist the State's Coastal Programs (ADCNR). The Shelby Center for Ecosystem-Based Fishery Management supports the Marine Resources Division (ADCNR) and the National Marine Fisheries Service (NOAA).

Composition

The Consortium is composed of a number of public and private universities and colleges in the State. The member institutions are:

- 1) Alabama A & M University
- 2) Alabama State University
- 3) Athens State College
- 4) Auburn University
- 5) Auburn University in Montgomery
- 6) Birmingham-Southern College
- 7) Huntingdon College
- 8) Jacksonville State University
- 9) Judson College
- 10) Samford University
- 11) Spring Hill College
- 12) Stillman College
- 13) Talladega College
- 14) Troy State University
- 15) Troy State at Dothan
- 16) Tuskegee Institute
- 17) University of Alabama in Birmingham
- 18) University of Alabama in Huntsville
- 19) University of Alabama, Tuscaloosa
- 20) University of Mobile
- 21) University of Montevallo
- 22) University of North Alabama
- 23) University of South Alabama
- 24) University of West Alabama

Institutional membership may be increased or decreased under regulation established by the Board of Directors.

Organization

The Consortium is constituted as a body corporate. Its entire management is vested in a Board of Directors composed of the chief

executive officers of the member institutions. An executive committee of that body functions through the Consortium Director.

Financing

The Consortium is supported by an annual appropriation from the Legislature, extramural support for research and education, and independent fees for tuition and services.

Office Location

Facilities for the Consortium's activities are located at Dauphin Island, at 101 Bienville Boulevard, Dauphin Island Sea Lab, Dauphin Island, Alabama 36528. The mailing address is P.O. Box 369, Dauphin Island, Alabama 36528. The phone number is (251) 861-2141. The fax number is (251) 861-2265. Website: www.disl.org. Dr. John Valentine is Executive Director.

PUBLIC EDUCATION EMPLOYEES' HEALTH INSURANCE FUND

Creation and Authority

The Public Education Employees' Health Insurance Board was established in 1983. See *Ala. Code* §§ 16-25A-1 to 16-25A-22.

Purpose

This is a statutory board created to provide a health insurance plan for public education employees and, under certain conditions, retired employees and to adopt and promulgate rules and regulations for the administration of such plan.

Composition

The board consists of the fifteen-member Teachers' Retirement System of Alabama Board of Control.

Duties

The board is authorized to execute a contract or contracts to provide for the benefits or the administration of benefits under the plan of health insurance coverage. The board shall re-evaluate the contract yearly and re-negotiate on a competitive basis at least every three years.

Organization

The chairman and Vice Chairman vice chairman of the Teachers' Retirement System board of control are ex officio chairman and Vice Chairman of the Public Education Employee's Health Insurance Board. The Secretary-Treasurer of the Teachers' Retirement System shall serve as chief executive officer of the Public Education Employees' Health Insurance Plan. The Board is empowered to employ actuarial, administrative, legal, and other special services as shall be deemed necessary to transact the business of the insurance plan.

Financing

The plan is financed by an annual appropriation from the Alabama Special Education Trust Fund, employees' premium costs for dependent coverage, and investment income.

Office Location

Administration of the plan, including staff support for the Public Employees' Health Insurance Plan, is managed by the Secretary-Treasurer of the Teachers' Retirement System. The Teachers' Retirement System is located at 201 South Union Street, Montgomery, Alabama 36130-4101 and the mailing address is P. O. Box 302150, Montgomery, AL 36130-2150. The telephone number is (877) 517-0020, fax number (877)-517-0021. Website: www.rsa-al.gov. Dr. David G. Bronner serves as Secretary-Treasurer of the Teachers' Retirement System.

BOARD OF REHABILITATION SERVICES

Creation and Authority

The Board of Rehabilitation Services was created in 1994. See *Ala. Code* §§ 21-9-1 to 21-9-14.

Purpose

The Board of Rehabilitation Services determines the policies for provisions of rehabilitation services to eligible children and adults with disabilities throughout Alabama, including policies for the governance of the Department of Rehabilitation Services. It also appoints a Commissioner to serve as chief executive officer of the Department.

Composition

The Board consists of seven members, one from each congressional district, appointed by the Governor and confirmed by the Senate. Members serve seven-year, staggered terms, with no member serving more than two full, seven-year terms of office. Three members must be individuals with a disability, selected from consumer disability organizations, one member must be a parent of a child with a disability, and three members must be selected from organizations of business and industry within the state. No member may be an employee of the state or an elected state official. Upon taking office, a member must take an oath, and give bond in the amount of \$5,000.

Organization

The Board meets at least quarterly and at the call of the chair or any four members. A Chair is elected from the membership at the first meeting and every two years thereafter. Members receive travel reimbursement and per diem for meetings and other official duties in accordance with requirements governing state employees.

Duties

The Board supervises expenditures from appropriations for rehabilitation services, prescribes qualifications for the Commissioner and other employees, exercises governing authority for programs, accepts and holds property and gifts, appoints the Commissioner of Rehabilitation Services, and makes rules and regulations for the provision of services.

DEPARTMENT OF REHABILITATION SERVICES

Creation and Authority

The Department of Rehabilitation Services is directed by the Commissioner and carries out policies of the Board as prescribed by statute.

COMMISSIONER OF REHABILITATION SERVICES

Creation and Authority

The Board appoints a Commissioner to be the chief executive office of the Department, under a contract not exceeding four years. The Commissioner receives a salary and expense allowance set by the Board.

Duties

The Commissioner serves as secretary to the Board and is responsible for management. The Commissioner appoints other employees and sets their compensation, prepares an annual report on the department, promulgates regulations, establishes other administrative units in the Department with board approval, coordinates annual reports and budget requests to the Legislature and legislative matters relating to rehabilitative services, consults with other agencies and with private agencies and organizations, conducts research, establishes and administers programs.

Financing

The Department is funded through legislative appropriation, federal and state grants, and may receive funds from the private sector. The Commissioner was required to appear before the Permanent Joint Legislative Committee on Finances and Budget for not less than five consecutive years immediately following the effective date of the enabling act.

Office Location

The Board may be contacted through the Commissioner of the Alabama Department of Rehabilitation Services, 602 South Lawrence Street, Montgomery, Alabama 36104. The phone number is (334) 293-7500, Fax number (334) 293-7383. Jane Elizabeth Burdeshaw serves as

Commissioner. Website: www.rehab.alabama.gov.

ALABAMA RESEARCH ALLIANCE

Creation and Authority

The Alabama Research Institute established by Gubernatorial Executive Order No. 62 dated January 3, 1983. The Institute was subsequently reorganized by Gubernatorial Executive Order No. 10 dated December 2, 1985, by Executive Order No. 31 dated January 12, 1990, Executive Order No. 22 dated July 31, 1996, and by Executive Order No. 10 dated June 2, 1999. The Institute was renamed the Alabama Research Alliance and reorganized by Executive Order No. 71 dated June 26, 2002. Subsequently, Executive Order No. 37 dated November 16, 2007, rescinded all previous executive orders and designated Alabama Department of Economic and Community Affairs (ADECA) as the state agency to administer ARA.

Purpose

The purpose of the Alliance is to support and encourage educational, agricultural, maricultural and industrial activities involving basic and applied scientific research and development within the State. The Alliance is designated as a State agency to accept federal funds appropriated or allocated by Congress to the State for scientific research and development, to receive contributions, to receive state appropriations, and to receive monies from other sources for the purpose of carrying out research and development activities as provided by Act 81-1185.

Composition

Amendment 1 to Executive Order No. 606 (formerly Executive Order No. 37), signed by Governor Ivey on August 21, 2017, added the State Treasurer to the Alabama Research Alliance Board of Directors. Other members, all of which serve ex officio, include: the Governor, serving as Chairman; the State Finance Director; the ADECA Director; and the Division Chief of the ADECA Energy Division, who serves as Secretary and a non-voting member of the Board.

Organization

A majority of directors present constitute a quorum. Board directors are expected to make full disclosure of any conflict of interest in any matter brought before the Board. Meetings held by the Board are open to the public and written proceedings shall be maintained by the principle office of the board (ADECA) and shall be made available for public inspection during regular business hours.

Powers and Duties

The Board is empowered to adopt, alter, and repeal bylaws and regulations for the conduct of its affairs and business; to make comprehensive rules and regulations for the awarding and administration of a research grant-in-aid program; to enter into contracts pursuant to its purposes, to appoint and contract with consultants, such as engineers, scientists, for the evaluation of projects and activities. Management of the endowment shall be under the control of the Board of Directors and all powers necessary or appropriate for the management and control of the endowment shall be vested solely in a professional fund manager selected by the Board. All investments shall be made in accordance with the laws of Alabama and with the policies and procedures as established by the Treasurer's Office of Alabama.

Financing

The endowment capital shall consist of funds authorized by Act 81-1185 and additional funds appropriated through the 1982 Regular Session of the Alabama Legislature. No disbursement may be made from the endowment capital to support research and development activities or for administrative support. It is intended that only the income from the endowment shall be used to support research and development activities. Expenses of discharging duties of the Board and the Alliance are payable from investment income on endowment funds under the Board's supervision.

Office Location

The Alliance is administered by the Alabama Department of Economic and Community Affairs (ADECA). Further information about the Alliance can be obtained through ADECA at the Alabama Center for Commerce, 401 Adams Avenue, Room 560, Montgomery, AL 36104.

Phone: 334-242-5290. Website: www.adeca.alabama.gov.

TEACHERS' RETIREMENT SYSTEM OF ALABAMA

Creation and Authority

The Teachers' Retirement System was created in 1939. See *Ala. Code* §§ 16-25-1 to 16-25-170 and *Ala. Const.* § 138.03.

Purpose

The Teachers' Retirement System of Alabama was created to provide a retirement program for teachers, administrative and support personnel in public schools and colleges in Alabama.

The Board of Control

Composition. The Teachers' Retirement System is headed by a Board of Control, which consists of 15 members. There are three ex officio members: the State Superintendent of Education, the State Treasurer, and the Director of Finance. The remaining 12 members are elected by participants in the retirement system. One of the elected members must be a city or county superintendent, one a school principal, one a member from post-secondary education, two retired members of the retirement system, and three classroom teachers, two shall be educational support personnel, and two from higher education.

No member or employee of the Board may have any direct interest in the profits of investments made by the Board or become an endorser or surety for money loaned or borrowed by the Board. Members serve three-year staggered terms and receive no compensation for their services other than expenses as provided by law. The date, time, and place of meeting are determined by Board rules. No quorum is specified by law. However, eight votes are required for a decision.

Duties. The Board of Control serves as trustee of the retirement funds and establishes rules and regulations for the administration of these funds. It is responsible for keeping necessary data for actuarial valuation of the funds. The Board elects a Secretary-Treasurer who serves as chief executive officer. The Board sets the investment policy and elects an

Investment Committee, composed of the Director of Finance and two other board members. The Investment Committee approves or disapproves investments recommended by the Secretary-Treasurer in accordance with policies set by the Board. The Board keeps a full record of all its proceedings and issues an annual report. The Board may employ any necessary consultants or personnel and may provide for a medical board of three physicians to pass upon all required medical examinations.

Secretary-Treasurer

The Teachers' Retirement System of Alabama is headed by a Secretary-Treasurer who supervises the day-to-day operations of the system. The Secretary-Treasurer is tasked with carrying out the investment policies set by the Board. With the approval of the Board, the Secretary-Treasurer employs the personnel necessary to operate the system.

Financing

The retirement system is financed by member contributions, income from investments, and employer contributions.

Office Location

Offices of the Teachers' Retirement System are located at 201 South Union Street, P.O. Box 302150, Montgomery, Alabama 36130-4101. The phone number is (877) 517-0020, fax (877) 517-0021. Website: www.rsa-al.gov. Dr. David G. Bronner serves as Secretary-Treasurer.

STATE TEXTBOOK COMMITTEE

Creation and Authority

The Committee was established in its present form in 1969. Its membership was increased by the Legislature in 1982. In 1998, the committee was reorganized. See *Ala. Code* §§ 16-36-60 to 16-36-70 and Act No. 98-320.

Purpose

The State Textbook Committee recommends textbooks for public elementary and secondary schools to the State Board of Education.

Composition

The Committee has twenty-three members. The State Board of Education appoints fourteen of these members from a list of nominations submitted by the State Superintendent of Education as follows: four secondary school teachers and four elementary school teachers (these eight must include a teacher from each of the congressional districts and one statewide); two employees of state institutions of higher learning; and four from the state at large. The Governor appoints nine lay members, all of whom must be confirmed by the Alabama Senate, but no one of whom may be actively employed in the field of education. Two of the lay members must be local school board members, and two must be named by the Governor from recommendations made by the State Superintendent of Education. Members may have no interest in any textbook or business firm dealing in textbooks. They serve for one-year terms and are paid per diem and travel expenses to and from meetings at the rate established by state regulations, not to exceed twenty-five days per year. The Committee meets on call of the Superintendent of Education within two weeks following the date of appointment. Thereafter, it meets on call of its chairperson or the State Superintendent. No quorum is specified by law.

Duties

The State Board of Education divides subjects of study so that all textbooks on a given subject for grades kindergarten through twelve are considered for adoption or rejection in one year. The State Textbook Committee shall make recommendations to the State Board of Education in writing, and both recommendations and dissents shall be filed with the State Board of Education and shall be available for public inspection. Based on these recommendations the State Board of Education shall adopt textbooks. Local textbook committees may then select one or more of these books or select other textbooks as otherwise provided by law.

Organization

The Committee elects a Chairman and Secretary from its membership.

Office Location

The committee operates under aegis of the Division on Instructional Services of the State Department of Education, and maintains

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offices in the Gordon Persons Building, Room 3345, 50 N. Ripley Street, Montgomery, Alabama 36130-3901. The phone number is (334) 353-1191, FAX number (334) 242-0482. Mrs. Robin Nelson serves as Director for Curriculum and Instruction. Mr. Martin Dukes, mdukes@alsde.edu, serves as administrative officer for the Committee.

ALABAMA ATHLETE AGENTS COMMISSION

Creation and Authority

The Alabama Athlete Agents Commission (Commission) was established by the Alabama Legislature in 1988. It was renamed the Alabama Athlete Agents Commission in 2001. In 2016, it was repealed and replaced with the Revised Uniform Athlete Agents Act. The changes were modeled after the Revised Uniform Athlete Agents Act. See *Ala. Code* §§ 8-26B-1 to 8-26B-31.

Purpose

The purpose of the Commission is to regulate the conduct, registration and licensing of agents for athletes in Alabama.

Composition

The Commission consists of nineteen members, one of whom is appointed respectively by the Governor, the Lieutenant Governor, the Speaker of the Alabama House of Representatives, and the Alabama High School Athletic Association. The athletic director or their appointee shall represent each of the following schools: Auburn University; University of Alabama, Tuscaloosa; University of South Alabama; Alabama State University; Alabama A&M University; Tuskegee University; Troy University; Jacksonville State University; University of North Alabama; University of West Alabama; Miles College; University of Montevallo; University of Alabama, Huntsville; University of Alabama, Birmingham. The Secretary of State is an ex officio member. Appointed members serve three-year terms and are eligible for reappointment. In the case of a vacancy, the appointing authority for the vacated appoints a successor for the unexpired term. All members must be U.S. citizens and Alabama residents. The Governor may remove any appointed member from the Commission for neglect of duty or other just cause.

Organization

The Commission elects annually a chairman, Vice Chairman, and secretary-treasurer from its members. The Secretary of State keeps records of Commission proceedings and is authorized to employ such personnel and arrange for such assistance, services and supplies as may be required for the performance of Commission duties. Elected and/or appointed

members are paid \$50 per day when actively engaged in Commission duties as well as actual necessary expenses.

Duties

The Commission promulgates and amends standards for the conduct of athletic agents, sets agent registration fees, prescribes a common format for agent contracts, and adjudicates controversies arising therefrom. The Secretary of State, acting on behalf of the Commission, collects agent registration fees, publishes an annual register of registered agents, and keeps records, which are admissible in civil or criminal proceedings.

Financing

Commission activities are financed through its own fund collected from registration fees, registration renewal fees and fines.

Office Location

The Commission is located in the Office of Secretary of State. The address the Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36130. The mailing address is P.O. Box 5616, Montgomery, AL 36103-5616 and the phone number is (334) 242-7224, fax (334) 353-8993. All correspondence and mail should be directed to the "Chairman of the Commission." Shemekwa Farrow serves as primary contact for the Commission.

ALABAMA ATHLETIC COMMISSION

Creation and Authority

The Alabama Athletic Commission was made operative in 2009. See *Ala. Code* §§ 41-9-1020 to 41-9-1040.

Purpose

The Alabama Athletic Commission was created to license and regulate Combative Sports in the State of Alabama (Professional Boxing, Professional and Amateur Mixed Martial Arts, Toughman, Professional

Wrestling, and Professional and Amateur Kickboxing). The AAC promulgates the rules and regulations for all events provided in our statute, as well as oversees the enforcement of said rules. As a regulatory Commission, the AAC also licenses the events, participants, non-combative participants, and Commission designated officials. As a member of the Association of Boxing Commissions and Combative Sports, it is also the AAC's responsibility to enforce The Muhammad Ali Boxing Reform Act (15 U.S.C. §§ 6301-6313).

Composition

The Alabama Athletic Commission is composed of six (6) members. Two members are appointed by the Governor. One member is appointed by the Alabama Athlete Agents Commission. One member is appointed by the Speaker of the House of Representatives. One member is appointed by the President of the Senate (Lt. Governor). One member is appointed by the President Pro Tempore of the Senate.

Each Commissioner is appointed for the term of four (4) years, shall be a citizen of the state, and no two members can reside in the same Congressional District.

Additionally, a medical advisory panel is appointed by the Governor, consisting of four (4) persons licensed to practice medicine in the state (Neurologist, Ophthalmologist, Sports Medicine, and General Medicine Physicians).

Duties

The AAC promulgates rules and regulations for Combative Sports in the State of Alabama. Additionally, the AAC licenses participants and administers the rules for combative sports, both for the state and federal government.

Organization

The AAC is made up of six (6) commissioners, each representing diverse racial and geographic backgrounds. The Commission elects a Chairman and Vice Chairman annually. Administrative duties are performed under an Administrative Services Contract between the Commission and a private contractor.

Financing

Funding for the AAC is self-derived from licensing fees, event permits fees, and gross ticket receipt fees, as outlined in the Alabama Athletic Commission Rules and regulations. No funding is provided by the Alabama Legislature or Governor's Office.

Office Location

The office for the Alabama Athletic Commission is located at: 250 Commerce Street, Suite 9, Montgomery, Alabama, 36104. Phone: (334) 245-4374. Fax: (866) 715-9714. Website: www.aac.alabama.gov.

ALABAMA COMMUNITY COLLEGE SYSTEM

Creation and Authority

In April 1982, the Alabama Legislature created the Department of Postsecondary Education responsible to the State Board of Education. In 2015, the Department was renamed as The Alabama Community College System, and its independent Board of Trustees was established. The Department, whose chief executive officer is the Chancellor, is responsible for the direction and supervision of public community and technical colleges, Alabama Aviation Center, and Marion Military Institute—a total of twenty-five institutions—as well as the Alabama Technology Network. See *Ala. Code* §§ 16-60-110 to 16-60-117.

Board of Trustees

The Board of Trustees is comprised of nine voting members: The Governor, the ex officio chairman; seven members appointed by the governor, one from each of Alabama's seven congressional districts; and one member appointed by the governor from the state at large. The board also includes a non-voting appointee actively serving on the State Board of Education. Additionally, the member representing Athens State University's district serves as a member of that University's Board. Appointees serve four-year terms, and though they receive no compensation, they may receive reimbursement for necessary expenses.

The Board meets at least once each quarter. In addition to appointing the

Chancellor, the Board is responsible for establishing rules and regulations for the government of community and technical colleges, prescribing their courses of study, employing their Presidents, directing the expenditure of the legislative appropriations, prescribing qualifications and salary schedules for faculty, accepting gifts to the institutions, and establishing a performance-based allocation process.

Chancellor

The Chancellor acts as chief executive officer of the Department of Postsecondary Education under the direction and control of the Board of Trustees and supervises all matters involving the public community and technical colleges, Alabama Aviation Center, and Marion Military Institute according to the rules and regulations set by the Board of Trustees.

The Chancellor's also appoints necessary professional, clerical, and other assistants as for the general administration of the Office of the Chancellor. The Chancellor submits an annual report and other reports required by the Board. The Chancellor submits to the Board such budgets as may be required by the Department of Finance for each quadrennium and prepares such legislation as deemed needed for the development and improvement of the public community and technical colleges.

The Chancellor also manages operations at the System Office, which includes Fiscal Services, Facilities, Human Resources, Information Technology Services, Legal, Academic and Student Affairs, System Development & Strategic Development/Compliance, State Approving Agency, Private School Licensure, Workforce Development, Career and Technical Education, and Adult Education and GED Testing Divisions.

Office Location

The Alabama Community College System is located at 135 South Union Street, Montgomery, Alabama 36104. The phone number is (334) 293-4500, fax number (334)293-4504. Mr. Jimmy H. Baker is the current Chancellor. Website: www.accs.cc.

ALABAMA COMMISSION ON HIGHER EDUCATION

Creation and Authority

The Alabama Commission on Higher Education was established in 1969. See *Ala. Code* §§ 16-5-1 to 16-5-33.

Purpose

The Commission shall serve in an advisory capacity to the Legislature and the Governor in respect to matters pertaining to postsecondary education in the state.

Composition

The Commission consists of twelve members. Ten of these members are appointed by the Governor, one is appointed by the Lieutenant Governor, and one is appointed by the Speaker of the House of Representatives by and with the advice and consent of the Senate. One person shall be appointed from each United States congressional district in Alabama and shall reside or maintain an office in the congressional district from which they were appointed. The remaining members shall be appointed from the state at large with no more than two from the same congressional district. The Commissioners serve nine-year terms.

The Commission shall elect annually from its own members a chairperson and other officers as it deems necessary and shall adopt rules for its organization. The commissioners serve without compensation but shall be reimbursed for actual expenses. The Commission may appoint an executive director, who shall direct and supervise the Commissions' staff.

Duties

The Commission serves in an advisory capacity to the Legislature and the Governor in respect to all matters pertaining to state funds for the operation of and for capital improvements at state-supported institutions of higher education.

The Commission is to design and establish a state university and college information system pertinent to the formulation of decisions and

recommendations by the Commission. It may use advisory committees to study methods and proposals that will coordinate the efforts of all such institutions in providing a stimulating and enriched educational environment.

The Commission reviews periodically all existing programs of research, instruction, and public service funded by state appropriations at state universities and colleges. It is responsible for statewide long-range planning for post-secondary education, and for coordinating all data collection requirements of the federal government which require state level coordination.

The governing boards of public institutions of higher education and the campuses under their governance or supervision must submit plans for any new unit or program of instruction for academic credit involving state funds to the Commission before undertaking establishment of such unit or program. No state funds may be expended by a public institution on any new unit or program of instruction which has not been approved by the Commission. The Commission also is charged with the regulation and authorization of off-campus offerings.

The Commission receives, evaluates and coordinates budget requests for public institutions of higher education. It presents to each institution and to the Legislature a single, consolidated budget recommendation containing budget recommendations for separate appropriations to each of the institutions.

The Commission has studies made for the purpose of classifying and prescribing the role and scope of each public institution of higher education. It recommends changes in classification or role and scope for particular institutions when considered necessary and agreed to by the institution's governing board. The Commission hears applications from the institutions for changes in classification or role and scope.

The Commission conducts statewide studies of issues in higher education or current problems facing the State and uses those studies to help provide the best possible system of education to the taxpayers of the State of Alabama. The Commission also organizes advisory boards to provide input to the Commission as it serves as the State's only coordinating agency for higher education.

Additionally, the Commission administers several state grant

programs for Alabama residents attending Alabama post-secondary educational institutions: the Alabama Student Assistance Program, the State's only need-based financial aid program; the Alabama Student Grant Program, a state-financed program that provides assistance to students attending certain independent, non-profit postsecondary institutions; the National Guard Educational Assistance Program, a scholarship program for members of the Alabama National Guard; the Police Officers' and Firefighters' Survivor's Educational Assistance Program, a program that provides tuition assistance for dependents and spouses of police officers and firefighters killed in the line of duty; and the Alabama Math and Science Teacher Education Program, a program that provides funds to math and science teachers who have federal student loans to help them pay off their student loans (this program is only for teachers who graduated in the Spring 2018 and forward).

The Commission authorizes and regulates instructional programs or units offered by non-Alabama institutions of postsecondary education. No institution of postsecondary education located outside of Alabama may offer units or programs of instruction within Alabama without prior approval of the Commission. The Commission under its rule-making authority establishes criteria for the approval of such institutions and programs.

Financing

The Commission receives appropriations from the Alabama Special Educational Trust Fund.

Office Location

Commission offices are at 100 North Union Street, P.O. Box 302000, Montgomery, Alabama 36130-2000. The phone number is (334) 242-1998. www.ache.alabama.gov.

PRIVATE COLLEGES AND UNIVERSITIES FACILITIES AUTHORITY

Creation and Authority

The Authority was established by the Alabama Legislature in 1979. See *Ala. Code* §§ 16-18A-1 to 16-18A-13.

Purpose

The purpose of the Authority is to assist private institutions of higher education in the construction, financing and refinancing of projects through the issuance of bonds and the lending of bond proceeds.

Composition

The Authority consists of nine members appointed equally by the Governor, Lieutenant Governor, and the Speaker of the House for eight-year staggered terms.

Organization

The Authority elects one of its members as chairman and another as Vice Chairman and appoints a secretary, who need not be a member of the Authority. At all meetings of the Authority, the presence in person of a majority of the members in office is necessary for the transaction of business, and the affirmative vote of a majority of members then in office is necessary for any action. The Authority is authorized to make rules and regulations for its government, to maintain an office at such place or places as it may designate, and to employ such agents and employees as may be necessary to carry out its functions. Members of the Authority are not entitled to compensation for their services but may be reimbursed for their actual expenses properly incurred in the performance of their duties.

Duties

The Authority finances projects for participating institutions through issuance of revenue bonds and lending of bond proceeds. It employs professional and other personnel to assist in carrying out projects, accepts gifts and contributions, borrows money as necessary, and invests accumulation of its funds.

Financing

Financing of the Authority is through bond issue proceeds, investment proceeds, loans, and contributions.

Office Location

The Authority may be reached through its Legal Counsel, Mr. Theodore Jackson, at P.O. Box 270, Montgomery, AL 36101. The phone number is (334) 206-3100.

**ALABAMA PUBLIC SCHOOL AND COLLEGE
AUTHORITY****Creation and Authority**

The Authority was established by the Alabama Legislature in 1965. See *Ala. Code* §§ 16-16-1 to 16-16-147.

Purpose

The Authority was established to provide for the construction, alteration, and improvement of public buildings and other facilities for public education purposes in the State, including the procurement of sites and equipment.

Composition

The Authority is a public corporation composed of the Governor, the Director of Finance, and the State Superintendent of Education. These officials receive no additional compensation for their duties as members of the Authority. Any two members of the Authority constitute a quorum.

Duties

In carrying out its purpose, the Authority may issue bonds in anticipation of the receipt of certain revenues designated for the Alabama Special Educational Trust Fund. It is to have succession by its corporate name until the principal of and interest on all bonds issued by it shall have been fully paid. The Authority may establish a fiscal year and employ

necessary attorneys and agents.

Organization

The Governor is President of the Authority, the State Superintendent of Education is Vice President, and the Director of Finance is Secretary. The State Treasurer acts as Treasurer of the Public School and College Authority.

Financing

The Authority may issue bonds for specific amounts authorized by the Legislature. Debt service is paid from revenues irrevocably pledged. Therefore, they are not general obligations of the State. Proceeds from the sale of the bonds are expended for specified purposes to recipient agencies as designated in the legislation.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., 100 N. Union Street, Room 224, Montgomery, Alabama 36130-2617. The telephone number is (334) 353-3328 and the fax is (334) 353-3466.

ALABAMA TRADE SCHOOL AND JUNIOR COLLEGE AUTHORITY

Creation and Authority

The Authority was established in 1963. See *Ala. Code* §§ 16-60-80 to 16-60-96.

Purpose

The Authority was created to issue bonds and construct and make capital improvements for technical and junior colleges which are established to educate and prepare young men and women in useful occupations and in arts and sciences. The colleges are under the supervision of the State Board of Education, and its Division of Post-secondary Education, which is administered by a Chancellor. (See the

description of the State Board of Education in this Manual). Authority, duties, and power relating to the Alabama Trade School and Junior College Authority which previously were lodged in the State Superintendent of Education are transferred to the Chancellor of Post-secondary Education. See *Ala. Code* §§ 16-5-13; 16-60-110, 16-60-111 Repealed, 16-60-111.1 to 111.8, 16-60-112 to 16-60-114.

Composition

The Governor, State Superintendent of Education, and Director of Finance are designated as members *ex officio* of the Authority. The Governor is designated as President, the State Superintendent as Vice President, and the Director of Finance as Secretary. The State Treasurer is to act as Treasurer of the Authority. The Secretary of State is charged to keep a record of the certificate of incorporation and of the proceedings of the Authority, which are deposited with the Secretary of State, in the capacity of Secretary. Members of the Authority are granted no additional compensation for service. No date of meeting is specified by law, and two members are to constitute a quorum.

Organization and Functions

Statutory Duties of the Authority. Under the enabling legislation, the Authority is charged with responsibility for building additional trade schools (technical colleges) and junior colleges. It is authorized to construct and improve buildings, and to purchase and install equipment at such institutions. Also, it is empowered to make capital improvements to then-existing trade schools (technical colleges) and institutions of higher learning. The Authority was authorized to issue bonds in anticipation of revenues appropriated and pledged. It was given the power to employ attorneys and agents as necessary and to establish a fiscal year.

Advisory Councils. Under the enabling legislation, one council was to be established for each trade school (technical college). The Governor was authorized to appoint from four to nine members for each council upon the recommendation of the State Superintendent of Education. Appointments were required to reflect as nearly as possible an equal representation of employer and employee groups or organizations. Members serve one-year terms of office. No compensation for members, the date of meeting, or quorum for the councils is specified by law. The councils are designated to serve in an advisory capacity to the directors of each institution. They also are to advise the State Board of Education in

promoting the interests of the individual institutions and development of the regional program.

Schools Constructed. Since the enactment of the Alabama Trade School and Junior College Act, numerous changes have been authorized by the State Board of Education in the official designations of individual institutions. In the case of the state trade schools, the designation has almost uniformly been changed from "trade school" to "technical college". Buildings for the following have been constructed under powers and funds given the Trade School and Junior College Authority by legislation: Harry M. Ayers State Technical College, Alabama Technical College, Alexander City Junior College, Bessemer State Technical College, John C. Calhoun Community College, Jefferson Davis Junior College, J. F. Drake Technical College, Enterprise Junior College, Gadsden State Junior College, Gadsden State Technical Institute, Patrick Henry Junior College, Richmond P. Hobson State Technical College, J. F. Ingram State Technical College, Jefferson State Junior College, Douglas MacArthur State Technical College, Bishop State Junior College, Muscle Shoals State Technical College, Northeast Alabama State Junior College (see §§ 16-60-50 to 16-60-67 for provisions regarding the Board of Trustees of this Institution), Northwest Alabama State Junior College (see §§ 16-60-20 to 16-60-40 for provisions regarding this College's Advisory Council), Northwest Alabama State Technical College, N.F. Nunnally State Technical College, Opelika State Technical College, Ed. E. Reid State Technical College, Snead State Junior College (§§ 16-60-150 to 16-60-152), Southwest State Technical College (see § 16-60-1), Chauncey Sparks State Technical College, Council Trenholm State Technical College, C. A. Fredd State Technical College, Walker State Technical College, George C. Wallace State Community College of Houston County, George Corley Wallace State Community College of Dallas County, George C. Wallace State Community College of Cullman County, Lurleen B. Wallace Junior College, Faulkner State Junior College, and Chattahoochee Valley Community College.

Other State Schools. The following state junior colleges and technical institutions are also under supervision of the State Board of Education. These were not constructed or improved by the Alabama Trade School and Junior College Authority. They are the Alabama Aviation and Technical Training College (see § 16-60-198), Carver State Technical College at Mobile, John M. Patterson State Technical College, Shelton State Community College, Lawson State Community College, Southern Union State Junior College at Wadley (see §§ 16-60-130 to 16-60-132).

Bishop Junior College was formerly a branch of Alabama State, but is now a separate institution (see the 1965 Ala. Acts No. 747, Reg. Sess.)

Marion Institute in Marion, Alabama, Walker Junior College in Jasper, Talladega College in Talladega, and the Lyman Ward Military Academy at Camp Hill are private schools which receive State appropriations. (See Ala. Acts, Acts No. 1114, 1115, 1116, and 1117, Reg. Sess.).

Financing

Sources of funds for all schools and colleges listed above are student tuition charges and fees and appropriations from the Alabama Educational Trust Fund. Repayment of bonds issued by the Alabama Trade School and Junior College Authority is from funds earmarked for the Special Educational Trust Fund. Section 28-3-181 established a tax on malt or brewed beverages to increase the amount available for repayment of the bonds. Title 52, §§ 509 (97a)-(97j) of the 1958 Code provided for additional bonds issued by the Authority to be used solely for financing not more than twenty-eight new trade schools and junior colleges. The maximum number was deleted by Title 52, § 509(97h) of the 1958 Code. Act No. 129 of the Fourth Special Session of 1975 appropriated money to the State Board of Education from the Special Educational Trust Fund for the operations of junior colleges and vocational trade schools. Section 11 of Act No. 82-486 of April 1982 provides that nothing contained in the legislation creating a Division of Post-secondary Education and the position of Chancellor is to be construed as repealing any provision of the Alabama Trade School and Junior College Act, sections 16-60-80 to 16-60-96.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., 100 N. Union Street, Room 224, Montgomery, Alabama 36130-2617. The telephone number is (334) 353-3328 and the fax is (334) 353-3466.

ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY

Creation and Authority

The University, located in Huntsville, Alabama, was organized in 1875 as a result of a bill passed by the State Legislature in 1873. It was originally called the Huntsville Normal and Industrial School. When the institution became a land-grant college in 1891, its name was changed to the Agricultural and Mechanical Institute for Negroes. See *Ala. Code* §§ 16-49-1 to 16-49-4; 16-49-20 to 16-49-30. On January 14, 1948 the name was changed to the Alabama Agricultural and Mechanical College. The name was changed again by the State Board of Education on June 26, 1969, to the Alabama Agricultural and Mechanical University.

Purpose

The basic aims of the University are: (1) excellence in education and the provision of a scholarly environment in which inquiring and discriminating minds may be nourished; (2) the education of students for effective participation in local, state, regional, national and international societies; (3) the search for new knowledge through research and its applications; (4) the provision of a comprehensive outreach program designed to meet the changing needs of the larger community; and (5) the provision of programs necessary to adequately address the major needs and problems of capable students who have experience limited access to education. The mission of the University is encompassed in the land-grant tradition, legislated by the Morrill Acts of 1862 and 1890.

Organization

The University is a land-grant institution offering its services through teaching, research, and extension. It is organized into six undergraduate schools: Agricultural and Environmental Sciences; Arts and Sciences; Business; Education; Engineering and Technology; and the University College. There is also a School of Graduate Studies, where Masters degrees and four PhD programs in Applied Physics (Optics), Plant and Soil Science, Food Science and reading are offered. The academic program is administered by Provost and Vice President for Academic Affairs; research and public service programs are administered by a Vice President for Research; and the marketing and fund raising

programs by the Vice President for Advancement; student services are administered by a Vice President for Student Affairs; financial services are administered by a Vice President for Business and Finance; and a separate dean is in charge of each school or college.

The Board of Trustees

The Board of Trustees consists of the Governor, who is ex officio President of the Board, and eleven members appointed by the Governor with the advice and consent of the Senate. Two members must be from the congressional district in which the institution is situated, one from each of the remaining congressional districts, and three from the State at large. Three of the members of the Board must be graduates of the University. The President of the Faculty Senate and the President of the Student Government Association shall be ex officio non-voting members. The trustees serve six-year staggered terms. Trustees receive only actual expenses incurred in the discharge of their duties.

The Board of Trustees is a corporation and has all the rights, privileges, and franchises necessary to a promotion of the ends of its creation, and is charged with all corresponding duties, liabilities, and responsibilities. It has the power to appoint the President and fix the salary of the office; to employ faculty and other personnel nominated by the President; to remove faculty and other personnel; and to fix their salaries or compensation. The Board also prescribes courses of instruction, rates of tuition and fees, and confers academic and honorary degrees. In addition, the Board may do whatever else it may deem best for promoting the interest of the University.

The Board must hold a regular annual meeting on the fourth Thursday in October, unless the Governor, as ex officio president, determines to hold it at another time in October. Special meetings may be called by the Governor, with written notice ten days in advance, or on application to the Governor by any four members. The Governor may call a meeting in the event of emergency. Seven members, exclusive of the Governor, constitutes a quorum, though a small number may adjourn from day to day until a quorum is present.

Financing

The University is financed by annual appropriations from the Alabama Special Educational Trust Fund, from funds received as tuition

and fees, by federal funds appropriated under the Morrill Act and other acts, and from grants and gifts.

Office Location

Alabama A&M University is located at 4900 Meridian Street, Normal, Alabama 35762, and is part of the metropolitan area of Huntsville, Alabama. The phone number of the President's Office is (256) 372-5230; and the fax number is (256) 372-5244. Dr. Andrew Hugine, Jr. serves as President. Website: www.aamu.edu

ALABAMA STATE UNIVERSITY

Creation and Authority

In 1867, African-American leaders founded Lincoln Southern Normal School at Marion in Perry County, Alabama. Alabama State University is a direct descendant of Lincoln Normal School, this makes it one of the oldest institutions of higher education founded by Black Americans. In 1873, Alabama State University was established by an act of the Legislature as the “State Normal School and University for the Education of Colored Teachers and Students” at Marion. In 1887, the Legislature authorized the discontinuance of the school at Marion and the establishment of the Alabama Colored People's University which opened in Montgomery the same year. In February 1888, the Alabama State Supreme Court held that money could not be drawn from the public-school fund to operate a university. However, the school continued to operate on the basis of contributions and tuition income. In February 1889, the Legislature established the State Normal School for Colored Students. The School was later placed under control of the State Board of Education along with five normal schools for white teachers. Other name changes have been State Teachers College, 1929; Alabama State College for Negroes, 1948; and Alabama State College, 1954. The institution became Alabama State University in 1969, and in 1975 it received its own Board of Trustees. *See* Ala. Code §§ 16-50-1 to 16-50-30.

Purpose

Alabama State University is a student-centered, nurturing, comprehensive and diverse public, historically black, University

committed to achieving excellence in teaching, research and public service. The University fulfills its mission through fostering critical thought, artistic creativity, professional competence, and responsible citizenship in its students; by adding to the body of knowledge to enhance the quality of life through research and discovery; and by helping to advance the state and nation through thoughtful public service. Offering baccalaureate through doctorate degrees, the University maintains a scholarly and creative faculty, state-of-the art facilities, and a living atmosphere in which all members of the campus community can work and learn in pleasant and rewarding surroundings. Consistent with its assurance that neither race, gender nor economic status inhibits intelligence, creativity or achievement, ASU offers a bridge to success for those who commit to pursuing the building blocks of development, focus, persistence and reward.

The Board of Trustees

Composition. The Board of Trustees consists of two members from the Congressional District in which the institution is located and one member from each of the other Congressional Districts in the State as constituted on October 6, 1975, and who reside in the District; four members from the state-at-large who reside in different districts, two of whom are non-minority members; two at-large members who may be selected from out of state; and the Governor, who is ex officio President of the Board. Trustees are appointed by the Governor, by and with the advice and consent of the Senate, in such manner that the membership consists of at least a majority who are alumni and who have received a Bachelor's Degree from the institution. At least one-half of the Board is from the prevailing minority population of Alabama. The two at-large members from out of state served initial terms of five and six years, respectively. Commencing June 11, 2015, all members of the board serve six-year terms. No member may be confirmed to serve a second term of twelve years, and no member shall be appointed to serve as trustee for more than a total of 12 years or two six-year terms.

Duties. The Board of Trustees is a corporation and has the rights, privileges, and franchises necessary to promote the ends of its creation, and is charged with the corresponding duties, liabilities, and responsibilities. It has the power to organize the University by appointing a President who shall serve as chief executive officer of the University and upon whose recommendation the Board shall appoint the faculty of the University, and such other officers and professional and operating

personnel as the interest of the University may require. The Board has the power to remove instructors and other personnel and to fix their salaries or compensation; to regulate, alter, or modify the governance of the University as it may deem advisable; to prescribe courses of instruction, rates of tuition, and fees; to confer such academic and honorary degrees as are usually conferred by similar institutions; and to do whatever else may be deemed best for promoting the interest of the University. In addition, the Board of Trustees makes an annual financial report to the Legislature.

Exclusive Jurisdiction, Power, etc.

The board of trustees has exclusive jurisdiction, supervision, and control of Alabama State University; and the State Board of Education is divested of all jurisdiction, power, and authority with regard to the supervision, management, and control of such University except as otherwise herein provided. In addition to the powers, duties, and authority hereinabove vested in the board of trustees, such board shall have and exercise all power, authority, and duties heretofore conferred on, vested in or required of the State Board of education under any laws of this state with regard to the supervision, management, and control of such University except as otherwise provided by law.

Financing

Principal sources of revenue for the University are appropriations from the Alabama Special Educational Trust Fund, tuition and fees from students, federal grants and contracts, and funds received from auxiliary operations.

Office Location

The President's Office is located at 915 South Jackson Street, Montgomery, Alabama 36101; and the telephone number is (334) 229-4100, fax (334) 229-4924. Dr. Quinton T. Ross, Jr., serves as President. Website: www.alasu.edu

THE UNIVERSITY OF ALABAMA SYSTEM

Creation, Authority & History

The University of Alabama was created with land set aside by the

United States Congress in April 1818 to support the creation of a “seminary of learning.” On December 18, 1820, the University was formally organized through an act of the Alabama Legislature, which decreed that any funds raised from the lands set aside, either through rent, lease or sale, were to be held in trust for the benefit and endowment of the University. On December 29, 1827, Tuscaloosa was selected as the location for the University. “The University of the State of Alabama” officially opened its doors to students three and half years later on April 18, 1831.

The University was elevated in status to a constitutional instrumentality in the Constitution of Alabama of 1868. The University’s constitutional status and the authority of the University’s Board of Trustees was subsequently reincorporated into Article XIV, section 264 of the Alabama Constitution of 1901, as amended by Amendment 399. The Legislature recognized the University’s statutory corporate existence under the name “The Board of Trustees of The University of Alabama,” and described its powers in sections 16-47-1 to 16-47-204 of the Alabama Code.

Until 1969, the University, which included branch campuses and extension centers around the state, was headed by a single president on the Tuscaloosa campus. In 1969, the Board of Trustees formally established The University of Alabama System (the “System”). The campuses located in Birmingham and Huntsville were officially recognized as independent and autonomous campuses within the System, each having its own president who, along with the president of the Tuscaloosa campus, reported directly to the Board. Five years later, the Board of Trustees appointed a University of Alabama System staff, and in 1976, the Board appointed the first Chancellor to serve as the chief executive officer of the University System.

Today, the System is comprised of campuses, located in Tuscaloosa, Birmingham and Huntsville, and the UAB Health System. Each campus is managed by a President, and the UABHS is managed by a CEO. The Presidents and the Health System CEO each have full authority to govern the affairs of their respective campus and the Health System consistent with the bylaws, rules, policies and procedures established by the Board and the Chancellor.

The Board of Trustees

Art. XIV, section 264 of the Alabama Constitution of 1901, as amended by Amendment 399, provides that the full management and control of the institution shall be vested in the Board of Trustees of The University of Alabama. By virtue of its constitutional authority, the Board has the power and discretion to manage and control the institution's activities, affairs, operations, business, and property.

Through its individual campuses and component units, the Board of Trustees is responsible for providing the people of Alabama comprehensive undergraduate, graduate, and professional programs, along with other instructional, research, and service programs. As resources permit, the institutions extend these functions nationally and internationally through a wide variety of educational programs and services. The System institutions assist students in developing the knowledge, skills, attitudes, and behaviors necessary to function as responsible and productive citizens. The institutions endeavor to improve quality of life for their students and in the State through programs for high-quality research, public service, outreach, cultural enrichment, health care, and economic advancement.

Composition

The Board of Trustees is composed of three members from the congressional district in which The University of Alabama is located and two members from each of the six remaining districts. The Governor, who also serves as President of the Board, and the State Superintendent of Education are ex officio members. Those members who are not ex officio are elected by the existing members of the Board, and are subject to confirmation by the Alabama Senate. If the Senate rejects the name of any person submitted by the Board, the Senate shall elect a person in place of the one rejected.

By an amendment ratified in 1982, members elected to the Board serve six-year terms and are eligible for reelection for not more than three consecutive, full six-year terms, and provides that the only pay or emolument that may be received by Trustees is for their expenses as provided by law. In 2018, the Legislature passed Amendment 3 which fixed the composition of the Board to the congressional districts as they exist in 2018, and would remove the State Superintendent from membership, and remove the age limit for service by a trustee.

Amendment 3 must be ratified by Alabama voters in the November 2018 election prior to taking effect.

The Board selects from its membership a President pro tempore to preside over its meetings and to serve as Chairman of the Board. The Board also appoints the Chancellor, the Board Secretary, and the Chief Audit Officer. The General Counsel is appointed by the Chancellor, as approved by the Board. The Board may also appoint the General Counsel to serve as the Board Secretary. The Board appoints the President of each campus, upon the recommendation of the Chancellor. In addition to the General Counsel, the Chancellor appoints the System's senior administrative staff, which includes but is not limited to the Vice Chancellor for Academic and Student Affairs, the Vice Chancellor for Finance and Administration, and Vice Chancellor for Communications and Community Relations.

All Board actions occur at annual, regular or special meetings. Each year, the Board schedules and publishes a calendar of regular meetings to be held during the following year, and designates one such meeting as the annual meeting of the Board. Special meetings may be called by the President pro tempore at the request of four members or at the request of three members with the President pro tempore concurring.

The Board's Executive Committee is authorized to perform any function delegated to it by the Board or by statute including the sale or lease of real property of the Board or any interest in such property, except for property that is part of the principal campus areas at Birmingham, Huntsville, or Tuscaloosa. The Executive Committee is composed of the President pro tempore of the Board, the chair of the Finance Committee, the chair of the Academic Affairs, Student Affairs, and Planning Committee, and two other members elected by the Board. The Board may also create standing committees among its membership as it deems necessary. Any action taken by a committee or a subcommittee, other than the Executive Committee, is advisory to the Chancellor and the Board until ratified at a meeting of the Board.

Duties

The two primary functions of the Board of Trustees are to (1) define the mission, role and scope of the System, inclusive of each of its major divisions or component institutions; (2) determine the major policies of the System, including the review of existing policies and

approval of all new policy; and (3) to assume ultimate accountability to the public and the political bodies of Alabama for the overall operation of the institutions it manages and controls. Rules, policies, and procedures are promulgated to ensure the coordination and accountability of each campus.

Current Trustees (as of August 1, 2018).

1. Karen P. Brooks
2. Judge John H. England, Jr.
3. Joseph C. Espy, III.
4. Ronald Gray
5. Barbara Humphrey
6. Vanessa Leonard
7. W. Davis Malone, III.
8. Harris V. Morrisette
9. Scott M. Phelps
10. Finis E. St. John, IV.
11. William (Britt) Sexton
12. W. Stancil Starnes
13. Marietta M. Urquhart
14. Kenneth L. Vandervoort, M.D.
15. James W. Wilson, III.
16. Governor Kay Ivey, ex officio
17. Eric Mackey, Alabama State Superintendent, ex officio

**ADMINISTRATION OF THE UNIVERSITY OF ALABAMA
SYSTEM**

The Chancellor Of The University Of Alabama System

The Chancellor serves as the chief executive officer of the System. The Chancellor reports directly to the Board, and is responsible for directing and coordinating the planning, development, budgeting, integration, and coordination of System-wide affairs. The Chancellor serves as the principle link between the Board and the campus operations, as well as between the Board and all foundations and affiliated entities. The Chancellor is delegated full authority by the Board to formulate and issue regulations and orders not inconsistent with Board policy.

The Presidents

The Presidents report directly to the Chancellor, and through the Chancellor to the Board. Each President is delegated full authority to administer campus affairs and issue campus-wide policies consistent with the Board's Bylaws and Rules, and with all other policies and procedures issued by the Board or the Chancellor. The Presidents are responsible for their campus's participation in the System's overall planning, resource allocation, as well as all programmatic, administrative, and operations evaluations.

Senior Staff

Secretary of the Board of Trustees. The Secretary is appointed by the Board and serves at its pleasure. The Secretary is the primary liaison to members of The Board of Trustees and facilitates all communication with the Board and System leadership to enhance Board governance. The Board Secretary staffs, organizes, and manages the Board Office, which includes all aspects of the Board and committee meetings, and is responsible for the preparation and retention of all official Board documents and records.

General Counsel. The General Counsel is appointed by the Chancellor with the approval of the Board. The General Counsel represents The Board of Trustees and its institution in all legal matters and is responsible for the delivery of all legal services for the System, its three campuses and affiliated entities, including the retention and management of outside counsel. To fulfill these responsibilities, the General Counsel staffs, organizes, and manages the Office of Counsel of The University of Alabama System, which is comprised of attorneys and support staff strategically located throughout the System. The General Counsel retains and manages all engagements of outside counsel who are performing legal services for the University.

Sr. Vice Chancellor for Academic and Student Affairs. The Senior Vice Chancellor for Academic and Student Affairs is appointed by the Chancellor, and serves as the chief liaison officer to academic, student, institutional research, and planning officials at UA, UAB, and UAH. The Sr. Vice Chancellor for Academic and Student Affairs advises the Chancellor on academic and student policy matters and provides primary leadership in program planning, development, and review. The Sr. Vice Chancellor is the System's liaison to the Alabama Departments of

Education, Postsecondary, and the Alabama Commission on Higher Education.

Vice Chancellor for Finance and Administration. The Vice Chancellor for Finance and Administration is the senior fiscal officer of The University of Alabama System. The position is appointed by, and reports directly to, the Chancellor. The Vice Chancellor is the principal advisor to the Chancellor on policy matters regarding fiscal affairs and related areas, and works closely with campus fiscal officers to provide the leadership necessary to develop and maintain a strong and viable financial program throughout The University of Alabama System. The Vice Chancellor is responsible for managing System-wide investment activities including the pooled endowment fund, the long term reserve pool, and the short term liquidity pool. Other areas of responsibility include physical property and construction oversight and serving as a liaison between the campuses and the Board.

Chief Audit Officer. The Chief Audit Officer is appointed by the Board and reports administratively to the Chancellor. The Chief Audit Officer is responsible for the reliability and integrity of administrative information; compliance with policies, procedures, plans, and laws; safeguarding of assets; economical and efficient use of resources; and determining whether stated administrative goals are achieved. To fulfill these duties, the Chief Audit Officer staffs, organizes, and administers the Offices of Internal Audit programs on each campus.

Sr. Vice Chancellor for Communications and Community Relations. The Sr. Vice Chancellor for Communications and Community Relations is responsible for internal and external communications and media relations on behalf of the Board of Trustees, the Chancellor and the senior administrative team of The University of Alabama System. The Sr. Vice Chancellor for Communications and Community Relations works with the Board of Trustees, the Chancellor, and administrative staff for each campus to coordinate media relations, crisis management, strategic planning, community outreach, executive recruitment, and joint initiatives.

Office Location

The central office of The University of Alabama System is located in Sid McDonald Hall at 500 University Boulevard, E. Tuscaloosa, Alabama 35401, and the telephone number is 205-348-5861.

THE UNIVERSITY OF ALABAMA

Creation and Purpose

The University of Alabama is a constituent campus within The University of Alabama System. The University, located in Tuscaloosa, was the first campus within the System. Tuscaloosa was selected as the permanent location of the University in 1827. On April 18, 1831, the University welcomed its first students, totaling approximately 100 by the end of the first academic session.

Today, the University awards both undergraduate and graduate degrees through its 13 schools and colleges, and its mission is to advance the intellectual and social condition of the people of the state through quality programs of teaching, research, and service.

Enrollment at The University of Alabama reached a record high of 38,563 in the fall 2017. More than 40 percent of UA's entering freshman class scored 30 or higher on the ACT, and 38 percent were in the top 10 percent of their high school graduating class.

The University of Alabama is a leader among public universities nationwide in the enrollment of National Merit Scholars with more than 500 currently enrolled. For more than a decade UA has ranked among the top 60 public universities in the nation in *U.S. News and World Report's* annual college rankings; UA ranked 51st among public universities in the 2018 rankings.

Several of UA's colleges have also received recognition in recent years. The University's School of Law ranked 27th among all law schools in the nation (9th among public universities) in the spring 2018. In 2017, the Public Accounting Report's ranked UA's Culverhouse School of Accountancy's undergraduate program 7th overall and 1st for a program with a faculty size between 17 and 23. The master's program ranked 9th, and its doctoral program was ranked 7th overall. In addition, the public relations program in the College of Communication and Information Sciences has been named one of the top five programs in the nation on eight separate occasions.

University of Alabama students and faculty have won prestigious national awards, including 53 Goldwater Scholars, 15 Rhodes Scholars, 16 Truman Scholars, 33 Hollings Scholars, and 13 Boren Scholars. In 2018,

15 UA alumni and students received awards from the Fulbright Scholars and Student program. In addition, 26 current UA faculty members have received NSF CAREER Awards from the National Science Foundation, the nation's most prestigious recognition of top-performing young scientists.

The University of Alabama is also known for its highly successful athletic department. As the University of Alabama Crimson Tide, UA student-athletes compete in 21 men's and women's varsity sports. Overall, UA teams have claimed an impressive 27 national championships across 5 NCAA Division I sports: Football, Gymnastics, Softball, and both Men's and Women's Golf. These athletes have also proved to be champions in the classroom, as UA produced 45 NCAA Academic All-Americans from 2013-2017, the most in the nation over that span.

Organization

The University is directed by a President, the institution's chief executive officer, whose task is to provide educational and administrative leadership to the University. The President's duties include all phases of the educational program, external relations, personnel administration, and financial management. The President reports to the Chancellor of The University of Alabama System, and the Chancellor reports directly to The Board of Trustees of The University of Alabama.

The President is assisted by the vice presidents of the major functional areas, deans of divisions, and other administrative officers. There are eight major operating divisions of the University: the Division of Academic Affairs, the Division of Community Affairs, the Division of Diversity, Equity and Inclusion, the Division of Financial Affairs, the Division of Research, the Division of Student Life, the Division of University Advancement, and the Division of Strategic Communications. The Department of Intercollegiate Athletics is also affiliated with the Office of the President.

Office Location

The administrative offices of The University of Alabama are located in the Rose Administration Building at 801 University Boulevard, Tuscaloosa, Alabama 35401, and the telephone number is 205-348-6010. Dr. Stuart R. Bell is President. Website: www.ua.edu

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Creation and Purpose

The University of Alabama at Birmingham (UAB) traces its roots to the 1859 founding of the Medical College of Alabama and the 1936 opening of the Birmingham Extension Center of The University of Alabama. In 1945, the Medical College of Alabama was moved from Tuscaloosa to Birmingham and the university's Medical Center was founded. In November 1966, the Extension Center and the Medical Center were merged to form the "University of Alabama in Birmingham," an organizational component of The University of Alabama.

In 1969, UAB became an independent institution, one of the autonomous universities within the newly created three-campus University of Alabama System.

Today, UAB spans more than 100 city blocks—roughly a quarter of downtown Birmingham—and is a renowned comprehensive urban research university and academic medical center with a nationally recognized Health System anchored by UAB Hospital—the 18th largest hospital and the third-largest public hospital in the United States.

UAB is the only public, four-year degree-granting university in the state's largest metropolitan area. With more than \$560 million in annual research expenditures, and a top 25 overall and top 10 public institution in funding from the National Institutes of Health, UAB is a national leader in innovation and discovery. UAB's professional schools and specialty patient-care programs consistently rank among the nation's top 50.

In the 2017-2018 academic year, UAB shattered its previous enrollment record, enrolling almost 21,000 students, a nearly 7 percent increase from the previous year. With more than 23,000 faculty and staff, UAB is Alabama's largest single employer, with an annual statewide economic impact exceeding \$7.15 billion. In 2018, Times Higher Education ranked UAB the top young university in the U.S. and No. 10 worldwide in its World University Rankings—Young Universities.

Organization

UAB is one of three autonomous campuses within The University of Alabama System, which also includes The University of Alabama and The University of Alabama in Huntsville. The UAB president reports to the Chancellor of The University of Alabama System, and the Chancellor reports directly to The Board of Trustees of The University of Alabama. The Board of Trustees is composed of 15 voting members, as well as the Governor and Superintendent of Education who serve as *ex officio* members.

UAB schools and colleges are the College of Arts and Sciences, School of Business, School of Dentistry, School of Education, School of Engineering, Graduate School, School of Health Professions, Honors College, School of Medicine, School of Nursing, School of Optometry, and School of Public Health.

UAB Health System

UAB Medicine comprises the UAB School of Medicine and the \$4.3 billion UAB Health System, a nonprofit that includes all of the University of Alabama at Birmingham's patient-care activities and more than 2,400 licensed beds in nine hospitals, one of which is UAB Hospital. UAB Hospital is the third-largest public hospital in the United States—18th overall largest in the nation—winner of the Women's Choice award, one of *U.S. News & World Report's* Best Hospitals, listed among 100 Great Hospitals in America, and among the Most Wired Hospitals. UAB Hospital houses the state's only Level 1 adult trauma center, and the UAB Comprehensive Cancer Center is the only NCI-designated center in Alabama and a four-state region. As a leading academic medical center, UAB translates its research into the highest-quality patient care.

Component parts of the non-profit Health System include corporate offices, UAB Hospital, The Kirklin Clinic of UAB Hospital, Whitaker Clinic of UAB Hospital, University of Alabama Health Services Foundation, the Callahan Eye Hospital, Medical West, Baptist Health System in Montgomery, Bryan Whitfield Memorial Hospital in Demopolis, L.V. Stabler Memorial Hospital in Greenville, John Paul Jones Hospital in Camden, Triton Health System/Viva Health Group, as well as satellite and affiliate health centers throughout the state.

Medical facilities all over the country look to UAB to be a leader in medicine, the largest academic medical center in Alabama and one of the top four largest academic medical centers in the United States. UAB offers state-of-the-art facilities, physicians at the top of their fields of expertise, and nurses and medical staff who go above and beyond for patients every day.

The Health System is governed by an 18-member Board of Directors, of which the UAB President serves as chair and the Dean of the School of Medicine serves as Vice Chair. The board appoints the CEO of the UAB Health System.

William Ferniany, Ph.D. was appointed CEO of the Health System in Fall 2008. Under his leadership, the Health System has implemented an innovative strategic plan that aims to make UAB Medicine the preferred academic medical center of the 21st century.

Office Location

Administrative offices of The University of Alabama at Birmingham are located at 701 20th St. South, Birmingham, AL 35294, and the telephone number is 205-934-4011. Dr. Ray L. Watts, M.D. is the President. Website: www.uab.edu.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Creation and Purpose

The University of Alabama in Huntsville is a state-supported, public Tier 1 national research university and a member of The University of Alabama System. In 1950, the University opened its doors as an extension center known as the University of Alabama Huntsville Center. The school was elevated in status in 1969 and became one of three autonomous campuses within The University of Alabama System.

The University of Alabama in Huntsville (UAH) is a research-intensive, internationally recognized technological university serving Alabama and beyond. Its mission is to explore, discover, create, and communicate knowledge, while educating individuals in leadership, innovation, critical thinking, and civic responsibility and inspiring a

passion for learning.

UAH offers degree programs ranging from the Bachelor's degree through the Ph.D. UAH has eight colleges that offer nearly 90 areas of study to its students, and over 100 areas of study, the most popular majors including engineering, business, management, and marketing. *U.S. News & World Report* has consistently ranked it among the magazine's Tier 1 national universities, while the Carnegie Foundation classifies it as a "Very High" research activity institution, one of only 73 in the United States.

The university's strong academic program is complemented by a vibrant campus life featuring more than 130 student-run organizations, 13 fraternities and sororities, and 18 NCAA sports—including the only Division I ice hockey team in the Southeast. UAH also provides internship and learning opportunities with major companies including NASA, Marshall Space Flight Center, Mercedes, and Disney.

Externally-funded research at UAH exceeds \$100 million per year. Sponsors of active UAH research programs include Federal and State agencies, academic institutions, industry, and private foundations. Research programs are conducted within the individual colleges, 16 on-campus research centers, and numerous laboratories.

UAH is accredited by the Southern Association of Colleges and Schools, the Accreditation Board for Engineering and Technology, the American Assembly of Collegiate Schools of Business, the National League of Nursing, the American Chemical Society, the Computing Sciences Accreditation Board, the National Association of Schools of Music, the Commission on Collegiate Nursing Education, the Accreditation Council for Cooperative Education, and the National Council for Accreditation of Teacher Education.

Organization

The President is the chief executive officer of the institution. The UAH president reports to the Chancellor of The University of Alabama System, and the Chancellor reports directly to The Board of Trustees of The University of Alabama. The Board of Trustees is composed of 15 voting members, as well as the Governor and Superintendent of Education who serve as ex officio members.

The President is assisted by the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Vice President for Finance and Administration, the Vice President for Advancement, the Vice President for Student Affairs, the Vice President of Diversity, Equity and Inclusion, Director of Compliance & Title IX Coordinator, and the Chief of Staff.

Office Location

The administrative offices of The University of Alabama in Huntsville are located at 301 Sparkman Drive, Huntsville, Alabama 35899, and the telephone number is 256-824-1000. Dr. Robert Altenkirch serves as President. Website: www.uah.edu

ATHENS STATE UNIVERSITY

Creation and Authority

Athens State University is the oldest continuously operated institution of higher education in Alabama's state educational system. The University was founded in 1822 by local citizens who purchased five acres of land, erected a building, and began Athens Female Academy. Ownership of the school was transferred in 1842 to the Tennessee Conference of the Methodist Church. With the birth of the North Alabama Conference of the Methodist Church in 1870, the College came under the jurisdiction of that body.

On May 10, 1974, the Board of Trustees requested from the North Alabama Conference of the United Methodist Church that the College seek affiliation with the State of Alabama. The conference, at its annual meeting in June 1974, gave the Board of Trustees this permission and authorized the transfer of the College to the State of Alabama.

In June 1975, the College was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama Legislature. Later that year, the Legislature appropriated funds for the operation of the College to serve the graduates of state junior, community, and technical colleges/institutions.

The institution's name has changed several times in its history, following adjustments in purpose and governance. Athens Female Academy, upon transfer to the Tennessee Conference of the Methodist Church in 1842, became Athens Female Institute. Then in 1889 after having been transferred to the newly formed North Alabama conference, the College was known as Athens Female College. In 1931 the College became coeducational and was known as Athens College. In 1975, when the institution became part of the state educational system, it was renamed Athens State College, marking the initiation of an era of increased opportunity for service. In 1998, a bill was passed by the Alabama Legislature to rename the College to Athens State University. On May 11, 2012, a bill was passed by the Alabama Legislature allowing the creation of an autonomous Board of Trustees for the University. This Board of Trustees took office in October 2012. Athens State University remains the only upper-division University in the State of Alabama. The long history of service by the University is the foundation upon which the future of the University rests.

Purpose

The University advances the best interests of its students and the State of Alabama through teaching, service, research and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high quality undergraduate and select graduate programs, Athens State University provides a supporting environment for each student, demonstrating the importance of the diverse and interdependent nature of our state and society. Athens State University changes the face of Alabama by changing the lives of its students.

The Board of Trustees

Composition. The Athens State University Board of Trustees is composed of 11 members. The Governor serves as ex officio President of the Board. Of the other 10 members of the board, six members must be residents of either the fourth or fifth congressional districts (at least two of whom shall be residents of the county in which the main campus of the institution is located), two members are appointed from the state at large, one member is appointed from the governing body of the two-year institutions of higher education located in the district where the main

campus of the University is located, and the Chancellor of the Department of Postsecondary Education. board members are appointed by the Governor, subject to confirmation by the Senate. Appointed members serve seven-year staggered terms. No employee of the University, or any person related by blood or marriage to the President of the University, is eligible to serve on the Board. No board member shall receive any pay or emolument, other than his/her actual expenses incurred in the discharge of his/her duties as a trustee.

Meetings. The Board of Trustees determined in a regular session to hold its meetings in January, May, July, and October of each year. Special meetings may be called by the Governor or three board members may request the Governor to issue a call. Six members of the Board constitute a quorum for the transaction of business.

Duties. The Board shall have the exclusive authority over and jurisdiction of land, buildings, and other capital improvements. The President of the University, with the approval of the board, may execute any lease, deed, or other instrument of conveyance on behalf of the corporation, without additional approval. The board may designate one or more depositories for school funds. The Board shall, as often as necessary, elect a president of the University who shall serve at the pleasure of the board.

President

The Board delegates administrative authority and responsibility to the President of the University. The University President shall be the board's sole administrative officer and is responsible for the day-to-day operations of the University.

Organization of the University

The University is composed of five major administrative divisions; Financial Affairs, Information Technology, Academic Affairs, Enrollment and Student Services and University Advancement. Each of these areas is under the supervision of a Vice President. Within the Academic Affairs division, there are three University Colleges (College of Arts and Sciences, College of Business, and College of Education) with over 50 majors and degree options, over 40 minors and three master's degree programs. Each College is under the supervision of a Dean.

Financing

Athens State University is financed by annual appropriations from the State of Alabama, student tuition and fees, grants, and gifts.

University Location

The main campus of the University is located in Athens, Alabama 35611. The University also collaborates with Calhoun Community College on the Alabama Center for the Arts located in Decatur, Alabama 35609. The interim President of Athens State University is Dr. Ron Ingle.

AUBURN UNIVERSITY

Creation and Authority

Auburn University was chartered in 1856 as the East Alabama Male College, a denominational institution operated by the Methodist Church. In 1872 it became the Alabama Agricultural and Mechanical College, and in 1899 the Legislature changed the name to the Alabama Polytechnic Institute. In 1960, in recognition of the broadened academic program, the Legislature renamed it Auburn University. In 1967 the Legislature authorized construction of buildings for the campus in Montgomery.

In 1872, the University became a land-grant institution. *See Ala. Const.* Art. XIV, §266 and *Ala. Code* §§ 2-30-1 to 2-30-62; 16-48-1 to 16-48-12.

Purpose

Auburn University serves the State of Alabama through instruction, research, and extension. Auburn provides instruction through 13 colleges and schools, offering bachelors, masters, doctoral and professional degrees. Research in key areas promotes scientific investigation into the principles and applications of new ideas and solutions to improve quality of life. The Montgomery campus provides instruction through five academic schools, offering bachelors and masters degrees. A variety of research and extension activities are conducted at the Montgomery campus.

The Board of Trustees

Composition. The University is supervised by a Board of Trustees composed of sixteen members. The Governor, who is President of the Board, is an ex officio member. The Governor chairs a five-person committee that appoints the remaining fifteen members with the consent of the Alabama State Senate. One member is appointed from Lee County where the University is located, and one member is appointed from the state's congressional districts as they were constituted on January 1, 1961. There are also five at-large members. The Student Government Association President of each campus (Auburn and Montgomery) as well as the immediate past chair/president of each campus faculty group serve as nonvoting, advisors to the Board. No employee of Auburn University may serve on the Board of Trustees. Appointed members serve seven-year staggered terms. No trustee may receive any pay other than actual expenses incurred in the discharge of Board duties.

Meetings. The Board holds its annual meeting on the first Monday in June of each year at the University unless the Board determines, in a regular session, to meet at some other time and place. Special meetings may be called by the Governor or three board members may request the Governor to issue a call. A quorum consists of one more than half of the members of the Board.

Duties. The Board of Trustees has power to appoint, discharge, and fix the salaries of members of the faculty and other officers of the University. It may prescribe courses of instruction, rates of tuition, and fees. The Board may confer academic and honorary degrees and do whatever it deems best for the University. The day to day operations of the university are the responsibility of the President.

President

The Board of Trustees delegates administrative authority and responsibility to an administrative officer known as the President. The qualifications, term of office, and salary of the President are not specified by law. The President's exact duties are determined by the Board.

Organization of the University

The following colleges are located on the Auburn campus: Colleges of Agriculture; Architecture, Design and Construction; Business;

Education; Engineering; Human Sciences; Liberal Arts; Sciences and Mathematics; and Veterinary Medicine; as well as the Schools of Forestry and Wildlife Sciences, Nursing, Pharmacy, and the Graduate School. The University also supervises the Agricultural Experiment Station, the Cooperative Extension System, and numerous institutes and centers. The separately accredited Montgomery campus includes the Colleges of Business, Education, Liberal Arts and Social Sciences, Nursing and Health Sciences, and Sciences.

Alabama Agricultural Experiment Station

The statewide Alabama Agricultural Experiment Station is under the supervision of and is operated by Auburn University. It conducts research seeking solutions that support and enhance Alabama's agriculture and related businesses and industries, that promote environmentally and socially responsible development of Alabama's natural resources, and that improve the health and well-being of Alabama's citizens. Its goal is to make discoveries and develop new technologies that develop a more permanent, profitable, and diversified agriculture in Alabama and, thus, enhance the quality of life for citizens of Alabama, the nation, and the world. Experiment Station research results are published through print and online venues and made available to citizens of the state and to stakeholders and the scientific community worldwide. The Experiment Station is headquartered on the Auburn campus and has 16 research centers located across the state, as well as additional facilities on campus.

Director. The Director of the Alabama Agricultural Experiment Station is appointed by the President of Auburn University, with the approval of the Board of Trustees. The Director serves at the pleasure of the Board and receives a salary set by the President. The Director appoints, discharges, and fixes the compensation of necessary assistants and employees. The Director supervises the work of the Experiment Station, including work at the agricultural research centers, and makes a report to the President of Auburn University at the end of each fiscal year.

Organization. The Alabama Agricultural Experiment Station provides funding to the Auburn University Colleges of Agriculture, Sciences and Mathematics, Human Sciences, and Veterinary Medicine and the School of Forestry and Wildlife Sciences.

Alabama Cooperative Extension System

Mission: The Alabama Cooperative Extension System is the off-campus educational arm of Auburn University and Alabama A&M University for informal, out-of-school programs in agriculture, natural resources, community economic development, individual and family well-being, 4-H and youth development, and urban affairs. The aim of Extension today remains consistent with its original mandate. Congressman A.F. Lever, co-author of the 1914 Smith Lever Act, said, "The Extension Agent is to assume leadership in every movement—the aim of which is better farming, better living, more happiness, more education, and better citizenship."

Administration and Support: The Alabama Cooperative Extension System is administered by the Director of the Alabama Cooperative Extension System. The Director is appointed by the President of Auburn University after consultation with the President of Alabama A&M and with the approval of the Board of Trustees at both institutions, and the concurrence of the United States Secretary of Agriculture. The Director provides leadership to the organization and appoints, discharges, and fixes the compensation of employees subject to appropriate approval. Extension currently receives 16 percent of its funds from the Federal Government, 61 percent from the State Legislature, and five percent from the County Commissions, and 18 percent from other sources. Support comes from all people who pay taxes.

Program Direction: The Alabama Cooperative Extension System is headquartered in Auburn with state officials also located in Huntsville, and there are county agents in each of Alabama's sixty-seven counties who develop, organize and carry out educational programs to meet the needs of local people. Agents live in the community, associate closely with their clientele, and involve their clientele in program planning decisions. They are guided and supported by locally elected commissions.

Subject matter specialists in pertinent disciplines operate from the most up-to-date, scientific and technical knowledge which is available. They constantly process new information discovered by research and influence new research efforts through the feedback mechanism from problems in the field to researchable projects on campus. They help Extension agents and clientele understand how this information can be used for their own benefit.

Financing

Auburn University is financed by annual appropriations from the Alabama Education Trust Fund, Federal grants under the Morrill Act and other acts, student tuition and fees, income from the sale of commodities produced in its research program, and grants and gifts.

Office Location

Auburn University is located in Auburn, Alabama 36849. The President's Office is in 107 Samford Hall, and the phone number is (334) 844-4650. The President of Auburn is Steven Leath. Website: www.auburn.edu.

AUBURN UNIVERSITY MONTGOMERY

Act 403 of the 1967 legislature authorized the issuance of bonds for the purpose of “creating, supporting and maintaining a four-year college at Montgomery under the supervision and control of the Board of Trustees of Auburn University.”

Initially, AUM operated as the Montgomery Division of Auburn University. Today, Auburn University Montgomery is a fully accredited, comprehensive university governed by the Auburn University Board of Trustees and Auburn University President, under the guidance of the AUM Chancellor. AUM is organized into the College of Business, School of Sciences, School of Liberal Arts, School of Nursing and School of Education. It offers undergraduate and graduate degree programs in more than 90 areas of study, with traditional and online options. As a critical partner in the community, AUM provides expertise that enhances economic development and the quality of life for individuals in Central Alabama and beyond.

Office Location

Auburn University at Montgomery is located at 7440 East Drive, Montgomery Alabama 36124. The phone number is (334) 244-3000, and the Fax 334-244-3920 Email: admissions@aum.edu Website: www.aum.edu.

GADSDEN STATE COMMUNITY COLLEGE

History

Gadsden State Community College is a public, open door, comprehensive community college under the control of the Alabama Community College System Board of Trustees (ACCS BOT). Comprised of six campuses/centers, present-day Gadsden State began with the merger of Alabama Technical College, Gadsden State Technical Institute, and Gadsden State Junior College on February 28, 1985. Gadsden State has since expanded with the consolidation of the former Harry M. Ayers State Technical College in 2003 and the establishment of additional centers in Anniston and Centre. The college also offers instruction at St. Clair Correctional Facility. Gadsden State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

Gadsden State Community College serves the following areas: Calhoun County, Cherokee County (all but northern one-sixth), Cleburne County, Etowah County, and St. Clair County (northeastern third).

Mission

Gadsden State Community College is an affordable, accessible, and comprehensive community college that prepares our diverse student population for success through quality education, innovative workforce development, and meaningful community engagement. We foster the development of lifelong learners by giving students the opportunities to develop skills that empower them to contribute to the social, cultural, and economic life of our communities, our nations, and our world.

Financing

The principal sources of income for the College are student tuition and fees, federal grants and appropriations, and state appropriations.

State Board of Trustees

The management and control of the College is vested in the Board of Trustees. The Board of Trustees is authorized to make rules and regulations for the government of community and technical colleges; prescribe for the community and technical colleges the courses of study to

be offered and the conditions for granting certificates, diplomas and/or degrees; appoint or terminate the employment of the presidents of the community and technical colleges; direct the expenditure of legislative appropriations of community and technical colleges; prescribe qualifications for faculty and establish an annual salary schedule and tenure requirements for faculty at community and technical colleges; accept gifts, donations, and devises and bequests of money and real and personal property for the benefit of community and technical colleges or any one of them; and, establish a performance-based allocation process that is equitable and compatible with the services and programs offered by each individual campus.

With some exceptions, the board shall delegate to the Chancellor, authority for the Chancellor to act and make decisions concerning the management and operation of the community and technical colleges. The presidents of the colleges shall be responsible to the Chancellor for the day-to-day operation of the colleges.

Location

Gadsden State Community College's main campus is located at 1001 George Wallace Drive, Gadsden, Alabama, 35903. The mailing address is Post Office Box 227, Gadsden, Alabama, 35902. The phone number is 256-549-8200. The fax number is 256-549-8288. The website is www.gadsdenstate.edu. The President of Gadsden State Community College is Dr. Martha G. Lavender, Ph.D. RN FAAN.

JACKSONVILLE STATE UNIVERSITY

Creation and Authority

Jacksonville State University has operated under several names dating back to 1883. It has operated under its current name since 1966 and with a separate Board of Trustees since 1967 (See *Ala. Code* §§ 16-52-1 to 16-52-16).

Board of Trustees

The Board consists of two members from the congressional district in which the University is located, one from each of the other state

congressional districts, one at-large member from the state, one at-large member from outside the state, and the Governor, who is President ex officio. The trustees are appointed by the Governor with the consent of the Senate and serve six-year terms. No trustee can be appointed to serve more than a total of three full terms. Trustees receive no compensation except for travel expenses incurred in the discharge of duties. Employees of the University may not serve as trustees.

The Board of Trustees has the power to organize the University. It regulates the government of the University; prescribes courses of instruction, rates of tuition and fees; confers academic and honorary degrees; and promotes the interests of the University.

The Board is required to meet annually at the University on the third Monday in October, unless in regular session it elects to meet at some other time and place. Six members constitute a quorum.

Financing

Jacksonville State University is financed by student fees, various contracts and grants, auxiliary enterprise revenues, and by appropriations from the Alabama Educational Trust fund.

Office Location

Jacksonville State University is located at 700 Pelham Road North, Jacksonville, Alabama 36265-1602. The phone number is (256) 782-5781. Dr. John M. Beehler serves as President. Website: www.jsu.edu

ALABAMA MINING ACADEMY - BEVILL STATE

Creation and Authority

The Alabama Mining Academy was created by the Alabama Legislature in 1985. See *Ala. Code* §§ 16-60-260 to 16-60-264.

Purpose

The Academy is the central agency for assistance to Alabama miners in mine safety and health training. Its purposes are (1) to provide assistance to the mining industry in developing effective mine health and

safety programs; and (2) to improve and expand research and development programs aimed at a safer, more productive coal industry.

Composition

The Alabama Mining Academy is located at, and operates as an agency of Bevill State Community College. The President of Bevill State Community College is authorized to appoint or assign to the Academy such personnel as deemed necessary for performance of duties and functions of the Academy.

Organization

As an agency of Bevill State Community College, the Academy operates under the administrative supervision of the College and its President. The President is authorized to enter into contractual or other agreements on behalf of the Academy for performance of safety-related research. Such educational and training agreements shall be with educational institutions, state governments, labor organizations, mine operator and related industries, with curriculum needs and assignment of instructional personnel established by the user.

Duties

Duties of the Academy include research for the improvement of working conditions; preparation of reports on new safety techniques; development of improved training methods; safety awareness programs; state of art training for electrical personnel; maintenance of two mine-rescue teams, development of techniques for prevention of roof falls and for improvements of mine ventilation.

Financing

The Academy receives appropriations from the Alabama Special Education Trust Fund. In addition, it is authorized to receive funds through contracts for educational services.

Office Location

The Academy operates under aegis of Bevill State Community College. The Alabama Mining Academy is located in Sumiton. The president's main office and mailing address is located in Jasper at 1411

Indiana Avenue, Jasper, AL 35501. The phone number is 205-387-5192 and the fax number is 205-387-5192. Dr. Tom Huebner serves as Interim President. Website: www.bscc.edu

UNIVERSITY OF MONTEVALLO

Creation and Authority

The University was founded October 12, 1896 as the Alabama Girls' Industrial School, which opened its doors to some 150 young women from all parts of the state. In 1911 AGIS became Alabama Girls' Technical Institute. The phrase "and College for Women" was added in 1919. In 1923, the school became Alabama College, State College for Women, a degree-granting institution.

Two men enrolled in January of 1956, and with 33 more arriving by September, a new era had begun for the school. In 1969, in order to reflect this changing atmosphere, the school changed its name to University of Montevallo, and its four distinct colleges (Arts and Sciences, Education, Business, and Fine Arts) were established.

See *Ala. Code* §§ 16-54-1 to 16-54-18.

Purpose

The University's mission was confirmed in 1978 by passage of the Alabama Legislature of a revised Statute on the institution, to wit: "The overriding mission of the University of Montevallo, unique in Alabama higher education, is to provide students from throughout the state an affordable, geographically accessible, 'small college' public higher educational experience of high quality with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in pursuit of meaningful employment and responsible, informed citizenship."

Growing out of that mission and inherent in it are a number of ongoing goals which the trustees from time to time may affirm on the basis of recommendations of the president.

The University of Montevallo's Vision Statement: "For

undergraduates, our vision is to offer academically capable students from all sociodemographic backgrounds an affordable, life-enriching “honors college” experience stressing community service and global awareness, all within an atmosphere of national historic beauty and a tradition of innovative cultural expression. Our vision for graduate students builds on this undergraduate foundation, using traditional and innovative instructional methods to foster growth in specialized skills and knowledge required by practicing educators, counselors, speech-language clinicians, scholars in the humanities, and other professional leaders, within a nurturing environment steeped in the unique ‘Montevallo experience.’”

The Board of Trustees

The University of Montevallo is governed by a lay board of trustees, consisting of the Governor, who is president, *ex officio*; the Superintendent of Education *ex officio*; and eleven other trustees (one from each congressional district and a number of trustees from the state-at-large sufficient to bring the number to or keep it at eleven), plus a non-voting student trustee appointed annually.

Five members of the Board constitute a quorum. Trustees are appointed for a term of twelve years. Appointees, except for the state-at-large appointees, must be at the time of their appointment, residents of the district for which they are appointed, respectively. All appointments of trustees are made by the Governor with the advice and consent of the Senate. In case of a vacancy in the office of trustee, the Governor appoints a successor, who holds office until the next meeting of the legislature, when the Governor, by and with the advice and consent of the Senate, appoints a trustee to hold office for the unexpired term. A trustee is ineligible to be elected by the Board of Trustees to or otherwise hold an office of the institution where compensation is provided. The trustees are entitled to receive payment of their actual expenses incurred in the discharge of their duties.

President

The President, with the advice and consent of the Trustees, appoints and fixes the compensation for all faculty, including professors, associate professors, assistant professors, instructors and other necessary teachers, and all staff, including professional and nonprofessional staff. The President, provost and academic vice president, deans, professors, associate professors, assistant professors and instructors compose the

faculty of the institution. Policies and procedures governing the employment, dismissal, promotion, and disciplining of university faculty and staff are determined by the Trustees.

Organization of the University

UM offers 35+ degree programs with approximately 76 major/concentration combinations within four different colleges: the College of Arts & Sciences, Michael E. Stephens College of Business, the College of Education and the College of Fine Arts. In addition, UM is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's, Master's, and Educational Specialist degrees.

Office Location

Offices of the University of Montevallo are at Station 6001, Montevallo, Alabama 35115. The phone number is (205) 665-6001, fax number (205) 665-6003. Dr. John W. Stewart III is President. Website: www.montevallo.edu

UNIVERSITY OF NORTH ALABAMA

Creation and Authority

The University of North Alabama traces its origin to LaGrange College, which was established in 1830 a few miles south of Leighton, Alabama, with Dr. Robert Paine as president. In 1855, President R. H. Rivers and most of the LaGrange College faculty and students moved to Florence after the Methodist Church, the college's founder and owner, approved the change in location. On April 14, 1856, the General Assembly of Alabama, by an act of incorporation, changed the college's name to Florence Wesleyan University.

Although students were few, the University did not close during the Civil War. However, it did close for a short period after the war. In September 1869, the Methodists made a strong effort to restore the institution to the status it had enjoyed during the antebellum years. However, the church was not able to overcome the prevailing economic conditions experienced throughout the South, and in 1870 the doors of

Florence Wesleyan University were closed.

The college grounds and building were donated in 1872 to the State of Alabama for a normal school. The University was reorganized by an Act of the State Board of Education on December 14, 1872, as the “State Normal School,” and opened its door to students in September 1873. It was the first state-supported teachers college south of the Ohio River. The admission of women in 1874 also made it one of the first co-educational institutions in the nation.

Beginning in 1888, the institution was referred to as State Normal College. In 1913 its name reverted to State Normal School. It became Florence State Teachers College in 1929 and in 1957, Florence State College. In 1967, the institution was removed from the control of the State Board of Education and placed under the jurisdiction of its own institutional governing board (“Board of Trustees”). The next year, 1968, the name was changed to Florence State University. It was renamed the University of North Alabama on August 15, 1974.

The Board of Trustees

The eleven-member Board consists of the Governor as its ex officio president and ten appointed members. Of these ten appointees, six are residents of the Fourth and Fifth Congressional Districts (including at least two who are residents of Lauderdale County); three are from the state at large; and one additional at-large member may be from within or outside the state. Trustees are appointed by the Governor, by and with the advice and consent of the Senate, and hold office for a term of six years. The Board is divided into three groups so that reappointments may be made each two years. The Governor shall coordinate appointments so that diversity of gender, race, and geographical areas is reflective of the makeup of this state. The President of the Student Government Association serves as a non-voting ex officio member at the pleasure of the Board. Trustees serve without compensation but are paid expenses as provided by law.

The Board of Trustees is a body corporate under the name University of North Alabama and has all the rights, privileges, and franchises necessary to operate the University. It may appoint a President; fix the President's salary; regulate, alter, or modify the government of the University; prescribe courses of instruction; establish rates of tuition and

fees; confer degrees; and promote the interests of the University. It reports to each session of the Legislature on transactions, receipts, disbursements and conditions of the University. With the Board's approval, the President is empowered to employ police officers as needed.

The Board holds regular meetings each quarter (including a regular annual meeting each June), but may hold other special meetings upon the call of the Governor. Six members constitute a quorum.

Financing

The University of North Alabama is primarily financed by student fees and annual appropriations from the Alabama Special Education Trust Fund.

Office Location

The University of North Alabama is located at One Harrison Plaza, UNA Box 5004, Florence, Alabama 35632-0001, and the phone number is (256) 765-4100, fax number (256) 765-4644. Kenneth D. Kitts serves as President. Website: www.una.edu.

UNIVERSITY OF SOUTH ALABAMA

Creation and Authority

The University was established in 1963 (See *Ala. Code* §§ 16-55-1 to 16-55-10).

Purpose

The University of South Alabama, with a global reach and special focus on the Gulf Coast, strives to make a difference in the lives of those it serves through promoting discovery, health, and learning. The University offers programs in the liberal arts, business, education, engineering, computing, the sciences, and healthcare professions. Its mission encompasses undergraduate, graduate, doctoral, and professional instruction; basic and applied research; and public service. The University also offers courses in Baldwin County, providing more opportunity and convenience for students living in one of the state's fastest-growing counties.

The USA Health system, home to the region's only Level I Trauma Center, Burn Center and Neonatal Intensive Care Unit, works in close association with USA's academic programs in Medicine, Nursing, and Allied Health Professions to provide education and experience for future healthcare professionals while offering advanced and innovative care through USA Medical Center, USA Children's & Women's Hospital, USA Mitchell Cancer Institute and USA Physicians Group.

The Board of Trustees

Composition. The University is governed by a Board of Trustees, which has 16 members including the Governor of the State of Alabama as ex officio President of the Board. With the advice and consent of the Senate, the Governor appoints the remaining 15 members — three from the 33rd senatorial district (Mobile County), five from the state at large, two from the United States at large, and one from each of the following senatorial districts, or combinations thereof, as they existed in 1963: 16th and 17th (Monroe and Wilcox counties, and Butler, Conecuh, and Covington counties, respectively); 19th and 20th (Choctaw, Clarke and Washington counties, and Marengo and Sumter counties, respectively); 21st (Baldwin and Escambia counties); 23rd, 25th, and 30th (Dale and Geneva counties, Coffee and Crenshaw counties, and Dallas and Lowndes counties, respectively); and 35th (Henry and Houston counties).

No qualifications for the appointed members are specified by law. Members appointed by the Governor serve six-year staggered terms. No compensation is provided except for expenses as provided by law.

The Board is required to hold a regular annual meeting at the University on the first Monday in June, but it may vote to hold that meeting at another time and place. Special meetings may be called by the Chair *pro tempore* of the Board or the Governor. Seven members of the Board constitute a quorum.

Duties

The Board of Trustees is authorized to establish and provide for the operation and maintenance of a state university in Mobile County. In the discharge of this responsibility, it may authorize the University to hold, lease, sell, or otherwise dispose of property. The Board is authorized

to organize the institution by appointment of faculty members and administrative officers. The Board regulates salaries and compensation and establishes the rates of tuition and fees. It may confer such academic and honorary degrees as are usually conferred by institutions of like character.

Organization

The senior administration is composed of the President, appointed by the Board of Trustees, and the administrative officers who report directly to him. The administrative officers include the Executive Vice President, the Provost and Senior Vice President for Academic Affairs, the Vice President for Medical Affairs, the Vice President for Finance and Administration, the Vice President for Development and Alumni Relations, the Vice President for Student Affairs, and the Vice President for Research and Economic Development.

USA is an urban campus with 10 academic colleges and schools, a medical school, a cancer institute, two hospitals, and a clinical provider group. The academic divisions are: College of Arts and Sciences, Mitchell College of Business, College of Education and Professional Studies, College of Engineering, College of Medicine, College of Nursing, Pat Capps Covey College of Allied Health Professions, School of Computing, Honors College, and Graduate School.

Financing

The University of South Alabama receives funds from student tuition and fees; annual appropriations from the Alabama Special Education Trust Fund; federal appropriations; federal, state, and private contracts and grants; hospital and clinical services; and private donations.

Office Location

Offices of the University of South Alabama are at 307 University Blvd, North, Mobile, Alabama 36688. Tony G. Waldrop, Ph.D., serves as President. The president's office is located in the Frederick P. Whiddon Administration Building, room 130. The phone number is (251) 460-6111, the fax number is (251) 461-1537, and the website address is www.southalabama.edu.

TROY UNIVERSITY

Creation and Authority

Troy University's history of teaching excellence dates to its founding in February 1887 as Troy Normal School. From the outset, the institution quickly earned a reputation for innovation and accessibility. Troy Normal became Troy State Teachers College in 1929, Troy State College in 1957, Troy State University in 1967, and Troy University in 2005.

The Montgomery campus earned independent accreditation in 1983, as did the Dothan campus in 1985. The Phenix City campus and the locations around the nation and the world, administered by the Troy Global Campus, have always operated under the accreditation of the Troy campus. With the development of campuses in Montgomery and Dothan, and branch units in other locales, there was created "The Troy State University System," and the post of Chancellor, under Act 97-586 of the Alabama Legislature (See *Ala. Code* §§ 16-56-1 to 16-56-12).

In 2005, the separately accredited campuses were merged into a single university structure forming Troy University. This name change represented the fifth major advancement in the storied, dynamic rise of the University to national and international prominence. Today, Troy University serves nearly 20,000 students in Alabama and around the world.

In 2009, the Alabama Legislature updated the appropriate state statutes to recognize the Board of Trustees actions, unification, and name change to Troy University (See Act 2009-159).

The Board of Trustees

The Board of Trustees is appointed from seven geographic areas of the State as defined in Act 2009-159. The Board consists of two members from the areas in which Troy University is located and one from each of the other seven areas, two trustees at-large, who may or may not be residents of the state, and the Governor who is ex officio President of the Board. The trustees are appointed by the Governor, with the consent of the Senate, and serve terms of twelve years. No trustee receives compensation other than expenses as provided by law. No employee of Troy University

is eligible to serve on its Board of Trustees.

Meeting

The Board holds its annual meeting each year at the University on or about the date scheduled for spring term graduation, unless the Board shall, in regular session, determine to hold its meeting at some other time and place.

Quorum

A majority of the Board constitutes a quorum, but a smaller number may adjourn from day to day until a quorum is present.

Powers

The Board of Trustees has the power to organize the University and to appoint the faculty of the university and other professional and operating personnel as the interest of the university may require. It also can remove members of the faculty and fix their salaries. The Board regulates the government of the University, prescribes courses of instruction, rates of tuition and fees, confers academic and honorary degrees, and may do whatever else it deems best for promoting the interest of the University.

The Board shall make a report to each session of the Legislature of its business and the state of the University.

The Chancellor of Troy University may appoint and employ persons as he or she may deem proper to serve as police officers.

Organization

The Board carries out its responsibilities through the Chancellor of Troy University and through executive or administrative officers at its various campuses and branch units, who are appointed by and responsible to the Chancellor. Troy University, located at Troy, Alabama, with campuses in Montgomery, Dothan and Phenix City, and is administered by the Chancellor. Troy University also operates educational programs at locations in Georgia, Florida, Virginia, North Carolina, South Carolina, Vietnam, Texas, Malaysia, Korea, and Japan.

Office Location

The central offices of Troy University are located at Troy University, 216 Adams Administration Bldg., Troy, Alabama 36082. The phone number is (334) 670-3200, fax number (334) 670-3774. Dr. Jack Hawkins, Jr. serves as the Chancellor of Troy University. Website address is www.troy.edu.

BOARD OF COMMISSIONERS OF TUSKEGEE UNIVERSITY

Creation and Authority

The Tuskegee Institute was established as a public institution by an act of the Legislature in 1881 and incorporated in 1892. The Board was established in 1893 (See *Ala. Code* §§ 16-57-1 and 16-57-5).

Purpose

Tuskegee University is a state-related corporate body administered by its own Board of Trustees. Originally, the State of Alabama appropriated money for the University and placed the expenditure of the appropriations under the Board of Commissioners. Being a private institution as well as a state related and supported institution, the University is funded differently. Although still receiving funding in part from the Educational Trust Fund, the Board of Trustees has full control over the expenditures.

Composition

The Board of Commissioners has six members. The State Superintendent of Education is an ex officio member, and the Governor appoints the other five members, who must be residents of Alabama. Appointed members serve four-year staggered terms. No compensation is provided.

Duties

Members of the Board of Commissioners are required by law to serve as members of the Board of Trustees of Tuskegee University

together with the regular trustees. The Commissioners exercise all rights and powers of members of the Board of Trustees, except that they have no authority to participate in filling vacancies on the Board of Trustees.

Financing

No funds are provided for the Board of Commissioners. However, Tuskegee University receives an appropriation from the Alabama Special Education Trust Fund.

Office Location

Tuskegee University is located at 1200 W. Montgomery Rd., Tuskegee, Alabama 36088. The phone number is 1-800-622-6531 or 334-727-8011 and the fax number is 334-727-5276. Serving as President is Dr. Lily D. McNair. Website address is www.tusk.edu.

THE UNIVERSITY OF WEST ALABAMA

Creation and Authority

In 1967, Livingston State College was removed from the control of the State Board of Education and placed under its own Board of Trustees. Its name was subsequently changed to Livingston State University, by a later amendment, to Livingston University, and in 1995 to The University of West Alabama (See *Ala. Code* §§ 16-53-1 to 16-53-12).

The Board of Trustees

The Board is composed of fifteen members, including the Governor, who is President *ex officio*; the State Superintendent of Education; two members from the congressional district in which the University is located; one from each of the other congressional districts; and five from the State at large. Trustees are appointed by the Governor for six-year staggered terms.

The Board appoints the President who appoints other administrators, and the faculty of the University and fixes their salaries. The Board approves the organization of the University, the courses of instruction, tuition, and fees, and confers degrees. It holds regular

quarterly meetings on the first Monday of each third month.

The Office of the President

The University is directed by a President, the institution's chief educational and administrative officer. The President's duties include all phases of the education program, external relations, personnel administration, and financial management. In carrying out these duties, the President is assisted by the vice presidents of the major functional areas, the athletic director, deans of the colleges and divisions, and other administrative officers. Staff support for the President is provided by such assistants as may be deemed necessary from time to time.

The Operating Divisions of the University

There are four major operating divisions of the University: the Office of Financial Affairs, the Office of Student Affairs, the Office of Academic Affairs, and the Office of Institutional Advancement.

Financing

The University is financed by tuition and other fees collected from students, annual appropriations from the Alabama Special Educational Trust Fund, by private funds from individuals, corporations, foundations and other private sources, and by federal grants primarily for research and related activities.

Office Location

The University is located in Livingston, Alabama 35470, and the phone number is (205) 652-3400. Website address is www.uwa.edu.

BOARD OF DENTAL SCHOLARSHIP AWARDS

Creation and Authority

The Board was established in 1965 and reorganized in 1977 (See *Ala. Code* §§ 16-47-76 to 16-47-81).

Purpose

The Board administers a program providing scholarship loans, and awards to qualified Alabama residents studying dentistry.

Composition

The Board has twelve members. The following serve as ex officio members: the Secretary of the Alabama Dental Association (who is Chairman), the Director of the Bureau of Dental Health of the Health Department of Alabama, the Dean of the University of Alabama School of Dentistry or designee, and the Chairman of the University of Alabama School of Dentistry Admissions Committee. In addition, one dentist is elected from each component society of the Alabama Dental Association. Elected members serve for four-year staggered terms of office. The law provides no compensation for members and specifies no date of meeting or quorum.

Duties

The Board establishes scholarship, as provided by law, to further training toward a dental degree for qualified applicants for admission to the University of Alabama School of Dentistry. It makes a careful investigation of the ability, character, and qualifications of each applicant and is responsible for the administration of the scholarship program subject to the provisions of the Act establishing the Board. Students who receive scholarship aid from the Board may repay their obligation in cash or by practicing in areas approved by the Board as in need of additional dental service. Municipalities of less than 100,000 population may apply to the Board to be placed on this list.

Financing

An annual appropriation for scholarships is made to the Board from the Alabama Special Educational Trust Fund.

Office Location

The Board of Dental Scholarship Awards is located at Lister Hill Library of the University of Alabama in Birmingham. The address is LHL G20 1720 2nd Ave So., Birmingham, AL 35294 and the phone number is 205-934-8132, fax: 205-934-8941. Mrs. Amanda Benko and Ms. Karly

Wilson provide staff support to the Board.

BOARD OF MEDICAL SCHOLARSHIP AWARDS

Creation and Authority

The Board was established in 1965 and reorganized in 1977 (See *Ala. Code* §§ 16-47-121 to 16-47-129).

Purpose

The Board establishes and administers scholarships for the study of medicine.

Composition

The Board of Medical Scholarship Awards is composed of three members of the Board of Censors of the Medical Association of the State of Alabama; the Executive Officer of the State Board of Health; the Dean of each school of medicine in Alabama or designee; the Chairman of the Admissions Committee of each school of medicine in Alabama; and two members appointed by the Governor for four-year terms, one of whom shall be a member of the State of Alabama Senate and the other a member of the State of Alabama House of Representatives. The terms of the legislative members shall be concurrent with their legislative terms.

Duties

The Board establishes scholarship-loans for qualified applicants seeking admission to Alabama Medical Schools. It also establishes annual merit scholarships granted to students with high scholastic achievements. Thorough investigation of the ability, character, and qualifications of applicants is required.

The Board makes loans which cover tuition, fees and living expenses and which are to be repaid by primary care service in a medically underserved area of Alabama. Interest is at the rate of 8 percent, with penalties which range from 20 to 200 percent for breach of contract or agreement.

Financing

Medical scholarships are financed by appropriations from the Alabama Educational Trust Fund.

Office Location

The Board of Medical Scholarship Awards is located at 839 RSA Union in Montgomery, Alabama. The mailing address is P.O. Box 115, Montgomery, Alabama 36101, and the phone number is (334) 353-4800, fax number (334) 353-4877. Ms. Kelly Whitaker serves as Executive Director of the Board.

**ALABAMA BOARD OF OPTOMETRIC
SCHOLARSHIP AWARDS****Creation and Authority**

The Board was created by the Alabama Legislature in 1982 (See *Ala. Code* §§ 34-22-60 to 34-22-65).

Purpose and Duties

The purpose of the Board is to establish scholarships and loans to further optometric training in pursuance of an optometric degree at the University of Alabama School of Optometry; to receive and review all applications for scholarships and loans; and to make awards to deserving and qualified applicants.

Composition

The Board is composed of six optometrists, one of whom is elected from each of the six constituent societies of the Alabama Optometric Association. Elected members serve staggered, four-year terms. Other members include the Secretary of the Alabama Optometric Associations; the Dean of the University of Alabama School of Optometry, or his designee; the Chairman of the University of Alabama School of Optometry Admissions Committee; and two community representatives appointed by the Governor of Alabama. The Secretary of The Alabama Optometric Association, or his appointee, serves as Board Chairman.

Financing

Scholarships and loans provided through the Board are financed by state appropriations from the Alabama Special Education Trust Fund.

Office Location

The Board of Optometric Scholarship Awards is located at Lister Hill Library of the University of Alabama in Birmingham. The address is LHL G20 1720 2nd Ave So., Birmingham, AL 35294 and the phone number is 205-934-8132, fax: 205-934-8941. Mrs. Amanda Benko and Ms. Karly Wilson provide staff support to the Board.

ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

Creation and Authority

The School was established in 2018 by Act 2018-480. See *Ala. Code* §§ 16-26D-1 to 16-26D-9.

Purpose

The School was founded to provide a residential “magnet” institution for academically gifted and motivated Alabama students to pursue education and experience in the fields of cyber technology and engineering.

Board of Trustees

The School is governed by a Board of Trustees composed of nineteen members:

- (1) An assistant state superintendent in charge of curriculum development with the department, or his or her designee.
- (2) The President of Auburn University, or his or her designee.
- (3) The President of the University of Alabama in Huntsville, or his or her designee.
- (4) The President of Alabama A&M University, or his or her designee.
- (5) The President of Tuskegee University, or his or her designee.
- (6) The President of the University of South Alabama, or his or her designee.
- (7) The President of the University of Alabama, or his or her designee.
- (8) The Chair of the Alabama School of Cyber Technology and Engineering Foundation.
- (9) The Chair of the House Ways and Means Education Committee, or his or her designee.
- (10) The Chair of the Senate Finance and Taxation Education Committee, or his or her designee.
- (11) The Chancellor of the Alabama Community College

System, or his or her designee.

(12-19) One member appointed by the Governor from each of Alabama's seven congressional district plus an additional member from Madison County. Five of the eight must have backgrounds in business, with the other three from academia, government, or other career field with a strong basis for service. These eight members serve staggered six-year terms.

The Board is responsible for the administration of the school, including selecting a director, determining the school's curriculum and activities, budgeting, and establishing an admissions process. The Board is also directed to help teachers across the state in replicating cyber technology and engineering best practices in their own classrooms. In the initial phase of establishing the school, the Board is responsible for determining the school's location in Huntsville in Madison County.

Financing

Primary financing is through direct appropriations by the State Legislature from the Education Trust Fund. However, the Board is also authorized to accept gifts and grants.

Office Location

At this stage, the school itself has not yet been established. It is authorized to begin classes as soon as Fall 2020.

ALABAMA SCHOOL OF FINE ARTS

Creation and Authority

The School was founded by House Joint Resolution 145, Act No. 1203 of the Alabama Legislature on September 17, 1971. It was enacted and modified by Act No. 92-531 in 1992 (See *Ala. Code* §§ 16-26B-1 to 16-26B-8).

Purpose

The School was founded for the purpose of identifying and developing the abilities of Alabama high school students talented in the

arts and developing a high quality academic and fine arts program. It has the additional purpose of exposing Alabama young people to the fine arts and potential arts careers through performance and satellite programs.

Organization

The School is governed by a Board of Trustees composed of at least seventeen citizens of good standing who have shown themselves to be exponents of the cultural advancement of youth, and who are appointed by the State Board of Education. Members serve four-year staggered terms and are chosen for membership on the following basis: one member shall be a member of the Professional Arts Staff of the State Department of Education; one member shall be representative of the field of dance; one member shall be representative of the field of music; one member shall be representative of the field of the visual arts; one member shall be representative of creative writing; one member shall be a representative of the field of theater arts; one member shall be a representative of the field of academics; and all other members shall be chosen from the public at large.

Financing

Primary financing is through direct appropriations by the State Legislature.

Office Location

Offices of the Alabama School of Fine Arts are at 1800 Rev. Abraham Woods, Jr., Blvd., Birmingham, Alabama 35203. The telephone number is (205) 252-9241 and the fax number is 251-9541. John Northrop serves as Executive Director. Website address is www.asfa.k12.al.us.

ALABAMA HIGH SCHOOL OF MATHEMATICS AND SCIENCE

Creation and Authority

Creation of the School was authorized by the Legislature in 1989 (See *Ala. Code* §§ 16-26A-1 to 16-26A-9). The statute provides for a pilot

program, located in Mobile, Alabama, which would be at a site determined by the School's Board of directors and which would open and formally begin operations with the fall semester in 1991.

Purpose

The purpose of the Alabama High School of Mathematics and Science is to provide academically motivated Alabama students with exceptional preparation in the fields of math and science, empowering them to improve their community, state, and nation.

The school offers an extensive STEM-based summer programs, workshops, seminars and other innovative programs used to offer instruction to students not enrolled as full-time students and to enhance content knowledge and skills of teachers throughout the state.

The school accepts applications for the regular programs from any Alabama ninth or tenth grader for selected admission to a two or three-year, residential, advanced academic program.

Organization

The School is to be governed by a board of directors composed of twenty-one members. Members include: (1) The State Department of Education Assistant State Superintendent in charge of curriculum development, or his or her designee. (2) The Chancellor of The University of Alabama System, or his or her designee. (3) The President of Auburn University, or his or her designee. (4) The President of The University of South Alabama, or his or her designee. (5) The President of Alabama A & M University, or his or her designee. (6) The Chair of the Alabama High School of Mathematics and Science Foundation. (7) The Chair of the House Standing Committee on Education, or his or her designee. (8) The Chair of the Senate Standing Committee on Education, or his or her designee. (9) The Chair of the House Standing Committee on Ways and Means Education, or his or her designee. (10) The Chair of the Senate Standing Committee on Finance and Taxation Education, or his or her designee. (11) The Coordinator of Mobile County Special Education. (12) One instructor who is a member of the faculty, elected annually by faculty members. (13) Nine members appointed by the Governor, one member from each congressional district and two members appointed at large, who shall be residents of Mobile or Baldwin Counties, all of whom shall be

from business and industry; at least two of the appointees shall be minorities. The terms of the nine members appointed by the Governor shall be for six years. All members may succeed themselves. Members may be compensated for expenses, per diem, and travel expenses of the board and its. The Board is the local education agency for the school.

Duties

The Board is authorized to accept donations or other assistance for educational purposes, sell or exchange land or other real property not needed for school purposes, adopt rules and regulations for conduct of the board's business, award certificates and diplomas for completion of programs of study, enter contracts with other public agencies for cooperative enterprises related to the school's educational purposes, to perform such other functions as are necessary for the supervision of education under its control, adopt rules for the efficient operation of the school, establish criteria for enrollment, and determine subjects and extracurricular activities to be offered. Those subjects are subject to approval by the state board of education.

Director

The Board elects a President/Director as the chief administrator officer, who administers rules, regulations, and policies adopted by the board. The Board delegates to the President/Director such powers and duties as it deems appropriate. Until a President/Director is selected, the state Superintendent is the school's chief administrative officer.

Financing

The School is financed by an initial conditional appropriation from the Alabama Special Educational Trust Fund, by continuing appropriations, and by gifts and grants as authorized by statute and Board policy.

Office Location

The school and administrative offices are located at the corner of Dauphin and Ann Streets in Mobile and may be contacted by mail at 1255 Dauphin Street, Mobile, Alabama 36604-2519. The phone number is (251) 441-2102. Dr. John Hoyle is the Interim President.

ALABAMA ACADEMY OF HONOR

Creation and Authority

The Academy was established in 1965 (See *Ala. Code* §§ 41-11-1 to 41-11-6).

Purpose

The Academy was established to honor distinguished living citizens of the State. Members of the Academy are chosen for some important benefit they have provided to Alabama or for some accomplishment reflecting credit on the State.

Composition

The Alabama Academy of Honor consists of not more than 100 living members. The current Governor and all living former Governors are members but are not included in the one hundred count. The initial ten members of the Academy were chosen by a special committee appointed by the Governor, as provided by law. Thereafter, ten new members were elected annually by the existing membership, until the total membership reached 100. Since that time, the existing membership annually elects a sufficient number of persons to keep its total membership at 100, but not more than ten new members may be chosen each year. Members are to be chosen for accomplishments in a number of fields; however, no more than 25 percent of the members may be chosen for accomplishments in politics. The Academy shall meet at least once annually to award new memberships and shall hold such other meetings as necessary to carry out its purpose. The dates, times and places of meeting are determined by the members. One-third of the membership constitutes a quorum.

Duties

The Academy may make rules and regulations with regard to the carrying out of its purpose to select not more than ten new members each year.

Financing

The Academy does not receive an annual appropriation. The costs

of administrative, clerical, and other assistance are provided by the Department of Archives and History, which may include expenses for receptions or luncheons associated with the Academy's annual induction ceremony, are paid by the Department of Archives and History from funds appropriated to it. Members of the Academy are not entitled to remuneration for their services to the Academy.

Office Location

Records of the Board are maintained at Department of Archives and History, and staff support is provided through the office of the Director. The address is 624 Washington Avenue, Montgomery, AL 36130, the mailing address is P. O. Box 300100 and the phone number is (334) 242-4441.

AVIATION HALL OF FAME BOARD

Creation and Authority

The Board was created by the Alabama Legislature in 1979 (See *Ala. Code* §§ 41-9-720 to 41-9-722).

Purpose

The purpose of the Board is to promote and encourage the growth and public support of aviation, especially general aviation within the State by providing official and public recognition and honor to individuals, living or dead, who by extraordinary achievement and service have made outstanding and substantial contributions to aviation in Alabama. Persons to receive recognition may be residents of Alabama who received national recognition for aviation achievements elsewhere, or nonresidents who contributed directly to aviation in the State.

Composition

The Board is composed of seven Alabama residents. Two members are appointed by the Governor, one for six years and one for four years; one each by mayors or chief executives of Mobile, Montgomery, Huntsville, and Birmingham for four years; and one by the Southern Museum of Flight for a six-year term. The Board elects a Chairman from

its members and adopts by-laws to govern its organization and procedures.

Financing

The Board may receive appropriations from the Legislature and may submit, receive, and expend contributions of money and property.

Office Location

The Board may be contacted at 4343 73rd Street North, Birmingham, AL 35206. The phone number is (205) 833-8226 and the fax number is (205) 836-2439. The current chairman is Dr. Brian J. Barsanti.

ALABAMA CHIROPRACTORS' HALL OF FAME BOARD

Creation and Authority

The Board was established in 1988 by the Alabama Legislature (See *Ala. Code* §§ 41-9-880 to 41-9-883).

Purpose

The purpose of the Board is to honor those living or dead, who by achievement or service, have made outstanding and lasting contributions to the chiropractic profession and exhibited outstanding civic service in Alabama.

Composition

The Board is composed of the executive committee of the Alabama State Chiropractic Association and meets annually at the Office of the Alabama State Chiropractic Association and at such other times and places as its rules and bylaws prescribe. A majority of the members constitutes a quorum for the transaction of business. Members unable to attend a meeting may appoint another member of the Association to serve in their place for that meeting.

Organization and Duties

The Board is authorized to adopt such rules, regulations, and bylaws as it deems necessary to carry out its duties and functions. It may solicit and accept donations, contributions and gifts of money and property or services, with all gifts made to the board exempt from taxation in Alabama.

Financing

The Board is authorized to receive and spend all appropriations of public money made for the use of the Board and also to expend funds donated or contributed for its use.

Office Location

The Board's office is located at 3 South Jackson Street, Montgomery, AL 36104. Telephone is (334) 262-2228; fax (334) 262-3060. Ms. Layne Lunn serves as Executive Director.

ALABAMA MEN'S HALL OF FAME

Creation and Authority

The Alabama Men's Hall of Fame was established in 1987 by the Alabama Legislature (See *Ala. Code* §§ 41-9-850 to 41-9-853).

Purpose

The purpose is to recognize those men native to or identified most closely with the state of Alabama who have made significant contributions on a state, national, or international scale within their professional or personal fields of activity and concern.

Composition

The Board is composed of nineteen members, five of whom are members of the Women's Committee of 100 for Birmingham. Two members are appointed by the Governor from each of the United States Congressional Districts, except District Number 6, for a total of twelve

members from those districts. The Governor and the Director of the Department of Archives and History serve as voting members. Initial members are appointed by the Governor. The Board meets semiannually and at such other times as its rules may prescribe. A quorum is a majority of those present and voting. Perpetuation of the Board is from choices by the Board to fill vacancies because of rotation, resignation, or incapacitation. The Board has full and final rights of choosing succeeding members. The Chairman is elected annually by the Board and serves for no more than two consecutive years.

Duties

In its initial selections, the Board's choices were limited to five persons, each of whom have been deceased for a minimum of two years. Once every year after the initial selection, the Board is authorized to choose not more than three new members of the hall. Those new members must be deceased for a minimum of two years at the time of selection.

Financing

The Board is authorized to solicit donations, contributions and gifts of money and property, and to finance its activities therefrom.

Office Location

The Alabama Men's Hall of Fame is located in the Harwell Davis Library Building, Samford University, Birmingham, Alabama. The address is P.O. Box 292307, Samford University, Birmingham, AL 35229 and the phone number is (205) 726-2362 or (205) 879-3935. Current Chairman is Dr. Richard Bailey. The website is: www.samford.edu/go/amhf.

ALABAMA MILITARY HALL OF HONOR

Creation and Authority

The Alabama Military Hall of Honor was established by Gubernatorial Executive Order #59 on January 23, 1975. It was subsequently re-established by Executive Order #42 dated May 2, 1991, as amended on May 24, 1991. On May 20, 2009, the Alabama Legislature

presented Governor Bob Riley House Bill 267 which was passed by the House and the Senate. The Governor signed the bill into law on May 20, 2009, permanently establishing the Hall of Honor as a State Agency and providing for funding at a level to be determined annually by the legislature.

Purpose

The purpose of the Hall of Honor is to recognize outstanding Alabamians who have distinguished themselves in the Armed Forces of the United States through extraordinary "patriotism" and "heroism". The Hall provides a permanent and visible tribute to them and serves as a constant testimony to present and future generations.

Composition

The Hall of Honor is governed by a board consisting of the following individuals, with their consent: the Governor; President of Marion Military Institute; Senior Active Duty Officer stationed in Alabama from the United States Army, Navy, Air Force, Marine Corps, and Coast Guard; Senior Retired Officer permanently residing in the State of Alabama from the United States Army, Navy, Air Force, Marine Corps, and Coast Guard; The Adjutant General of the Alabama National Guard; Commander of the Alabama Veterans of Foreign Wars; Commander of the Alabama American Legion; Commander of the Department of Alabama Military Order of the Purple Heart; Director of the Department of Archives and History of the State of Alabama; President of the Alabama Press Association; Command Sergeant Major of the Alabama National Guard; and five members appointed by the Governor.

Organization

The Governor serves as Chairman of the Board of Directors and the President of Marion Military Institute is the Board's Vice Chairman. The Board adopts by-laws, rules, and regulations governing the selection of inductees, and the means and manner of honoring such persons. When selections to the Hall of Honor are made, the Board selects persons from a broad spectrum of recommendations.

Duties

The Hall of Honor receives nominations, and makes selections, to

the Military Hall of Honor. Inductions were held in 1976 and 1977, but then became inactive due to lack of funds and participation. Additional inductions took place in 1989 and 1990 and again became inactive due to lack of funding. Efforts to revitalize the process were once again begun in 1997 with inductions starting with 1999 and continuing.

Financing

With the passage of House Bill 267, and it being signed into law on May 20, 2009, the Hall of Honor may receive an annual appropriation from the legislature. The amount is to be determined by the legislature at the annual regular legislative session. The Hall of Honor has and is fortunate to receive good support from the Friends of the Alabama Military Hall of Honor and other organizations and the general public.

Location

Upon establishment in 1975, Marion Military Institute Campus was designated as the permanent site of the Alabama Military Hall of Honor. The museum is co-located with the MMI Archives in the old City Hall Building, which since 1968, has been located on the MMI campus. Address of the Hall of Honor is Alabama Military Hall of Honor, Marion Military Institute, 1101 Washington Street, Marion, Alabama 36756. Phone number is (334)302-1038 and fax number is (334)683-2351. E-mail address is almlhallofhonor@marionmilitary.edu.

MOTORSPORTS HALL OF FAME COMMISSION

Creation and Authority

The Motorsports Hall of Fame Commission was created in 1975 (See *Ala. Code* §§ 41-9-470 to 41-9-478).

Purpose

The purpose of the Commission is to establish and manage an exhibit hall which houses and displays exhibits relating to the automobile racing industry and the automobile industry. The exhibit, which is located in Talladega, is open to the public.

Composition

The Commission consists of eighteen members, appointed by the Governor for eight-year staggered terms who must be residents and qualified voters of the State. At least six of the members must be residents of Talladega County while the remaining members are appointed from the State at large. All members shall be knowledgeable about and interested in the automobile racing industry and the automobile industry. Any member may be removed by the Governor for just cause. The Chairman is selected by the other members of the Commission. Members serve without compensation but are entitled to reimbursement for expenses incurred in the performance of their duties. The Commission holds at least one meeting annually at the site of the exhibit. One half of the members constitute a quorum. An executive committee of not fewer than five members may be elected to whom the Commission may delegate such powers and authority as it deems advisable.

Duties

The Commission is authorized: (1) to select, in cooperation with the community, a site for housing the exhibits; and (2) to adopt rules and regulations to carry out the purposes stated above.

Office Location

Offices of the International Motorsports Hall of Fame Commission are located on the second floor of the Main Rotunda Building, Hall of Fame and Museum Complex adjacent to the Talladega Superspeedway at 3198 Speedway Blvd., Talladega, Alabama, 35160, P.O. Box 1018, Talladega, Alabama 35161. The phone number is (256) 362-5002, fax number (256) 362-5684. Mr. Russell Branham is Executive Director. Website address is www.motorsportshalloffame.com.

ALABAMA MUSIC HALL OF FAME AUTHORITY

Creation and Authority

The Authority was authorized by the Legislature in 1987 and approved as an amendment to the Constitution of Alabama of 1901 in 1990 (See Alabama Constitution, Amendment 489).

Purpose

The purpose of the Authority is to issue general obligation bonds in an amount not exceeding \$2,500,000 for the acquisition, construction, installation and equipping of buildings and other facilities for the Alabama Music Hall of Fame.

Organization

The Authority is a public corporation composed of members of the Board of Directors of the Alabama Music Hall of Fame. The Chairman, Vice Chairman, Secretary, and Treasurer of the Alabama Music Hall of Fame serve respectively as Chairman, Vice Chairman, Secretary, and Treasurer of the Authority. Four members of the Authority constitute a quorum for the conduct of business, and no vacancy in membership or voluntary disqualification or abstention of a member will impair the right of that quorum or of the Authority to act. If any member ceases to be a member or officer of the Board because of death, resignation, expiration of term, or any other reason, his or her successor as a member or officer will take that place as a member or officer of the Authority. Members and officers are entitled to compensation as from time to time provided by resolution of the Authority, as well as reimbursement for travel and expenses of meetings. The Authority adopts rules, regulations and bylaws as it determines necessary and desirable for the conduct of duties, powers, or functions.

Power and Duties

The Authority is authorized to sell revenue bonds for the acquisition, enlargement, equipping, and maintenance of its facilities, to enter into contracts and cooperative agreements with local, state, and federal governments, to borrow funds from private sources, to make contracts, acquire property, accept public or private gifts, sell and donate property, and perform other acts necessary or incidental to its purposes. It also may develop a program of promotion and advertisement of exhibits, and run or lease concessions in or on grounds and facilities operated by the Authority.

Financing

Functions of the Authority are financed through bond proceeds,

gifts and grants, and legislative appropriations.

Office Location

The Authority's location is 617 Highway 72 West, Tuscumbia, and its mailing address is P.O. Box 740405, Tuscumbia, AL 35674. The phone number is (256) 248-4817, and the fax number is (256) 381-1031. Sara Hamlin is the President of the Board.

ALABAMA MUSIC HALL OF FAME BOARD

Creation and Authority

The Alabama Music Hall of Fame Board was created in 1977 (See *Ala. Code* §§ 41-9-680 to 41-9-684).

Purpose

The Board is to develop a program to honor those persons who have made outstanding and lasting contributions to music.

Composition

The Board is made up of seven members appointed by the Governor for terms of six years each. Two of the first members appointed under any restructured board serve for two years and two serve for four years as the Governor may direct. Four board members are appointed from the membership of the Muscle Shoals Music Association and three board members are appointed from the State at large and are not employed in the music business.

Duties

In carrying out its purpose the Board is to acquire suitable quarters to be used for the display of busts, statues, plaques, books, papers, pictures and other exhibits relating to music or musicians.

Organization

The members of the board select a Chair and Vice Chair from

among their members. The Board meets quarterly.

Financing

The Board may solicit and accept donations and contributions which shall be free of Alabama taxation. It may also accept legislative appropriations; however, no state funds were appropriated in the act establishing the agency.

Office Location

The Alabama Music Hall of Fame Board is located at 617 Highway 72W, Post Office Box 740405, Tuscumbia, Alabama 35674. The phone number is (256) 248-4817, and the fax number is (256) 381-1031. Ms. Sara Hamlin is Chair of the Board. Website address is www.alamhof.org.

ALABAMA PEACE OFFICERS' HALL OF FAME BOARD

Creation and Authority

The Board was established in 1987 by the Alabama Legislature (See *Ala.Code* §§ 41-9-870 to 41-9-873).

Purpose

The purpose of the Board is to honor those living or dead, who by achievement or service, have made outstanding contributions to law enforcement in Alabama.

Composition

The Board is composed of seven law enforcement officers, no two of whom may be from the same congressional district, elected for a term of four years by the board itself. Initially board members are appointed as follows: Congressional District No. 1 - Alabama Peace Officer Association; District No. 2 - Alabama Sheriffs Association; District No. 3 - Fraternal Order of Police; District No. 4 - Alabama League of Municipalities; District No. 5 - Alabama Association of County

Commissioners; District No. 6 - Alabama Association of Chiefs of Police; and District No. 7 - Alabama State Troopers Association. Members meet annually at the office of the Alabama Peace Officers Association and at such other times and places as the Board's rules may prescribe. A majority of members is a quorum. Members are not compensated for their service.

Duties and Organization

The Board meets annually to select inductees who have made outstanding and lasting contributions to law enforcement. It is authorized to adopt rules, regulations, and by-laws as necessary to carry out its functions.

Financing

The Board is authorized to solicit donations of money, property and services and to spend such monies, along with any appropriations of public money, for the activities of the Board.

Office Location

The address of the Board is c/o Alabama Sheriffs Association, 514 Washington Avenue, Montgomery, AL 36104-4385. The Board may also be contacted through its Secretary, Susan Harris at (334) 264-7827, fax number (334) 269-5588.

ALABAMA SENIOR CITIZENS HALL OF FAME

Creation and Authority

The Senior Citizens Hall of Fame was created by the Alabama Legislature in 1983. See *Ala. Code* §§ 38-3-20 to 38-3-25.

Purpose

The purpose of the Hall of Fame is to bestow honor and recognition upon a deserving citizen or citizens for their outstanding accomplishments, service and contributions to the lives of older American citizens.

Composition

The Senior Citizen Hall of Fame shall be composed of members who are senior citizens, with no more than ten such members elected in a calendar year. Each person elected for membership shall be a citizen of Alabama who shall be chosen for accomplishment or service greatly benefitting the lives of older American citizens. It is governed by a Board, whose members are elected by existing Hall of Fame members by majority vote, and in order of the highest number of votes received.

Organization

The members also appoint one of their number as a secretary, and utilize staff of The Alabama Department of Senior Services for clerical services. Members meet annually to award new memberships, with the time and place designated by the members. Three members in attendance at any meeting shall constitute a quorum for conducting business (§38-3-24). Board members are reimbursed for travel and other expenses incurred in the performance of their official duties.

Duties

The Board shall meet at least once annually to award new memberships and may meet any other times as it feels necessary to carry out its purpose.

Financing

The Hall of Fame receives no direct appropriations from the General Fund.

Office Location

The Alabama Senior Citizens Hall of Fame operates under aegis of the Alabama Department of Senior Services. The Department is located at 201 Monroe Street, Suite 350, Montgomery, Alabama 36104; and its phone number is (334) 242-5743, fax number (334) 242-5594. Mr. Warner Floyd serves as Chairman for the Hall of Fame.

ALABAMA SPORTS HALL OF FAME BOARD

Creation and Authority

The Alabama Sports Hall of Fame Board was created in 1967 (See *Ala. Code* §§ 41-9-450 to 41-9-454).

Purpose

The Board honors individuals living or dead, who by achievement or service have made outstanding contributions to sports in Alabama or elsewhere.

Composition

Fourteen members comprise the Board. Eleven members are appointed by the Governor for staggered six-year terms, one being appointed from each of the congressional districts in the State and four appointed from the state at large. The Lieutenant Governor and the Speaker of the House of Representatives each appoint a member for a six-year term, and one seat is filled by whoever is chairman of the Birmingham Jefferson Civic Center Authority. The Board elects its own officers, and it is required to meet quarterly. The time and place are not specified. A majority of the Board constitutes a quorum.

Duties

The Board is responsible for establishing procedures that will determine who will become members of the Hall of Fame and for maintaining suitable rooms, halls, or displays within the Birmingham-Jefferson Civic Center Complex for the purpose of displaying exhibits relating to sports, athletics, and athletes.

Financing

The Board may solicit and accept gifts or contributions and may spend legislative appropriations made to it.

Office Location

The Board operates in a building adjacent to the Birmingham-

Jefferson Civic Center Complex. The mailing address is P.O. Box 10163, Birmingham, Alabama 35202-0163. The location is Richard Arrington Boulevard, Birmingham, Alabama 35203, and the phone number is (205) 323-6665, fax number (205) 252-2212. Serving as Executive Director is Mr. Scott Myers.

WOMEN'S HALL OF FAME BOARD

Creation and Authority

The Women's Hall of Fame Board was created in 1975 (See *Ala. Code* §§ 41-9-550 to 41-9-554).

Purpose

The main purpose of the Board is to honor by election to the Hall of Fame those women of Alabama who have rendered outstanding services or have won fame on account of their achievements.

Composition

The Board consists of nine members with at least one member chosen from the fields of politics, art, education, business, law, community service, medicine, religion, and science. In addition, the Governor of the State of Alabama, the President of Judson College, and the Director of the Alabama Department of Archives and History serve as voting members of the Board. The Executive Secretary-Treasurer serves as a nonvoting member. Members of the Board serve for a term of three years. The Board fills vacancies as they occur and has full and final right to choose succeeding members. The chairman is elected annually. The Board is domiciled at Judson College in Marion, Alabama.

Duties

The Board receives nominations from the public and elects by unanimous vote new members to the Hall of Fame. No more than two new members of the Hall may be selected each year, and these new members must be deceased for two years at the time of their selection. The Board meets semi-annually and at such other times as its rules and by-laws may prescribe. A quorum of five members must be present for business to be

conducted.

Financing

The Board may solicit and accept donations and contributions of money and property.

Office Location

Staff support is provided the Board at Judson College, 302 Bibb St. Marion, Alabama 36756. The phone number is (334) 683-5156, fax (334) 683-5147. Executive Secretary is Ms. Beth Poole, and her e-mail address is bpoole1@judson.edu. Website www.awhf.org.

ALABAMA 9-1-1 BOARD

Creation and Authority

The Alabama 9-1-1 Board was created effective July 1, 2012, to plan for the implementation of a single statewide 911 charge and the distribution of the revenues generated by that 911 charge with cooperation of the Commercial Mobile Radio Service (CMRS) Board. Upon the effective date of the new statewide 911 charge or October 1, 2013, the Alabama 9-1-1 Board replaced and superseded the CMRS Board.

Purpose

The Alabama 9-1-1 Board was created to provide a consistent funding mechanism in a single agency to facilitate implementation of existing as well as emerging types of 9-1-1 services in Alabama with the charge that is collected from all types of service providers (e.g. wireline, wireless, VOIP, etc.) and amounts collected are to be distributed to Emergency Communications Districts (ECDs) and others as set out by statute (See *Ala. Code* § 11-98).

Creation

The Board shall consist of 13 members, each serving four-year terms, appointed by the Governor subject to confirmation by the Senate. Seven of the members are recommended by the Alabama Association of 911 Districts, one from each of the seven congressional districts, as such districts existed on May 8, 2012, with each district representative recommended selected by vote of the Alabama Association of 911 Districts' members from that congressional district. Two members are recommended by CMRS providers licensed to do business in Alabama. Two members are recommended by incumbent local exchange carriers operating in Alabama, who shall not be from the same local exchange carrier. Two members are recommended by cable companies that provide interconnected VoIP services in Alabama, who shall not be from the same cable company.

Duties

The Alabama 9-1-1 Board shall have the following powers and duties:

(1) To develop a 9-1-1 State Plan by:

- a. monitoring trends in voice communications service technology and in enhanced 9-1-1 service technology,
- b. investigating and incorporating Geographical Information Systems (GIS) mapping and other resources into the plan,
- c. formulating recommended strategies for the efficient and effective delivery of enhanced 9-1-1 service,
- d. studying the operational and financial condition of the current 9-1-1 systems within the State of Alabama and publishing a report detailing the same,
- e. studying the rates charged for wireline 9-1-1 services and make adjustments to the rates as provided in statute,
- f. recommending a long-term plan for the most efficient and effective delivery of 9-1-1 services in Alabama over both the long- and short-term, and
- g. recommending any legislation necessary to implement the long-term plan.

(2) To administer the 9-1-1 Fund and the monthly statewide 9-1-1 charge.

(3) To distribute revenue in the 9-1-1 Fund.

(4) To establish policies and procedures to fund advisory services and training for districts and to provide funds in accordance with these policies and procedures to the extent funds are available.

(5) To make and enter into contracts and agreements necessary or incidental to the performance of its powers and duties and to use revenue available to the 9-1-1 Board for administrative expenses to pay its obligations under the contracts and agreements.

(6) To accept gifts, grants, or other money for the 9-1-1 Fund.

(7) To undertake its duties in a manner that is competitively and technologically neutral as to all voice communications service providers.

(8) To adopt rules in accordance with the Administrative Procedure Act:

- a. to implement this chapter;
- b. to establish the statewide 911 charge; and,

- c. in response to technological changes, apply, collect, and remit the statewide 911 charge, without duplication, to the active service connections of other originating service providers that are technically capable of accessing a 911 system, subject to the provisions applicable to voice communications service providers under *Ala. Code* § 11-98.

(9) To take other necessary and proper action to implement *Ala. Code* § 11-98.

Office Location

The Board's mailing address is 1 Commerce Street, Suite 620, Montgomery, AL 36104. The phone number for the Board is (334) 440-7911 and the fax number is (888) 814-7618. Leah Missildine currently serves as the Board's Executive Director. Website address is <https://al911board.com>.

ALABAMA ANATOMICAL BOARD

Creation and Authority

The Board was established in 1923. It was previously called the Board for Distribution and Delivery of Dead Bodies (See *Ala. Code* §§ 22-19-20 to 22-19-30).

Purpose

The Board provides for the use of dead bodies for scientific study. The law provides several safeguards to protect the claim of persons seeking to obtain human bodies for burial. The bodies may not be used until a waiting period has elapsed. All bodies must be decently interred, cremated, or properly disposed of after being used by a school.

Composition

The Alabama Anatomical Board is composed of the following ex officio members: the State Health Office, the Dean of the School of Medicine of The University of Alabama at Birmingham, the Dean of the

University of South Alabama Medical School, and the [Head of the Department of Anatomy]*. The Board elects its officers from this membership.

*There is no longer a Department of Anatomy at UAB. The Anatomical Donor Program is now housed in the Department of Medical Education in the School of Medicine.

Duties

The Board establishes its own rules and regulations, appoints and removes officers, and keeps complete records of all transactions. It receives dead bodies required to be buried at public expense from all public officers and agencies having charge or control over any dead human body, except those dead from contagious or infectious diseases. The Board distributes such dead bodies among schools authorized by it to receive the bodies, according to each school's enrollment in classes using the bodies. It employs a carrier or carriers for the conveyance of bodies, if necessary. The Board also has responsibilities in connection with the receipt and disposition of bodies under the Uniform Anatomical Gift Act.

Office Location

There are two offices for the Board. The Birmingham office is located at the Anatomical Donor Program, VH Box 302, University of Alabama at Birmingham School of Medicine, Birmingham, AL 35294-0019. The phone number is (205) 934-4494 and the fax number is (205) 975-9956. The Birmingham Director is Dr. Laura Fraser, Ph.D., and Ms. Adrienne Ellis is Administrator. The Mobile office is located at the State of Alabama Anatomical Gifts Program, The University of South Alabama, College of Medicine, Mobile, AL 36688. The phone number is (251) 460-6764 and the fax is (251) 414-8241. The Mobile Director is Dr. Glenn L. Wilson, PhD. and Jeanette Schwartz is the Assistant Director.

ALABAMA INTERAGENCY AUTISM COORDINATING COUNCIL

Creation and Authority

The Riley Ward Alabama Autism Support Act of 2009 created the

Alabama Interagency Autism Coordinating Council (AIACC) (See *Ala. Code* §§ 22-57-1 to 22-57-8).

Purpose

The AIACC is charged with meeting the urgent and substantial need to develop and implement a statewide comprehensive, coordinated, multi-disciplinary, interagency system of care for individuals with Autism Spectrum Disorder (ASD) and their families.

Composition

(1) Three adults with ASD, appointed by the Governor; (2) Three parents or guardians of a child 18 years of age or younger with ASD, appointed by the Governor; (3) One parent or guardian of an adult 19 years of age or older with ASD, appointed by the Governor; (4) Five service providers, appointed by the Governor; (5) An individual who serves in an executive level capacity from a private health insurance carrier who addresses medical/health policy, appointed by the Governor; (6) One member of the Senate, appointed by the President of the Senate; (6) One member of the House of Representatives, appointed by the Speaker of the House; (7) The chief executive officer, or his or her designee, from the Department of Early Childhood Education; Institute for Deaf and Blind; Department of Education; Department of Human Resources; Department Insurance; Department of Mental Health; Department of Rehabilitation Services; Medicaid Agency; University Center of Excellence in Developmental Disabilities Education, Research, and Service; Autism Society of Alabama; Council on Developmental Disabilities; and the Academy of Pediatrics-Alabama Chapter (8) State Autism Coordinator (non-voting).

Duties

The Council has the following duties and authority:

- (1) Development of an annual and long-term plan for a statewide, comprehensive, multi-disciplinary, interagency system of care, and a coordinated program of services based on scientific research and best practices for individuals and ASD and their families;
- (2) Identification of barriers, duplicative or fragmented policies, and

regulations which may require modification or amendment and to plan action directed at those issues;

- (3) Conduction of fiscal reviews and analyses, and to provide recommendations for state spending on programs and services;
- (4) Encouragement of interagency collaboration, public participation and mutual sharing of information to facilitate policy decisions and implementation; and
- (5) Adoption of necessary rules to implement and administer Act 2009-592 providing for the establishment and monitoring of regional autism centers in accordance with the Act.

Organization

The Department of Mental health (DMH) was recommended by the AIACC to serve as the lead agency in October 2008. Governor Riley accepted the recommendation and then designated DHM as the lead agency for the AIACC. The lead agency shall be responsible for the general administration, supervision, and monitoring of all council activities.

Office Location

The address for the Council is 100 North Union Street,—and the mailing address is P. O. Box 301410, Montgomery, AL 36130. Anna McConnell serves as the Council's Autism Coordinator. The phone number is (205) 478-3402 and the fax number is (334) 242-0542. The website is: www.autism.alabama.gov.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

Creation and Authority

The Committee was established by law in 1965 (See *Ala. Code* §§ 21-5-1 to 21-5-10).

Purpose

The Committee carries on a continuing program to promote the employment of Alabama's citizens with disabilities. The Committee also provides a forum for information exchange to increase awareness of people with disabilities and the barriers they encounter in their daily lives and particularly in the employment area.

Composition

Members are appointed by the Governor without limitation as to number of members. The membership of the Committee is to be representative of statewide leaders in various areas. Members of the Committee serve at the pleasure of the Governor. They receive no compensation for their services. The full Committee is required to meet annually, but at the request of the Chairman of the Executive Committee (see below) special meetings may be called.

Duties

In accordance with its purpose, the Committee works in close cooperation with State and Federal agencies having responsibility for the rehabilitation of individuals with disabilities in order to create statewide interest in the purpose of such agencies, especially during "National Disability Employment Awareness Month". It may make necessary rules and regulations. The Committee is to be nonpartisan and nonprofit and may not engage in the dissemination of partisan principles.

The Committee is required to make a form of evaluation and to provide an Annual Report to the Governor and the Legislature, including therein suggestions and recommendations for the protection and improvement of the State's effectiveness in employing or helping to employ people with disabilities. The Annual Report and evaluation must be submitted to the Governor and the Legislature at least thirty days prior to the convening of the Regular Session for the year. The Report must include statistics on: (1) Total number of persons with disabilities in Alabama; (2) Number seeking employment; (3) Number receiving employment through efforts of the Governor's Committee; (4) A listing of accomplishments resulting from actions taken by the Committee; and (5) Any other supportive data that can be used to measure effectiveness of actions of the Committee.

The Governor names the Chairman, who serves at the Governor's pleasure. The Committee elects from its membership a Secretary-Treasurer and certain members to serve on an Executive Committee, in which the administrative powers and duties of the full Committee are vested.

Advisory Council. The Governor may request the heads of State agencies having direct interest in a program for individuals with disabilities (and invite the heads of federal agencies in Alabama active in this field) to serve as members of the Advisory Council to the Governor's Committee on Employment of People with Disabilities. The Council annually elects a Chairperson, who serves as Vice Chairperson of the Governor's Committee. No compensation, date of meeting, quorum, or other duties of the Council are specified by law.

Employment of the Disabled Liaison Group. This group consists of the Chairperson of the Governor's Committee, the Chairperson of the Advisory Council, and the Executive Director. Its purpose is to coordinate the program.

Personnel. A Governor's Committee Coordinator/Executive Director and other personnel recommended by the Executive Committee, are appointed by the Alabama Department of Rehabilitation Services, subject to provisions of the merit system.

Financing

The Committee is authorized to establish a Trust Fund and accept donations to it in order to promote the rehabilitation and employment of people with disabilities. In addition, money is appropriated to the Vocational Rehabilitation Fund in the Alabama Department of Rehabilitation Services for the same purpose.

Office Location

The Committee's Offices are at 236 Goodwin Crest Drive, Birmingham, AL 35209; the phone number is 205-290-4457, fax 205-945-8517. Leslie Dawson is the Interim Coordinator, Jane Elizabeth Burdeshaw serves as ADRS Commissioner. Becky Parker is Administrative Assistant and may be contacted at 205-290-4446. The

website is: www.rehab.state.al.us.

FAMILY PRACTICE RURAL HEALTH BOARD

Creation and Authority

The Board was established in 1990 by the Alabama Legislature (See *Ala. Code* §§ 22-4A-1 to 22-4A-7).

Purpose

The purpose of the Board is to further a greater supply of family physicians in Alabama, especially in underserved rural areas.

Composition and Organization

The Board consists of 11 members, including two from medically underserved areas who are appointed by the Governor, one member from each of the seven Congressional Districts appointed by the Alabama Academy of Family Physicians, one member appointed from membership of the House of Representatives by the Speaker of the House, and one member appointed from the membership of the State Senate by the Lieutenant Governor. Members serve six-year terms, with the exception of those appointed by the Speaker of the House and the Lieutenant Governor, whose terms end with their legislative terms. The Board elects from its membership a Chairman and other officers deemed necessary. The Director or Director's designee of each Family Practice Residency Program receiving funds serves as an ex officio, non-voting board member. Members receive no compensation but may be paid such per diem and mileage as provided for state employees.

Duties

The Board assists in determining and prioritizing the medical underserved areas where there exist unmet needs for Family Physicians, allocates funds appropriated through the Public Health Department for Family Practice Rural Health Programs, grants funds for recruitment of physicians to underserved areas, funds health fairs and preceptorship programs, funds out of state rotations for residency training, and submits an annual report to the Governor, Lieutenant Governor, Speaker of the

House, Chairman of each of the Health Committees and the State Health Officer.

Financing

The Board allocates funds which are appropriated to the Public Health Department to carry out its programs and responsibilities.

Office Location

The Board's address is 19 S. Jackson Street, Montgomery, Alabama 36102. The phone number is (334) 954-2576 or (334) 546-8255 and the fax number is (334) 269-5200. Dr. Michael McBrearty is Chairman of the Board and the Executive Director is Ms. Ellen Stone. E-Mail is ellen.stone@adph.state.al.us.

INDIVIDUAL AND FAMILY SUPPORT PROGRAM

Creation and Authority

The Alabama Individual and Family Support Program was established in 1993 and amended in 1997 (See *Ala. Code* §§ 38-9A-1 to 38-9A-9).

Purpose

To assist those families affected by developmental disabilities and facilitate support throughout the state via a network of councils.

Composition

The State Council is made up of not more than 15 consumer and family members. Of these, three representatives are appointed by each regional support council. These shall include a regional council officer, one other regional council member, and a community council member. In addition to these members, the following individuals or their designees shall serve as nonvoting advisory members: the Chair of the Developmental Disabilities Planning Council, the Commissioner of the Department of Human Resources, the Commissioner of the Department of Mental Health, the State Superintendent of Education, the Director of the

Department of Rehabilitation Services, and the State Health Officer of the Department of Public Health. The state council meets at least once every quarter.

Duties

The State Council shall provide a forum for the development of a state plan for an individual and family support system reflecting the experiences and needs of each region which shall be updated at least every three years and a forum for the consolidation and presentation of the annual budget request. The State Council shall make an annual report to the Legislature that includes an evaluation of the program and recommendations for future policy in individual and family supports. The report shall also be distributed to the Governor for dissemination to state agencies. The State Council shall also develop a code of ethics for the council, including a policy regarding potential conflicts of interest in membership, receipt of supports, and other areas as appropriate.

The following principles shall be adhered to in developing programs to support individuals with developmental disabilities and their families:

- (1) Individuals with developmental disabilities and their families are best able to determine their own needs and should be empowered to make decisions concerning necessary, desirable, and appropriate services.
- (2) Families should receive the support necessary to care for their children at home.
- (3) Family support should be responsive to the needs of the entire family unit.
- (4) Supports should be sensitive to the unique needs and strengths of individuals and families.
- (5) Supports should build on existing social networks and natural sources of support.
- (6) Supports may be needed throughout the life span of the individual who has a developmental disability.

- (7) Supports should encourage the integration of people with developmental disabilities into the community.
- (8) Support services should be flexible enough to accommodate unique needs of individuals and families as they evolve over time.
- (9) Support services should be consistent with the cultural preferences and orientations of individuals and families.
- (10) Support services should be comprehensive and coordinated across the agencies that provide resources and services, or both, to individuals and families.
- (11) Family, individual, and community-based services should be based on the principles for sharing ordinary places, developing meaningful relationships, learning things that are useful, and making choices, as well as increasing the status and enhancing the reputation of the people served.
- (12) Supports should be developed in the state that are necessary, desirable, and appropriate to support individuals and families.
- (13) Developmental disabilities programs and policies should enhance the development of the individual with a developmental disability and the family.
- (14) A comprehensive, coordinated system of supports to families effectively uses existing resources and minimizes gaps in supports to families and individuals in all areas of the state.
- (15) Service coordination is a goal oriented process for coordination of the range of services needed and wanted by persons with developmental disabilities and their families, and is independent of service provision.

Organization

The Individual and Family Support Program is administered

through a system of regional support councils and their affiliated community councils. One regional support council is created and incorporated as a private nonprofit corporation in each of the intellectual disabilities regions as defined by the Department of Mental Health. The regional support councils and their affiliated community councils may receive and accept funds, real estate, and other items of value from state agencies and other organizations, and enter into any necessary agreements and contracts for the purposes of implementing this chapter.

Councils may employ adequate staff personnel including a state coordinator to implement the program. If staff personnel are employed through a fiscal agent or other entity apart from the council, a memorandum of understanding which defines the roles and responsibilities of the staff shall be required. State agencies and departments may enter into agreements, contracts, or grants with regional or affiliated community councils, families, care givers, or individuals with a developmental disability to purchase or provide individual and family support.

Financing

The local, regional, and state plans for individual and family supports developed by each community and regional council and the State Council shall be developed in conjunction with the regional planning process of the Division of Intellectual Disabilities of the Department of Mental Health. These plans and accompanying proposed budgets shall be considered by the Commissioner of the Department of Mental Health as a line item in the department's budget request that is annually submitted to the Governor's office.

The minimum level of funding in any year in the line item shall be six hundred fifty thousand dollars (\$650,000) as a continuation of current funding from the Department of Mental Health, except that this amount may be reduced in a fiscal year in an amount equal to or less than any reduction applied to all other community based programs and services of the Division of Intellectual Disabilities in that same fiscal year. Provided, however, this exception shall not apply to federal maintenance of effort requirements. The councils may request the allocation of additional new funds in the budget of the Department of Mental Health for the Individual and Family Support Program and may also receive new funds from other state agencies and from the State General Fund. The state, regional, or

affiliated community councils, as defined by this chapter, are exempted from any county and local and sales and use taxes.

Office Location

Ms. JoAnn Craighead serves as state chair. Her phone number is 205-552-2911.

For more information concerning the Individual and Family Support Program, contact Ms. Kiki Reese with the Region 3 office at 1247 State Highway 253, Winfield, AL 35594. She may be reached by phone at (205) 487-5547 ext. 103 or by email at kiki.reese@nwamhc.com.

ALABAMA FAMILY TRUST BOARD OF TRUSTEES

Creation and Authority

The Board was established in 1994 *Code* §§ 38-9B-1 to 38-9B-7). The law was amended by the State Legislature in 2013 and again in 2018 to comply with federal regulations that govern pooled special needs trusts.

Purpose

The purpose of the Board is to operate the Alabama Family Trust Corporation, a non-profit pooled special needs trust created by the Board as directed by the statute, into which funds can be deposited by or on behalf of individual life beneficiaries that can be used for the supplemental needs of persons who meet the medical and vocational requirements for disability under the Social Security Act that are not otherwise covered under government benefits programs without losing entitlement to Medicaid, SSI, and other means-tested public benefits.

Composition

The Board is composed of eleven members, nine of whom are appointed by the Governor, one of whom is appointed by the Presiding Officer of the Senate, and one of whom is appointed by the Speaker of the House of Representatives. The Governor appoints two individuals representing interests of persons with mental illness, two individuals who represent interests of persons with mental retardation or developmental disabilities, two individuals who represent interests of persons with

physical impairments, and three persons with expertise in general business matters and procedures. The Presiding Officer of the Senate and the Speaker of the House of Representatives each appoint a member with expertise in general business matters and procedures. Members serve three year staggered terms and are selected from lists submitted to the appointing authorities as provided by statute. Board members receive no compensation, but are reimbursed for necessary expenses in performance of their duties. The board members also serve as the Board of Trustees of the Alabama Family Trust Corporation, which is the Trustee of each of the hundreds of individual trusts created for the benefit of persons with disabilities. The Board also selects an executive director and employs other staff to manage the day-to-day operations of the pooled special needs trust.

Duties

The Board of Trustees, acting at the Board of Trustees of the Alabama Family Trust Corporation, must approve all disbursements requested from each individual trust for which it serves as Trustee and is responsible for assuring that all disbursements are made solely for the benefit of each life beneficiary, that the disbursements are not for goods and services that are otherwise covered by government benefits to which the individual life beneficiary is entitled, that the disbursements are not be made in a manner or for a purpose that would violate federal regulations and result in loss of means-tested government benefits, and that the disbursements would not result in the waste of the funds available for the benefit of the life beneficiary.

The Board of Trustees is also responsible for the operation of the Alabama Family Trust Charitable Trust, which is funded by the deposit of part (usually ten percent) of the funds that remain in individual trusts at the death of life beneficiaries, and from which disbursements can be made for the benefit of life beneficiaries whose individual trusts have become depleted. The Board of Trustees makes investment decisions for the Charitable Trust, but investment decisions for each individual trust for which the Board serves as Trustee, are made by a Co-Trustee appointed in the trust agreement executed by each Settlor. In addition, only the Co-Trustee of each individual trust can make requests that disbursements be approved by the Board as Trustee from each individual trust for the benefit of each life beneficiary.

Financing

The Alabama Family Trust receives no state or federal funding for its operations, the costs of which must be paid entirely from the modest administrative fees that are paid quarterly by most of the individual trusts and the opening and closing fees that are paid when individual trusts are opened and closed.

Office Location

The Board carries out its duties from its offices located at 2820 Columbiana Road, Suite 103, Vestavia, Alabama 36216-2565. The telephone number is (205) 313-3915 or (844)238-4630. The facsimile number (205) 313-3946. The website is www.alabamafamilytrust.com.

STATEWIDE HEALTH COORDINATING COUNCIL

Creation and Authority

The Statewide Health Coordinating Council (“SHCC”) was established by Act Number 82 approved June 16, 1977, which brought the laws of Alabama into conformity with Public Law 93-641, the “National Health Planning and Resources Development Act of 1974”.

Purpose

The SHCC advises the State Health Planning and Development Agency on matters relating to health planning and resource development, performs other functions as may be delegated, and performs an annual review of the State Health Plan.

Composition

The composition of the SHCC was changed pursuant to Executive Order 13, dated July 9, 1987, which recognized the repeal of Title XV of the Public Health Service Act, 42 U.S.C. §§ 300-K-1, et seq., through which the Council was statutorily required to be created (See *Ala. Code* §§ 22-4-7 to 22-4-8).

The SHCC consists of not less than sixteen (16) members

appointed by the Governor, a majority of whom shall be consumers of health care who are not also providers of health care. The remaining members of the SHCC shall be providers of health care, however, not less than one-third of the providers of health care shall be direct providers of health care. The State Health Officer is an ex officio member of the SHCC. Members serve staggered terms. Subsequent appointments shall be made by the Governor for a period of three years and shall be served for the terms of appointment until replacements are appointed.

Operations

The SHCC is required to meet at least annually, which shall occur on or before August 1 of each calendar year, to determine if revisions for the State Health Plan are necessary. Additional public hearings are conducted as necessary throughout the year. Hearing notifications and tentative Agendas are posted on the State Health Planning and Development Agency's and Secretary of State's websites a minimum of two (2) weeks in advance. The SHCC is authorized to appoint persons other than members to special task forces to perform specifically designated functions and duties with a limited time period.

Financing

Control activities are financed through the funds of the State Health Planning and Development Agency.

Office Location

The SHCC's point of contact is the State Health Planning and Development Agency, 100 North Union Street, Suite 870, Montgomery, Alabama 36104. The telephone number is (334) 242-4103. Mr. Alva M. Lambert, Executive Director, is contact for the SHCC. Additional information can be located on the Agency's website at www.shpda.alabama.gov.

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

Creation and Authority

The State Health Planning and Development Agency (“SHPDA”) was established by Act Number 82 approved June 16, 1977, which brought the laws of Alabama into conformity with Public Law 93-641, the “National Health Planning and Resources Development Act of 1974”, and initially operated under aegis of the State Board of Health. By Executive Order Number 7, dated June 26, 1979, SHPDA was relocated to the Governor’s Office, comprised of nine (9) members appointed by the Governor to serve staggered terms. Executive Order Number 23 effective March 20, 1984, created a Certificate of Need Review Board, consisting of nine (9) members, to administer the certificate of need law, placing the Health Planning Agency under the supervision and control of the Certificate of Need Review Board.

Purpose

SHPDA is the agency designated by the Governor as the sole state health planning and development agency for Alabama. It has responsibility, in collaboration with the Statewide Health Coordinating Council, for preparation and administration of the State Health Plan, a comprehensive plan providing for the development of health programs and resources to ensure continued availability and accessibility of quality health services at reasonable costs for all residents of the state. It also is the designated state agency for health statistics and for administration of Alabama's Certificate of Need Program. SHPDA is required to ensure that only health care services that comply with its rules are offered or developed within the state, and is charged with preventing the construction of unnecessary or duplicative health care facilities and services.

Composition

Executive Order Number 23, effective March 20, 1984, establishes the Certificate of Need Review Board, which is the State Health Planning and Development Agency (SHPDA). The Board consists of nine members appointed by the Governor for staggered terms, consisting of three consumers, three providers and three representatives of the Governor. The Executive Order further establishes the Health Planning Agency (HPA),

which consists of an Executive Director and professional staff which is under the supervision and control of the Certificate of Need Review Board.

Duties

SHPDA is responsible for review and preparation of the State Health Plan annually pursuant to direction from the Statewide Health Coordinating Council (“SHCC”), advising the Governor on health planning matters. The State Health Plan is finalized by the SHCC, with final approval by the Governor. SHPDA also prescribes rules and regulations for the conduct of the certificate of need program, reviewing proposed institutional health services and facilities, and issues certificates of need for projects approved by the Certificate of Need Review Board during public hearings. SHPDA is authorized to seek injunctive relief against violations of rules.

Financing

SHPDA is financed through self-funded appropriations authorized by the State Legislature.

Office Location

SHPDA is located at 100 North Union Street, Suite 870, Montgomery, Alabama 36104. The telephone phone number is (334) 242-4103 and the fax number is (334) 242-4113. Mr. Alva M. Lambert serves as Executive Director. The Agency’s website is www.shpda.alabama.gov.

HEALTHCARE DATA ADVISORY COUNCIL

Creation and Authority

The Healthcare Data Advisory Council was established in 2009 (See *Ala. Code* §§ 22-11A-110 to 22-11A-124).

Purpose

The Healthcare Data Advisory Council reviews and serves as consultants to the Board of Health on matters relating to the protection,

collection, and dissemination of healthcare facility associated infection data. The Advisory Council assists in developing regulations and standards necessary to carry out the provisions of the Mike Denton Infection Reporting Act.

Composition

The Healthcare data Advisory Council is composed of 18 members constituted in the following manner: six hospital members appointed by the Alabama Hospital Association, two of which shall be infection control professionals; three members appointed by the Medical Association of the State of Alabama; two members appointed by the Business Council of Alabama, at least one of whom represents a small business, all of whom are purchasers of health care, and none of whom are primarily involved in the provision of health care or health insurance; one member appointed by the Mineral Medical District Society, one consumer member who is not a healthcare professional or does not provide health insurance or an agent thereof; one member appointed by Blue Cross/Blue Shield of Alabama; one member appointed by the Alabama Association of Health Plans, one member appointed by the State Health Officer who is an active member of the Association for Professionals in Infection Control, licensed to practice in the State of Alabama, and currently practicing in a clinical setting, one member appointed by the Public Education Employee's Health Insurance Board; one member appointed by the State Employees' Insurance Board. The State Health Officer serves as chair of the Council. The Council is divided into two equal groups with one half of the group serving a two-year term and the second half serving a four-year term initially, and thereafter each member serves a four-year term.

Duties

The Advisory Council reviews and serves as consultants to the Alabama Department of Public Health on all matters pertaining to the collection and reporting of healthcare-associated infection rates. Specifically, the Advisory Council assists in activities such as the development of reporting categories, and the corresponding definitions and development of reports. The Advisory Council reviews and approves amendments to the rules and regulations, or policies and procedures, on healthcare facility infection reporting. The Advisory Council may appoint technical advisory committees.

Organization

The Advisory Council meets at least annually to review reports and may meet more often at the call of the chair or upon written request of at least three members of the Advisory Council, to review and approve amendments to the rules and regulations. A quorum consists of a majority of appointed members of the Advisory Council and voting by proxy is not allowed. The State Health officer serves as chair of the Council without a vote, except where there is a tie vote of the other members present at the meeting. All meetings of the Advisory Council are announced in advance and conducted pursuant to the Open Meetings Act, See *Ala. Code* § 36-25A-1 et. seq.

Office Location

The Healthcare Data Advisory Council is located at the RSA Tower in Montgomery, Alabama. The mailing address is Alabama Department of Public Health, Division of Infectious Diseases & Outbreaks, Healthcare-Associated Infections (HAI) Program, 201 Monroe Street, Suite 1460, Montgomery, Alabama 36104, and the phone number is (334) 206-5971, fax (334) 206-3734. Ms. Kelly M. Stevens serves as Director of Infectious Diseases & Outbreaks and can be reached via phone at (334) 206-7934. Ms. Melanie Chervony serves as the HAI Coordinator and can be contacted via phone at (334) 206-3914 or email at HAI@adph.state.al.us.

DEPARTMENT OF HUMAN RESOURCES

Creation and Authority

The agency was created as the Department of Public Welfare (DPW) in 1935, partially in response to the development of public assistance programs through the Social Security Act to assist with recovery efforts from the Great Depression. In 1955, the agency's name was changed to the Department of Pensions and Security (DPS). The agency was renamed the Alabama Department of Human Resources (DHR) in 1986 (*Code* §§ 38-1-1 to 38-1-6 and 38-2-1 to 38-2-13).

Purpose

The mission of the Alabama Department of Human Resources is “to provide for the protection, well-being, and self-sufficiency of children and adults.” The various federal and state programs developed to accomplish this mission/purpose through DHR were initially designed to assist low-income individuals and families. However, some of the federal and state programs administered by DHR are available to anyone who needs assistance, regardless of income. The major programs administered by DHR are Adult Protective Services, Child Care Services, Child Support Enforcement, Family Assistance, Family Services and Food Assistance. The federal and state programs administered by DHR are mandated and/or regulated by federal and state laws, statutes, regulations and rules.

The vision of the Alabama Department of Human Resources is “helping change lives for the better by providing the premier social welfare programs in the southeastern United States.”

DHR has four values: (1) Integrity (we are dedicated to act in a manner that merits the trust of our clients, stakeholders, and fellow employees); (2) Respect (we believe every individual has worth and potential and is deserving of being treated with dignity); (3) Commitment (we are dedicated to providing the highest quality services and support to our clients); (4) Accountability (we are responsible for the policies, standards, and decisions that frame our service to our clients).

The Alabama Department of Human Resources does not discriminate on the admission or access to programs, services or activities on the basis of race, color, national origin, age, sex, disability, political beliefs, or religion in accordance with Federal/State laws and regulations pertaining thereto.

Financing

The Alabama Department of Human Resources’ annual budget is developed from a combination of federal and state dollars and grants. The federal and state programs administered by DHR have different funding and revenue sources in the department’s annual budget. Some federal funding sources in DHR’s annual budget require a match of state dollars.

STATE BOARD OF HUMAN RESOURCES

Composition

The State Board of Human Resources consists of seven members. The Governor is the Chair ex officio and appoints the remaining six board members, of which not less than two shall be women. The Board appointments must be made on the basis of the individual's recognized interest in welfare work and without regard to political affiliation. The board member appointments are for a term of six years, and they are subject to confirmation by the Senate. The board member's compensation consists of expenses as provided by law when attending board meetings or on business of the State Department of Human Resources. The Board meets four times per year, as prescribed by the rules and resolutions of the state board, or upon the call of the Chair. The presence of four members is required to constitute a quorum at any regular or special board meeting for the transaction of all business.

Duties

The State Board appoints the Commissioner of the State Department of Human Resources, who serves at the pleasure of the board. The Board, in conference with the Commissioner, determines policies, rules, and regulations governing the Department; approves the annual budget of the Department; and receives the annual report from the Commissioner. The Board determines the Commissioner's salary, as provided by statute.

COMMISSIONER OF HUMAN RESOURCES

The Commissioner of the State Department of Human Resources is appointed by the State Board of Human Resources on the basis of education, ability, and experience in the administration of public welfare and without regard to residence or political affiliation.

Duties

The Commissioner is the executive and administrative officer of the State Department of Human Resources, subject to the authority of the State Board of Human Resources. The Commissioner appoints other necessary state office personnel, subject to provisions of the state merit

system (*Code* § 38-2-1). The Commissioner is responsible for all functions of the State Department of Human Resources.

County Departments and County Boards

Most clients receive assistance and services directly from the Department of Human Resources' local county offices. The local county offices also determine eligibility for assistance and services for the majority of the programs administered by DHR.

In each county, a county board is appointed—in rural counties board appointments are made by the county governing body, and in urban counties in which there are cities with populations of 60,000 or more, board appointments are made jointly with municipal authorities. Birmingham, Mobile, Huntsville, Montgomery, Tuscaloosa and Dothan are the only municipalities large enough to have joint appointing authority. The county board appoints the county human resources director subject to the state merit system and the county director appoints county staff, also subject to the merit system. Boards act as liaison between the county department and the local communities.

Office Location

The Commissioner's Office is located in the Gordon Persons Building, 50 Ripley Street, Montgomery, AL 36130-4000; and the phone number is (334) 242-1160, fax (334) 242-0198. Website is www.dhr.alabama.gov. Website: www.dhr.alabama.gov

ALABAMA IMPAIRED PROFESSIONALS COMMITTEE

Creation and Authority

The Committee was established in 1988 by the Alabama Legislature (See *Ala. Code* §§ 34-38-1 to 34-38-8).

Purpose

The purpose of the Committee is to assist the State Board of Dental

Examiners and the Board of Pharmacy in carrying out their obligations for early identification, intervention, treatment and rehabilitation of professionals licensed to practice in Alabama who may be impaired because of illness, inebriation, excessive use of drugs, narcotics, controlled substances, alcohol, chemicals or other dependency forming substances, or as a result of any mental or physical condition are unable to meet the standards of their profession.

Organization

The Committee consists of not less than three nor more than fifteen professionals licensed to practice dentistry or pharmacy in Alabama and selected in a manner provided by the respective boards. The boards are authorized to expend such funds as are available or is deemed necessary to provide for operational expenses of the Committee, including but not limited to actual cost of travel, office, overhead, and personnel expense, and compensation of members of the committee and staff. The boards are authorized to enter into an agreement with a nonprofit corporation, a healthcare provider, or a professional association, which will work with the Impaired Professionals' Committee in carrying out responsibilities specified in the agreement.

Duties

Duties specified in an agreement with a health provider or professional association, and which are to be carried out for Committee, include contracting with providers of treatment programs, receiving and evaluating reports of suspected impairment from any source, intervening in cases of verified impairment, referring impaired professionals to treatment programs, monitoring treatment and rehabilitation, providing post treatment, monitoring and support of rehabilitation, and performing other functions agreed upon by the boards and the Committee. The Committee is to develop procedures for periodic reporting of statistical information regarding impaired professional activity, periodic disclosure and joint review of such data by the boards, and disposition of such reports. The Committee makes an annual report to each board concerning its operation, as well as a report on professionals who in the committee's judgment are unable to practice under its standards. Records and proceedings of the Committee otherwise are confidential.

Financing

Financing for the Committee is provided through the respective boards.

Office Location

The address for the Committee is 5346 Stadium Trace Parkway, Suite 112, Hoover, AL 35244. Phone number: (205) 985-7267, fax number: (205) 985-0674. The Interim Executive Director is Kevin Lane. Email is bdeal@dentalboard.org and website is www.dentalboard.org.

ALABAMA INDIAN AFFAIRS COMMISSION**Creation and Authority**

The Alabama Indian Affairs Commission was created by the Alabama Legislature in 1984 (See *Ala. Code* §§ 41-9-708 to 41-9-717).

Purpose

The purpose of the Commission is to bring local, state, and federal resources into focus for provision of meaningful programs for Indian citizens of Alabama, including assistance in economic and social development, promotion of rights to cultural and religious traditions, and provisions for legal recognition of future Indian organizations.

Composition

The Commission is composed of thirteen members, including one member of the State Senate appointed by the Lieutenant Governor, one member of the House of Representatives appointed by the Speaker, one member at large appointed by the Governor, and nine Indian representatives from the nine tribes in Alabama, also appointed by the Governor. The nine Indian representatives shall be selected from recommendations of the respective tribes, including (1) Mowa Band of Choctaws Indians; (2) Poarch Band of Creek Indians; (3) Echota Cherokee Tribe of Alabama; (4) Cherokee Tribe of Northeast Alabama; (5) Star Clan of Muscogee Creeks; (6) Cher-O-Creek Intra Tribal Indians; (7) Ma-Chis Lower Creek Indian Tribe of Alabama; (8) United Cherokee Ani-

Yun-Wiya Nation; and (9) Piqua Shawnee Tribe. A majority of the members must always be Indian.

Organization

The Commission is administered under the direction and supervision of the Joint Committee on Administrative Regulations. With the exception of those serving by virtue of their office, members serve four-year staggered terms and are eligible for reappointment. The members select a chairman from among the members. Meetings are held at the call of the Chairman, with special meetings called by the Chairman or by petition of a majority of Commission members. Proxy voting is not permitted, and a simple majority is sufficient for quorum at meetings. Members receive no compensation for their services, other than reimbursement for travel and other expenses incurred in performance of their duties.

Duties

The Commission gathers and disseminates information on all aspects of Indian needs, investigates and addresses relief needs of Indians, coordinates Indian affairs resources of local, state, and federal government bodies, seeks funds for Indian Affairs programs, and reviews all proposed state legislation relating to Indians in Alabama. The Commission is authorized to hire an executive director, who will serve as its secretary and chief administrator and such other personnel as necessary. The Commission submits an annual report on Indian Affairs to the Governor.

Financing

The Commission's activities are financed through appropriations from the State General Fund, federal grants, gifts, devises, and bequests.

Office Location

Commission offices are at 771 South Lawrence Street, Suite 106, Montgomery, Alabama 36130, and the phone number is (334) 240-0998, fax (334) 240-3408. The Executive Director is Eloise Josey. Email is aiac@att.net. Website is www.aiac.alabama.gov.

THE ALABAMA MEDICAID AGENCY

Creation and Authority

The Agency was established under the current name by Act 80-798 (Senate Joint Resolution 54) and Executive Order 38 dated March 2, 1981 (See *Ala. Code* § 22-6-1). Under the former name of Medical Services Administration, it was initially established as a part of the Department of Pensions and Security by Executive Order, dated November 19, 1965. Executive Order 8 dated June 30, 1967, transferred the function to the Department of Public Health; then Executive Order 81 dated June 16, 1977 established Medical Services Administration as a separate agency under the Governor's Office (See *Ala. Code* §§ 22-6-1 to 22-6-11).

Purpose and Duties

The Alabama Medicaid Agency is the single State Agency responsible for administration of Title XIX of the Social Security Act, which, under the State Plan for Medical Assistance, provides for certain medical expenses to be paid on behalf of low-income persons who meet established financial criteria in such categories as aged, blind, disabled, pregnant, under age 19 or families with dependent children. Limited benefit programs include coverage of Medicare co-payments, deductibles and premiums, and family planning. The program's goals are to finance health care for eligible Alabamians in accordance with established statutes and Executive Orders and to play a key leadership role in ensuring the availability and access to appropriate health care for all Alabamians.

Organization of the Agency

The Alabama Medicaid Agency consists of a Commissioner of Medicaid, appointed by the Governor, and responsible to the Governor for the duties and responsibilities of the office.

Financing

The Agency is primarily financed through federal funds which must be matched by state funds in an approximate ratio of 70% federal to 30% state for most medical services. Other matching categories range from a 50-50 match for administrative expenses to 90-10 federal-state match for family planning. In addition to the General Fund, state share

sources also include provider taxes, intergovernmental transfers (IGTs), drug rebates and certified public expenditures (CPEs).

Office Location

The central office is located at 501 Dexter Avenue, Montgomery, Alabama 36104 and the mailing address is P.O. Box 5624, Montgomery, AL 36103-5624. The phone number is (334) 242-5000, fax (334) 353-3907. Website is www.medicaid.alabama.gov. Stephanie McGee Azar serves as Commissioner.

DEPARTMENT OF MENTAL HEALTH

Creation and Authority

The Department of Mental Health was established by the Legislature in 1965 to replace the Board of Trustees of The Alabama State Hospitals, the Board of Managers for the Partlow State School and Hospital, the Commission on Alcoholism, and the Divisions of Mental Health Planning and Mental Hygiene of the State Board of Health. It was composed of the Alabama Mental Health Board, the State Mental Health Officer (Commissioner) and such divisions as the Board directed. In 1980, the U.S. District Court for the Middle District of Alabama relieved the Alabama Mental Health Board of its duties and transferred them to the Governor of Alabama as Receiver of the Alabama Department of Mental Health. To provide for the administration of those duties, the Legislature in 1984 re-designated the Department of Mental Health as the Department of Mental Health and Mental Retardation; created a new advisory Board of Trustees; and eliminated the Alabama Mental Health Board (See *Ala. Code* §§ 22-50-1 to 22-50-91). In recognition of current usage, in 2009 (Act 2009-635) the department's name was changed by dropping the words "and Mental Retardation," designating it simply the Alabama Department of Mental Health.

Purpose

The purpose of the Department is to provide mental health, intellectual disability and substance abuse services for the people of Alabama.

Organization and Composition

The Department is a public corporation and composed, as such, of the Governor and the Commissioner of Mental Health. Administratively, the Department consists of the State Mental Health Commissioner and such divisions and administrative sections as the Commissioner may direct.

Board of Trustees

The Board of Trustees is an advisory body which coordinates activities of the Department and acquaints the public with needs and activities of the Department. It is composed of sixteen members, including the Governor, the Commissioner of Mental Health, the Lieutenant Governor, the Speaker of the House of Representatives, and twelve members appointed by the Governor, one each from the seven Congressional Districts and the remainder from the state at large. One of the at large positions is selected from nominations of The Arc of Alabama and one from nominations offered by the Mental Health Association of Alabama. The Governor is Chairperson and the Commissioner serves as Secretary. The Vice Chairperson is elected by a majority vote of the Board. The Board meets quarterly at a place designated by the Chairperson or Vice Chairperson, and more frequently on call of the Chairperson or Vice Chairperson, with a majority constituting a quorum. Members serve three-year staggered terms, with the limitation that no trustee serve more than three consecutive terms. Trustees receive \$100 per day and mileage while attending meetings or otherwise engaged in official business.

Duties

The Department, through its Commissioner, is charged with the provision of mental health, intellectual disabilities and substance abuse services for the people of Alabama through diagnosis, treatment, rehabilitation, follow-up care, and research and with the supervision, coordination, and control of all activities of the State relating to mental health. The Commissioner is charged with establishing state plans for the control and treatment of all forms of mental and emotional illness and division of the State into geographical units for the purpose of setting priorities and implementing such plans. The Department handles all funds relating to mental health, and is the single state agency for training,

research and educational funds. It may purchase and lease land, set reasonable fees for services, establish standards for facilities, and provide funding to community or statewide programs for epilepsy. The Department is administered by the Mental Health Commissioner, who is appointed by, and serves at the pleasure of, the Governor. The Commissioner appoints an Associate Commissioner for the Division of Mental Health and Substance Abuse Services and an Associate Commissioner for the Division of Intellectual Disabilities Services.

Financing

The Department of Mental Health receives appropriations from the State General Fund, the Alabama Special Mental Health Fund, and from the Special Education Trust Fund, for educational services provided by the department. It receives funds from the Federal Government and is authorized to receive gifts and grants from any source and other revenues and to administer such monies in accord with sound financial principles and for the provision of mental health services in Alabama.

Office Location

Offices of the Department of Mental Health are located at 100 North Union Street, P.O. Box 301410, Montgomery, AL 36130-1410. The phone number is (334) 242-3454 and fax is (334) 242-0725. The Commissioner is Lynn T. Beshear.

ALABAMA MENTAL HEALTH FINANCE AUTHORITY

Creation and Authority

The Authority was established in 1988 by the Alabama Legislature (See *Ala. Code* §§ 41-10-350 to 41-10-371).

Purpose

The purpose of the Authority is to provide for the acquisition, construction, improvement and equipment of mental health facilities, including improvements to existing facilities, and to issue bonds for the

payment of costs of such facilities.

Organization

The Authority is a public corporation. It is governed by a board of directors consisting of the Governor, the Commissioner of Mental Health, the Director of Finance, the Chairman of the Mental Health Capital Outlay Oversight Commission, and the Vice Chairman of the Mental Health Capital Outlay Oversight Commission. The Governor serves as president, the Commissioner of Mental Health as vice president, and the Director of Finance as secretary. The State Treasurer is treasurer of the Authority and serves as custodian of its funds. If any member ceases to hold his or her office because of death, resignation, expiration of term or other reason, the successor in office assumes the position as director and officer. Three members are required for a quorum, but no member shall receive compensation over what is otherwise provided by law for his services for the Authority.

Power and Duties

The Authority is authorized to issue and sell bonds from time to time for the purpose of acquiring, constructing, installing and equipping mental health facilities. It is authorized to acquire and convey property, to enter into contracts and leases, to make needful bylaws, rules and regulations, to employ attorneys and other personnel as necessary, and to have and use a corporate seal.

Financing

To carry out its purpose and duties, and provide for its operations, the Authority is authorized to issue bonds not to exceed \$1,000,000,000.00 and to receive other funds as provided in the enabling legislation. All monies are carried in a special fund designated as the Mental Health Facilities Building Fund in the state treasury.

Office Location

The Authority's address is 100 North Union Street, P.O. Box 301410, Montgomery, AL 36130-1410 and the phone number is (334) 242-3107, fax (334) 242-0684. Website is www.mh.state.al.us. Website: www.mh.state.al.us.

STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE

Creation and Authority

The commission was created under Gubernatorial Executive Order No. 10, November 5, 1993. Also created under the Order was a Governor's Office on National and Community Service. The Office assumes functions previously assigned to the Governor's Office on Volunteerism by Executive Order No. 12, July 9, 1987, which was rescinded by Order No. 10, July 9, 1987. Also see Amendment No. 1 to Order 10, December 29, 1993. The responsibilities of the commission were expanded through Executive Order No. 21, June 22, 2004 and the office was renamed the Governor's Office of Faith-Based and Community Initiatives. Executive Order No. 30, May 24, 2012, the office was renamed Serve Alabama, the Governor's Office of Faith-Based and Volunteer Service. In 2017, Governor Kay Ivey issued Executive Order 709, renaming the office the Governor's Office of Volunteer Services.

Purpose

The purpose of the commission is to encourage community service and volunteer participation as a means of community and state problem-solving; to promote and support voluntary citizen involvement in government and private programs in the state; to develop a comprehensive plan of community service initiatives in Alabama; and to serve as the state's liaison between national and other state organizations. To provide funding recommendations for the annual AmeriCorps State portfolio of national service programs.

Composition

The commission is composed of 15-25 voting members, who are appointed by the Governor on a bi-partisan basis for three-year terms. The order provides that not more than 50 percent of the commission, plus one voting member, may be from the same political party, and that to the extent possible, appointments are to be balanced according to race, ethnicity, age, disability, and gender characteristics. The order specifies various segments and population groupings from which voting members must be appointed, and expressly provides that one appointee must be the State Superintendent of Education or his/her representative. Not more than

25 percent of the voting members may be employees of state government, though additional state agency representatives and employees of the state system of higher education may sit on the commission as non-voting, ex-officio members. Members serve three-year terms and when vacancies among members occur, they are filled by the Governor for the remainder of the unexpired term.

Organization

Officers of the commission are elected by voting commission members from among their ranks for a term of one year, and consist of a Chair, Vice Chair, and Secretary. The Chair presides at the meeting and appoints committee chairs; the Vice Chair presides in the absence of the Chair and accepts special assignments; the Secretary keeps minutes of meetings, a list of commission and committee members, and a record of attendance at meetings. The Commission is assisted in its duties by the Governor's Office of Volunteer Services but is not required or limited to a Bylaws Committee, Program Committee, and Nominating Committee. Commission meetings are held at least quarterly with a quorum consisting of six voting members of the Commission being present or their designees named in writing. Two consecutively missed meetings may constitute grounds for removal by a majority vote of the Executive Committee. Voting commission members receive per diem allowances or travel reimbursement and subsistence expenses when engaged in commission business in accordance with state allowances.

Duties

Duties of the Commission include recommendation of statewide volunteer service programs, monitoring of funding decisions under federal and state statutory requirements, development of a three-year state service plan, provision of public service recognition programs, technical assistance to grant applicants, recruitment of participants for programs under national service laws, administration of the national service grant program, and coordination of functions with the federal agency - the Corporation for National and Community Services.

GOVERNOR'S OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

The office is a separate and distinct governmental unit, consisting

of one or more administrators, assistant administrators and a secretary, with all staff members appointed by the Governor.

Duties

Duties of the office include statewide advocacy for community service, facilitation of collaboration among public and private individuals, organizations, and communities, provision of training and technical assistance for community programs, provision of research information on funding and model programs, and administration of policies of the commission on National and Community Service. The office also provides staff support to the commission. The office manages and serves as the lead agency for Support Annex I of the State Emergency Operations Plan - Private Sector Coordination and Support Annex I of the State Emergency Operations Plan - Volunteer and Donations Management. In the aftermath of declared disasters, the agency serves as the lead for the FEMA Disaster Case Management Program. The agency also manages the Ready Alabama disaster preparedness public outreach campaign.

Financing

The Governor's Office on National and Community Service is funded from revenues received from the State Education Trust Fund, and other federal sources. The Commission on National and Community Service is authorized to accept funds and in-kind services from other state and federal entities, as authorized by applicable federal and Alabama laws.

Office Location

The office is located at 401 Adams Avenue, Suite 460, Montgomery, Alabama 36104; telephone number 334.242.1548; Its coordinator is Lisa Castaldo; web address www.ServeAlabama.gov.

GOVERNOR'S COMMISSION ON PHYSICAL FITNESS

Creation and Authority

The Commission on Physical Fitness was established in 1967 (See *Ala. Code* §§ 22-5-1 to 22-5-9).

Purpose

The purpose of the Commission is to protect, promote, and improve the physical fitness of the residents of the State.

Composition

The Commission shall consist of seven members, including a chairman, one from each U.S. Congressional District and all to be appointed by the Governor. They shall be selected because of their experience or interest in physical fitness for both youth and adults and shall serve without compensation; except, that they may be reimbursed for travel and other expenses incurred in the performance of their duties pursuant to Article 2 of Chapter 7 of Title 6 of this Code. The membership on the Commission shall be inclusive and reflect the racial, gender, geographic, urban/rural, and economic diversity of the state. The members of the Commission shall be appointed for the terms as follows:

- (1) The members from districts one, two, three, and four shall be appointed for terms of three years each;
- (2) The members from districts five, six, and seven shall be appointed for terms of four years each.

As the term of each member expires, his successor shall be appointed for a term of four years; except that each member shall serve until his successor is appointed and has qualified. After the initial term expires, the chairman shall be appointed for a term of four years. Members shall be eligible for reappointment. Upon the death, disability, resignation, removal, or refusal to serve of any member, the Governor shall appoint a qualified person to fill the unexpired term.

The Commission shall meet regularly at the call of the Governor, the executive director or the chairman. Four Commissioners shall constitute a quorum. The Commission shall adopt such rules and regulations as are necessary and proper to govern its procedure and business.

Duties

The Commission shall maintain liaison with the State Department

of Education, county and city boards of education, private, and parochial schools, and physical fitness Commissions of the several political subdivisions of this state, now or hereafter created, and comparable agencies in other states or under the federal government, and it shall consult with and advise the local Commissions on their program of physical fitness. It shall disseminate information in the interest of physical fitness programs in this state by publication, advertisement, conferences, workshops, programs, lectures and other means, and it shall collect and assemble pertinent information and data available from other state departments and agencies. The Commission is authorized to sponsor the Special Olympics for mentally retarded and physically handicapped children at the state, national, and international level and partner with and promote the programs and events of the Alabama Sports Festival and the Alabama Sports Foundation, Incorporated. The Commission is further authorized to promote jogging, hiking, bicycling, and other physical fitness programs. It is also authorized to co-sponsor programs with the State Commission on Aging to improve the health and wellbeing of the older people in the state.

Financing

The Commission receives appropriations from the Special Education Trust Fund, in addition to grants from the Federal Government and gifts from the public.

Office Location

The Commission is located at 5458 Cahaba Valley Road, Birmingham, Alabama, 35242. The telephone number is (205)607-0504. Mr. Phil Holmes serves as Acting Director. The email address is physical.fitness@gcopf.alabama.gov.

ALABAMA PUBLIC HEALTH CARE AUTHORITY

Creation and Authority

The Alabama Public Health Care Authority (the Authority) was established in December 1995 under “The Health Care Authorities Act of 1982” (See *Ala. Code* §§ 22-21-310 to 22-21-359).

Purpose

The purpose of the Authority is to construct, equip, maintain, and facilitate the operations of county and state public health facilities.

Organization

The Authority is a non-profit, public corporation administered by the Alabama Department of Public Health (the Department). The Authority is chaired by the State Health Officer. Other members include the Department's Public Health Administrative Officer, Director of Field Operations, four county employees, and the State Finance Director.

Duties

The mission of the Authority is to provide financing for a statewide building program that encompasses the renovation or replacement of all inadequate public health facilities in the State of Alabama.

Financing

The Authority has issued lease revenue bonds in prior years which provided funding to construct and renovate health department facilities across Alabama. Debt service on these bonds was covered by lease payments received from the Department which occupies these facilities. In March 2015 and April 2016, the Authority issued two series of lease revenue bonds which refinanced these earlier bonds at lower interest rates and provided funding for a new state laboratory and training center to be located in Prattville. The bonds also provided funding for the construction of a new health department facility in Morgan County. Savings realized from increased efficiencies and reduced operating costs from the new laboratory will more than offset the increase in debt service resulting from the bond issues.

Office Location

The Authority may be contacted through the offices of State Department of Public Health, which are located at the RSA Tower, 201 Monroe Street, Suite 1510, Montgomery, Alabama 36104. The mailing address is P.O. Box 303017, Montgomery, AL 36130-3017 and the phone

number is (334) 206-5233, fax (334) 206-2008. Scott Harris, M.D., serves as State Health Officer. Website is www.alabamapublichealth.org.

DEPARTMENT OF PUBLIC HEALTH

Creation and Authority

The State Board of Health was established by the Legislature in 1875. The office of State Health Officer was created in 1877 and Alabama elected its first State Health Officer in 1879. Alabama was the first state to organize a basic county health department in each of its 67 counties. This was accomplished in late 1937 (See *Ala. Code* §§ 22-2-1 to 22-2-14).

Purpose

The State Department of Public Health exercises general control over the enforcement of laws relating to public health. The Department's overall mission is to promote, protect, and improve the health of individuals and communities in Alabama. The Department believes that all people have a right to be healthy, and core values are the provision of high quality services, a competent and professional workforce, and delivering compassionate care. The principal goal is to initiate and carry out primary and secondary preventive programs in personal and environmental health services. The ancillary goal is to provide medical services to those who are unable to receive medical treatment through private channels.

Financing

The Department receives operating funds from the federal and state governments. In addition, fees are charged for certain services such as licenses, certifications, and vital records. Legislative authority has been given to 57 counties to charge nominal fees for medical and environmental services.

STATE BOARD OF HEALTH

Composition

The Medical Association of the State of Alabama is ex officio the State Board of Health.

Duties

Administrative. The State Board exercises general control over the enforcement of public health laws. It acts as an advisory board to the State in all medical matters and matters of sanitation and public health, and it assists and advises all county boards of health, health officers, and quarantine officers. The Board adopts and promulgates rules and regulations for administering health and quarantine laws.

Investigation. The Board, through the investigations by the Department, makes determinations of the effect of communicable debilitating diseases and directs the policies and procedures to be used to limit and/or eradicate illnesses in the citizens of this State. It directs investigations of all places, institutions, establishments, and other public centers and prescribes the methods to correct any conditions prejudicial to health.

Other Duties. The State Board of Health also has charge of the registration of births, deaths, stillbirths, marriages, and divorces. It prescribes the form for reporting vital events. The Board prescribes rules for transporting dead bodies through the State. It is empowered to collect information on certain diagnosed diseases of public health significance and to take appropriate actions to prevent or limit their spread in the community. There are a number of advisory boards, committees, and councils that work with the State Board of Health. The Board is required to submit an annual report to the Governor.

STATE COMMITTEE OF PUBLIC HEALTH

Composition

The State Committee of Public Health is composed of twelve members of the State Board of Censors of the Medical Association of the State of Alabama and the chairpersons of four councils created by statute in 1973. These are the Council on Dental Health, Council on Animal and Environmental Health, Council on Prevention of Disease and Medical Care, and the Council on Health Costs, Administration and Organization.

Duties

The State Committee of Public Health acts for the State Board of Health when the Board is not in session and has all the power and duties

of the Board. It adopts and issues rules concerning problems of the people of the State.

STATE HEALTH OFFICER

The State Health Officer is elected by the State Committee of Public Health. Qualifications, term of office, and salary are determined by the Committee under provisions of *Ala. Code* § 22-2-8.

The State Health Officer serves as executive officer of the Department, executes laws, policies, rules and regulations concerning public health, exercises certain supervision over county health departments, and is required to keep informed as to public health conditions throughout the State. The State Health Officer informs the Governor concerning State health conditions, particularly the status of infectious and contagious diseases (See *Ala. Code* § 22-2-8).

The State Health Officer hires all necessary departmental personnel, sets salaries subject to the approval of the State Personnel Board, and issues or provides for issuing permits required by establishments open to public use.

The State Health Officer by state statute also serves on the Commission on Aging, Youth Services Board, Alabama Building Commission, Alabama Resources Commission, Statewide Health Coordinating Council, Board of Medical Scholarship Awards, Alabama Anatomical Board, State Child Abuse and Neglect Board, Alabama Pollution Control Authority, Alabama Commission on Girls and Women in the Criminal Justice System, Controlled Substances Prescription Database Advisory Committee, Healthcare Data Advisory Council, State Obesity Task Force, State Child Death Review Team, as well as other non-statutory boards and groups.

Units of the Department, which are listed below, are all under the supervision of the State Health Officer, who is assisted in this supervision of the Department by the Directors of these units.

Organization of the Department

Office of the State Health Officer.

Provides supervision to all Departmental units, public health

districts, and county health departments.

SUPPORT SERVICES

Public Health Districts

Alabama is divided into eight public health districts to facilitate coordination, supervision, and development of public health services. Each district consists of several counties, with the exception of Mobile and Jefferson counties which are each designated a public health district. District offices are responsible for developing local management programs of public health services and programs particularly suited to the needs of each area.

County Health Departments

County health departments located in 66 Alabama counties provide most public health services in partnership with public health districts and the state. Coosa is the only county in state without a county health department. Most services are available at no charge or for nominal fees. Typical services include cancer detection, child health, family planning, sexually transmitted disease treatment, confidential HIV/AIDS testing, home care, immunization, nutrition services, nursing services, tuberculosis diagnosis and treatment, food and lodging protection, onsite sewage disposal system review, vital records, and disease surveillance.

Bureaus of the Department of Public Health

The Bureau of Clinical Laboratories aids health care providers throughout the state in diagnosing disease and preventing illness as well as providing laboratory support for foodborne illness investigations to partner agencies. The Bureau performs an array of clinical and environmental tests to determine human ailments and the level of adulteration food, milk, and seafood products. The central laboratory in Montgomery and the regional laboratory in Mobile are organized into divisions whose programs offer testing specialties in reference to microbiology, chemistry, bioterrorism, chemical terrorism, newborn screening, respiratory diseases, virology, serology, parasitology, sanitation bacteriology, seafood food analysis, rabies, molecular biology, and hematology. The Bureau also has divisions that provide administrative support, quality assurance, media production, laboratory waste handling, and information technology

support.

The Bureau of Communicable Disease is primarily involved with reducing illnesses and deaths occurring from infectious diseases. It seeks to ensure immunization levels among Alabamians through the provision of timely immunizations, reduction of the incidence of tuberculosis and sexually transmitted diseases through education and outreach, identification and screening persons at risk of infection, and provision of treatment; and reduction of the incidence of HIV/AIDS through education, counseling, notification, and testing of persons at risk of infection, and care referral for infected persons. Services of the Infectious Diseases and Outbreaks Division include surveillance and investigation of diseases and health conditions of public health importance, consultation about the management of persons potentially exposed to rabid animals, and assessment of health implications of exposure to chemicals in the environment, and the collection, analysis, and reporting of healthcare-associated infection data.

The Bureau of Children's Health Insurance aims to decrease the number of children in the state who are without health insurance. The ALL Kids program provides low cost health care coverage to eligible, uninsured children ages birth through 18 whose family income is above Medicaid eligibility standards up to 300 percent of the Federal Poverty Guidelines. Additionally, the Bureau provides outreach and education to identify children who may be eligible for SOBRA Medicaid, Medicaid for Low Income Families, and the Alabama Child Caring Foundation.

The Bureau of Environmental Services is comprised of two Divisions: the Food, Milk, and Lodging Division and the Community Environmental Protection Division. The Food, Milk, and Lodging Division administers activities in retail food establishment inspection and food manufacturing/processing establishments, inspection of dairy farms and milk pasteurization facilities, monitoring of shellfish growing waters, and seafood processing inspection. The Food and Lodging Branch of this division covers motel, hotel, and jail inspection as well as camp inspections. Tattoo and body piercing operations are also regulated by this division. The Community Environmental Protection Division administers activities that regulate the permitting, installation, and use of on-site sewage disposal systems, solid waste transport, vector control, animal bite complaints, and lead hazard control of pre-1978 housing and child-occupied facilities.

The Bureau of Family Health Services (FHS) protects and promotes the health and safety of women, infants, children, youth, and their families in Alabama through assessment of community health status, development of health status, development of health policy, and assurance that quality health services are available. The following programs are administered through FHS: Family Planning, WIC (nutritional program for low income families), Childhood Lead Poisoning, Newborn Hearing Screening, Newborn Metabolic Screening, Child Death Review, Breast and Cervical Cancer, Cancer Registry, Cancer Prevention, School and Adolescent Health, Dental, Perinatal, Healthy Child Care Alabama, Lactation, and Social Work.

The Office of Women's Health in the Bureau serves as an advocate for women's health issues by establishing appropriate forums to educate the public regarding women's health, with an emphasis on preventive health and healthy lifestyles; serving as a clearinghouse and resource for information regarding women's health data, services and programs that address women's health issues; and by assisting the State Health Officer in identifying, coordinating, and establishing priorities for programs, services, and resources the state should provide for women's health issues and concerns.

The Bureau of Health Provider Standards encompasses three program areas - Health Care Facilities, Provider Services, and Managed Care Compliance. Health Care Facilities and Provider Services license health care facilities and certify facilities and programs for participation in Medicare and Medicaid. Managed Care Compliance monitors selected activities of Health Maintenance Organizations (HMOs) and certifies and regulates utilization review agents conducting utilization review activities in Alabama.

The Bureau of Home and Community Services operates a Medicare-certified home health agency and a Lifecare Program. The home health agency provides care to patients with Medicare, Medicaid, private insurance, and, in some limited instances, patients with no payment source. Services available through home health include skilled nursing home health aide services, medical social services, physical therapy, occupational therapy, and speech pathology. In collaboration with the Alabama Medicaid Agency and the University of South Alabama, the Lifecare Program operates a telemonitoring service that provides patient in-home monitoring and reporting for key health indicators such as blood

pressure and blood sugar so that early interventions can be provided to improve outcomes and decrease emergency room visits for Medicaid recipients with diabetes, congestive heart failure, and other co-morbidities.

The Bureau of Information Technology (IT) plans, provides, and supports the information and logistics needs of the Department. The Bureau consists of six divisions, including Project Management, Database Administration, Systems Development and Integration, Business and Information Architecture, Technical Support, and Logistics. IT procures, develops, and supports information technology systems to supply information to Department and public users through an integrated information processing and telecommunication structure. The IT Logistics Division manages the Department's property assets, forms, emergency preparedness supplies, mailroom, and vehicles.

The Bureau of Prevention, Promotion, and Support serves as the Department's focal point for health education, emergency preparedness, primary care and rural health. Areas of interest include chronic disease prevention, healthy communities, communications, minority health and health disparities, public information, risk surveillance, worksite wellness, and video communications. The charge of this Bureau is to reduce morbidity and premature mortality from injury and disease by identifying risk factors affecting health and developing intervention strategies to promote healthy lifestyles. Additionally, the Bureau supports a variety of important department initiatives and projects including management support, public health accreditation, workforce development, pharmacy, and nutrition and physical activity. The Bureau also coordinates the Prescription Drug Monitoring Program. Within the bureau, the Center for Emergency Preparedness provides overall direction to and management of the Department's assessment, planning, and response to emergency health threats and emergencies. The Center coordinates with all sections of public health to respond to events such as meteorological, chemical, radiological, biological, and industrial disasters. The Office of Primary Care and Rural Health facilitates and supports activities which improve the accessibility of primary health care services throughout the state, with special concern for minority and other medically underserved populations. This office consists of two separate but interoperable sections - the Primary Care Section and the Rural Health Section, each of which is recognized by the Health Resources and Services Administration as an independent entity for purposes of funding and administration. The Primary Care Section determines health professional shortage areas,

administers the placement of health professionals in underserved areas through the National Health Services Corps, and works in concert with communities and educational programs on health workforce planning and development initiatives. The Rural Health Section administers programs to support rural hospitals and rural health clinics, to promote awareness and adoption of new health technology, to obtain immigration waivers for foreign medical graduates, and to recruit and retain health professionals in underserved communities. Both sections provide technical support to rural communities and promote awareness of rural health issues.

The Center for Health Statistics operates the statewide registration system of vital events - birth, death, marriage, and divorce. In addition, the Center issues all certified copies of vital events through the 66 county health departments and via mail and telephone requests. The Center also collects, tabulates, analyzes, and disseminates health data collected from these vital events.

The Centralized Billing Unit provides statewide county support for correction of claims, resubmissions, and credits and provides administrative services to ensure compliance and integrity with all payer sources.

Field Operations consists of the following three offices. *The Office Clinical Management and Practice* provides management support and continuing education for nursing, social work, and clerical divisions. *The Office of Community Affairs* collaborates with community partners and organizations to support county health department and ADPH program activities and improve access to health care services with special emphasis on rural and underserved populations. *The Office of Telehealth* manages the statewide network of Telehealth technology at county health departments for ADPH programs and external health care provider partners.

The Office of Emergency Medical Services is responsible for protecting the health, safety, and welfare of the public by assuring that emergency medical services provided by ambulance services, emergency medical response agencies, training entities, and emergency medical services personnel meet or exceed established standards. The office investigates complaints and may exercise its authority to deny, place on probation, suspend, or revoke the licensure of an ambulance service, training entity, emergency medical response agency, and emergency

medical services personnel when statutory or regulatory violation is substantiated. The office administers the Acute Health Care System. Alabama has developed a statewide health and trauma system which helps save lives and reduce the burden of trauma and stroke. The system improves the chances of survival, regardless of proximity to a certified trauma or stroke center. The system is voluntary and all hospitals are invited to participate. Participating hospitals are designated as levels one, two, or three, depending on their resources and services availability. Hospitals are inspected to verify that they can provide the level of care for which they have applied. Alabama is the only state in the United States with the capability to constantly monitor the status of every trauma and stroke hospital and route the patient to the proper definitive care facility. The Alabama Trauma Registry collects injury data and evaluates the true burden of injury to enhance education and prevention at the statewide level.

The Office of Facilities Management and Technical Services assures safe and suitable conditions in the building environment for Department employees and occupants of licensed health care facilities throughout Alabama.

The Office of Financial Services provides financial and cost accounting, accounts receivables, payroll, accounts payable, purchasing, budgeting, and administrative support.

The Office of General Counsel provides legal counsel to the State Health Officer and all bureaus and program directors of the Department; defends decisions of the State Health Officer against legal challenges; represents the Department in litigation and administrative hearings; drafts and reviews contracts; implements the administrative rule-making process; drafts, reviews, and monitors legislation affecting the programs of the Department; and provides training on a variety of legal issues to employees.

The Office of Human Resources processes personnel transactions and assists in the development and implementation of policies and programs. It serves as a resource for training and professional development of the Department's employees. It also offers guidance to supervisors and other staff on human resources topics to include recruiting and selecting job candidates, conducting salary surveys, and reviewing documentation on work performance and work behavior deficiencies. The

Employee Relations Section provides a point of access for Alabama Department of Public Health employees to address their concerns and provide guidance in work performance.

The Office of Program Integrity serves the State Health Officer to provide assurances regarding the integrity of the Department's financial systems, compliance with federal audit requirements, and compliance with applicable state laws and regulations.

The Office of Radiation Control licenses and inspects the uses of radioactive materials, particle accelerators, and X-ray machines in industrial, medical, educational, and research settings, monitors the environment for radioactivity/radiation, trains first-on-the scene responders to radiological incidents, and serves as the state radiation emergency response agency for all radiological incidents and accidents involving radioactive material and/or radiation.

DEPARTMENT OF PUBLIC HEALTH ADVISORY COUNCILS AND COMMISSIONS

The following advisory councils or commissions are established by statute or legislative resolution and administered through, or in conjunction with, the Department of Public Health.

1. *Licensure Advisory Board.* The Board was established in 1949 (See *Ala. Code* §§ 22-21-27 to 22-21-28). The Board advises the State Health Officer and makes recommendations to the State Board of Health as to licensing of health care providers. The Board consists of 17 members and meets twice a year and on call of the State Health Officer.
2. *Advisory Councils of the State Committee of Public Health.* The Committee has four statutory advisory councils (See *Ala. Code* §§ 22-2-9 to 22-2-10). These are (1) the Council on Dental Health; (2) the Council on Animal and Environmental Health; (3) the Council on Prevention of Disease and Medical Care; and (4) the Council on Health Costs, Administration and Organization. Duties include the provision of public health information, research and evaluation of data in their respective health areas, and recommendations to the State Committee of Public Health. The Councils work directly with the State Health Officer.

3. *The Steering Committee on Women's Health.* The Committee was created by state statute in 2002 to serve in an advisory capacity to the State Health Officer and the Director of the Office of Women's Health. The committee consists of 21 appointed members and meets quarterly (See *Ala. Code* § 22-12D-4).
4. *Controlled Substances Prescription Database Advisory Committee.* This Committee was established by state statute in 2004. The mission of the advisory committee is to consult with and advise the State Health Officer on matters related to the establishment, maintenance, and operation of the database, access to the database information, how access is to be regulated, and security information contained in the database. The committee is comprised of 13 members from various boards, associations, and agencies and includes the State Health Officer (See *Ala. Code* § 20-2-212).
5. *State Child Death Review Team.* The State Child Death Review Team was established by state statute in 1997. The team is situated within the Department of Public Health for administrative and budgetary purposes. The team is a multi-disciplinary, multi-agency review team composed of 28 members. The purpose of the team is to decrease the risk and incidence of unexpected/unexplained child injury and death by understanding how children are injured and die (See *Ala. Code* § 26-16-93). Additionally, in 2018 an Information Release Review Committee was created to review statistical, research, or educational requests for information, departmental research requests, or department requests regarding publication of information from the controlled substances database. It is comprised of one licensed practitioner appointed by the State Board of Medical Examiners, one licensed practitioner appointed by the State Board of Dental Examiners, one licensed pharmacist appointed by the State Board of Pharmacy, one representative experienced in medical informatics or clinical research appointed by the State Health Officer, and one representative experienced in medical informatics or clinical research appointed by the Attorney General.
6. *Healthcare Data Advisory Council.* The Healthcare Data Advisory Council was established by state statute in 2009. The Advisory Council is a multi-disciplinary, multi-agency review and

consultation council composed of 18 members. The purpose of the Advisory Council is to assist in developing regulations and standards for reporting healthcare-associated infections and to review and serve as consultants to the Board of Health on matters related to the protection, collection, and dissemination of healthcare associated infection data (See *Ala. Code* § 22-11S-118).

7. *State Emergency Medical Control Committee.* The Committee was established in 1995 (See *Ala. Code* § 22-18-40). The Committee shall be assisted in formulating rules and policy pertaining to emergency medical services by the State Emergency Medical Control Committee (SEMCC). The SEMCC is composed of 18 specified members in addition to the medical directors of each Emergency Medical Services region for a total of 24 members.
8. *Statewide Trauma and Health Services Advisory Council.* The Council was established in 2007 (See *Ala. Code* § 22-11D-5). The 11-member committee assists in the development of regulations and standards necessary to implement the statewide trauma and health system and to serve as consultants to the State Board of Health on matters related to the statewide trauma and health systems.
9. *Rabies Immunization Fee Committee.* The committee consists of the State Health Officer, the State Veterinarian, and the president of the Alabama Veterinary Medical Association and meets once a year. The committee shall consider all cost factors in administering the vaccine as the economy dictates, including, but not limited to the current prices of vaccines (See *Ala. Code* § 3-7A-3).

The following advisory commissions operate under aegis of the Department of Public Health but are *not* mandated by state statute:

1. *State Perinatal Advisory Committee.* The Committee was established in 1980 and recognized in the Alabama Perinatal Health Act (*Ala. Code* § 22-12A-3), the Committee advises the State Health Officer in the planning, organization, and evaluation of the Department's Perinatal Program.
2. *State Tuberculosis Medical Advisory Committee.* The Committee was organized in 1973 to advise the State Health Officer, and the

Department's Tuberculosis Division on "State of the Art" guidelines for the Alabama Tuberculosis Control program.

3. *Family Planning Advisory Council.* The Family Planning Advisory Council is mandated by federal legislation to advise on family planning services and approve education and information materials.
4. *Alabama Comprehensive Cancer Control Coalition.* The Alabama Comprehensive Cancer Control Coalition Council was established in 1988 to develop and sustain an integrated and coordinated approach to reducing cancer incidence, morbidity, and mortality and to improve quality of life and care for cancer patients, their families, and their caregivers. The Coalition is responsible for The Alabama Comprehensive Cancer Control Plan (2001-2005, 2006-2010, 2011-2015, and 2016-2021).
5. *Sexually Transmitted Diseases Medical Advisory Council.* The Council was established by the State Health Officer and approved by the State Committee of Public Health in January 1986. The purpose of the council is to advise the Department about screening, diagnosing, and treatment practices that best promote the mission of preventing sexually transmitted diseases. It is composed of physicians from across the state.
6. *Diabetes Advisory Council.* The Council meets annually to discuss Diabetes Self Management Education and the Diabetes Prevention Program. This group is composed of health care providers from around the state, including dietitians, pharmacists, nurses, nurse practitioners, Certified Diabetes Educators, community health workers, and others.
7. *Pregnancy Risk Assessment Monitoring System (PRAMS) Steering Committee* is made up of individuals who can provide expertise in the areas of maternal and child health and specifically in helping to develop the content of surveys and determining data analysis requirements.
8. *State Obesity Task Force.* The charge of the task force is to develop and implement a comprehensive state plan to reduce obesity in Alabama among all segments of the population. The task

force consists of 172 members.

Office Location

The Administrative Offices of the State Department of Public Health are located at the RSA Tower, 201 Monroe Street, Montgomery, AL 36104. The mailing address is P.O. Box 303017, Montgomery, AL 36130-3017 and the phone number is (334) 206-5300, fax (334) 206-5520. Scott Harris, M.D., M.P.H., serves as State Health Officer. Website: www.alabamapublichealth.gov.

ALABAMA RESPITE COALITION

Creation and Authority

The Alabama Lifespan Respite Resource Network, also known as Alabama Respite, was created by a Joint Resolution of the Alabama Legislature, which was signed into law (Act 2012-410) by Governor Robert Bentley on May 9, 2012.

Purpose

Creation of a statewide coalition allows Alabama the opportunity to address issues caregivers face in accessing current respite resources in a productive process, limits duplication of effort when possible, and allows for collaboration on education and training.

Composition

The Alabama Lifespan Respite Coalition is composed of members who shall be culturally, economically, and geographically diverse and representative of state demographics and appointed by the Governor or his or her designee. The membership may include, but is not limited to, the following: (1) Chair of the House Ways and Means Committee on Education; (2) Chair of the Senate Judiciary Committee; (3) Chair of the House of Representatives Health Committee; (4) Chair of the Senate Health Committee; (5) member from the Governor's Office on Disability; (6) member from the Department of Senior Services; (7) member from the Department of Medicaid; (8) member from the Department of Rehabilitation Services; (9) member from the Department of Human

Resources; (10) member from the Alabama Health Department; (11) member from the Alabama Council for Developmental Disabilities; (12) member from the Department of Child Abuse and Neglect Prevention; (13) member from the Department of Mental Health; (14) representative from a United Cerebral Palsy affiliate in Alabama; (15) representative from a statewide advocacy or support group; (16) representative from a community respite initiative or program; (17) representative from a collaborative training partner; (18) two family care givers representing diverse special needs populations; (19) two respite care providers; (20) representative from the Autism Society of Alabama; (21) a representative from the Alabama Hospice Organization; and, (22) representative from the American Association of Retired Person.

Duties

The coalition is tasked to build partnerships and coordinate respite efforts statewide; prepare Alabama to compete for federal funding; provide public awareness about respite to the citizens of Alabama; identify, coordinate and develop community resources; and build local partnerships and collaborations supporting respite services.

Organization

Alabama Respite is a statewide program of United Cerebral Palsy of Huntsville and Tennessee Valley, Inc. The organization serves as the primary entity responsible for the following activities: (1) address issues relating to respite care in our state; (2) maintain a statewide system to facilitate the availability and use of high-quality, cost-effective respite services; (3) develop and coordinate the Alabama Lifespan Respite Coalition; (4) collaborate with eligible state agencies and Governor's office to access funding through the Federal Lifespan Care Act; (5) identify statewide respite care providers; (6) maintain directory of respite services and link caregivers; (7) provide technical assistance to community-based organizations; (8) provide voucher respite services; (9) provide information and referrals; (10) provide access and interactive information; and (11) offer caregiver education and training.

Location

Alabama Respite's administrative office is located at 1856 Keats Drive, Huntsville, AL 35810. The main number is 256-859-4900. The toll-

free number is 866-737-8252 and the fax number is 256-859-4332. The website is www.alabamarespite.org.

DEPARTMENT OF SENIOR SERVICES

Creation and Authority

The department was established in 1957. In 1964, the Committee on the Aging was renamed the Commission on the Aging. In 2000, the name was changed again to the Department of Senior Services (See *Ala. Code* §§ 38-3-1 to 38-3-25).

Purpose

The Department of Senior Services is responsible under State law to collect facts and statistics and make special studies pertaining to the conditions affecting the welfare of the aging people in this State; to keep abreast of developments in aging throughout the nation and to interpret its findings to the public; to provide for a mutual exchange of ideas and information on national, state and local levels; to report its activities to the Legislature, and to make recommendations for needed improvements and additional resources to promote the welfare of the aging in this State; to advise the Legislature in regard to new legislation in the field of aging; and to coordinate the services of all agencies in this State serving the aging and to request and receive reports from the various State agencies and institutions on matters within the jurisdiction of the Department.

The Department is designated to administer the Older Americans Act in Alabama. Under the Older Americans Act, it is responsible for being the official advocate for older people in the State and for developing and administering a comprehensive State Plan on Aging in Alabama. The purpose of such State Plan is to:

- (1) Secure and maintain maximum independence and dignity in a home environment for older individuals capable of self care with appropriate supportive services;
- (2) Remove individual and social barriers to economic and personal independence for older individuals; and

- (3) Provide a continuum of care for older individuals.

Composition

The Advisory Board consists of 16 members. The composition of the membership is as follows: two members of the Alabama Senate appointed by the President of the Senate; two members of the Alabama House of Representatives appointed by the Speaker of the House; the Commissioner of the Alabama Department of Labor, the State Health Officer and the Commissioner of the Department of Human Resources as ex officio members; and nine members appointed by the Governor for terms concurrent with his. The Governor's appointees consist of a representative of business, a representative of labor, a representative of the medical profession, three representatives of aging organizations and the remaining three shall be responsible citizens of the State.

Duties

Duties of the Department are listed in the *Ala. Code* § 38-3-2. Additionally, under the "Long Term Residential Health Care Recipient Ombudsman Act" (See *Ala. Code* §§ 22-5A-1 to 22-5A-7), the State Ombudsman housed within the Department of Senior Services is authorized to investigate complaints concerning health care facilities and those providers and institutions which treat patients or residents of health care, domiciliary or residential facilities; to certify representatives of the office; to provide for the selection, training and duties of representatives of the office; and to establish procedures for receiving, investigating, and resolving complaints.

The Department of Senior Services administers the Medicaid Elderly and Disabled Waiver Program under the 1915(c) section as authorized by Title XIX of the Social Security Act. Recipients may receive any combination of case management, respite care, homemaker, personal care, and adult day health care services necessary to prevent institutionalization. The agency also operates the Personal Choices Program which is a Medicaid 1915(j) state plan option. Recipients are allowed a budget to be able to employ their own workers and have flexibility regarding when and how their services are provided. The Department also administers the Alabama Community Transition Waiver Program and the Technology Assisted Waiver Program for the Alabama Medicaid Agency.

Additionally, the SenioRx Program, which is a partnership of state agencies and community organizations that assist seniors with applying for drug assistance programs provided by pharmaceutical manufacturers, is administered statewide by the Department of Senior Services through the thirteen Area Agencies on Aging. SenioRx can help with the high cost of prescription drugs. It strives to reduce economic stress, promote better health and improve the quality of life of Alabama's older population by providing ways to reduce the expense of life sustaining medications.

Under the Older Americans Act, the Department administers grants to Area Agencies on Aging to be effective and visible advocates for the elderly in their designated planning and service areas, and to develop and administer an Area Plan on Aging for such areas. The State and Community Programs funded through grants and contracts administered under the Area Plans include coordination of existing services, the development of additional resources to support new and expanded services, and the delivery of services such as multipurpose senior centers, education and training, information and referral, recreation, homemaker, counseling, transportation to facilitate access to services, outreach, legal assistance (including tax counseling and assistance, financial counseling, and counseling regarding appropriate health and life insurance coverage), health screening, employment, job development, job referral, job placement, crime prevention, volunteer service opportunities, prevention of elder abuse, neglect and exploitation, health education, nutrition education, congregate nutrition and home-delivered nutrition services.

In administering these programs, there is a required emphasis on affording those in greatest social and economic need, particularly the low-income minority older individuals, older individuals with limited English proficiency and older individuals residing in rural areas, the primary opportunities for service. Some services, such as those under Title XIX of the Social Security Act, have income and asset tests for eligibility. Others, such as congregate nutrition services, permit certain other individuals to participate. In all services under the Older Americans Act, voluntary contributions toward the costs of the services, made in confidence, are encouraged.

The Department of Senior Services also administers the Senior Services Trust Fund, which is supported by contributions made by citizens through a "check-off" on their Alabama Income Tax Returns. These funds

are used to expand services.

The Department provides space and clerical support for the Alabama Senior Citizens Hall of Fame.

The Department administers the Alabama Interagency Council for the Prevention of Elder Abuse.

Organization

The Governor appoints a Commissioner and his Confidential Secretary and prescribes their duties, powers, and authority to carry out the provisions set forth for the Department of Senior Services. The Commissioner serves at the pleasure of the Governor and is a full-time employee of the Department. The Commissioner serves as Executive Officer and Secretary of the Board, and appoints, subject to the merit system law, such other personnel as may be necessary in carrying out the work of the Department.

The Commissioner is a member of the Governor's Cabinet.

Financing

The Department of Senior Services receives appropriations from the State General Fund and administers those funds made available to the agency through federal and other sources. Funds are distributed locally for services. Local support is necessary for overhead and program administration and expansion.

Office Location

Offices of the Department are located Suite 350, RSA Tower, 201 Monroe Street, Montgomery, AL 36104. The phone number is (334) 242-5743 and the fax number is (334) 242-5594. The toll free number is 1-877-425-2243. Website is www.alabamaageline.gov. Todd Cotton serves as the Acting Commissioner.

SICKLE CELL OVERSIGHT AND REGULATORY COMMISSION

Creation and Authority

The Sickle Cell Oversight and Regulatory Commission was created by Act 96-727 by the Legislature in 1996 (See *Ala. Code* §§22-10B-1 to 22-10B-7).

Purpose

The Sickle Cell Oversight and Regulatory Commission is to ensure quality sickle cell services are being provided to Alabama citizens.

Composition

The Commission is composed of thirteen members appointed in the following manner: two members appointed by the Governor, one member appointed by the University of South Alabama Comprehensive Sickle Cell Center, one member appointed by the University of Alabama in Birmingham, one member appointed from the Children's Hospital of Birmingham, and one member appointed from each of the seven chapters of the Sickle Cell Disease Association of America-Alabama Chapter, Incorporated. Appointees are confirmed by the Senate and serve four year terms. Members elect a chair and Vice Chair from their membership. Members are reimbursed for their actual and necessary expenditures and receive no salaries for their participation.

Duties

The Commission ensures that the Sickle Cell Disease Association of America-Alabama Chapter, Incorporated is delivering sickle cell services to affected persons. Sickle cell services include public and professional health education, screening of all newborns in designated areas, offering genetic counseling, medical referral and follow-up, and psycho-social support services. The Commission shall promulgate guidelines for creating uniformity in the delivery of services and the management of statewide programs.

Financing

The Commission allocates funds monthly to requesting entities, which are allocated from appropriated state funds.

Office Location

The Alabama Sickle Cell Oversight and Regulatory Commission (SCORC) is located at 2777 Zelda Road Montgomery, Alabama 36106. Mr. Keith E. Warren serves as the Executive Director.

ALABAMA WOMEN'S COMMISSION

Creation and Authority

The Commission was created in 1971 (See *Ala. Code* §§ 41-9-410 to 41-9-414).

Purpose

The purpose of the commission is to improve and advance the lives of women in the State of Alabama. The commission may study, make recommendations, educate, and promote constructive action on issues related to women.

Composition

The Commission is comprised of fifteen members appointed as follows: the Speaker of the House of Representatives appoints three members from the House for two-year terms; the President Pro Tem of the Senate appoints two members from the Senate for two-year terms; and the Governor appoints 10 members, seven of whom must be women. Of those appointed by the Governor, one member shall be appointed from each congressional district as established on September 20, 1971, and two members shall be appointed from the state-at-large. Five of the Governor's appointees serve three-year terms, and five serve five-year terms. Subsequent gubernatorial appointees serve three-year terms.

Duties

The Commission studies the status of women in Alabama and makes recommendations to the Legislature and to the Governor concerning constructive action in the following areas: public and private employment policies and practices, labor laws, legal rights, educational counseling and job training, volunteer work, and home and community interests.

Organization

The Chairman and other officers deemed necessary by the members are elected by the membership. The Commission is authorized to appoint committees and task forces to achieve its goals. The Commission may employ an executive director, who shall serve at the pleasure of the Commission and who shall be responsible directly to the Commission.

Financing

Annual appropriations are received from the Legislature.

Office Location

The Commission is located at 401 Adams Avenue, Suite 460, Montgomery, AL 36104. The phone number is 334-750-6193. Mrs. Sarah Skipper serves as Executive Director. The website is <http://www.alwomenscommission.com>.

STATE DEPARTMENT OF TRANSPORTATION

Creation and Authority

The Department was established in its present form in 1939. The Department superseded the former State Highway Department and the State Highway Commission (See the 1901 Ala. Const., amend. 142 and *Ala. Code* §§ 23-1-20 to 23-1-66).

Purpose

This is a statutory department created to design, construct, and maintain public roads and related construction on the state highway system. The Department seeks to facilitate the economic and social development of Alabama through the efficient movement of people and goods.

Organization

The organization of the Department and the major functions it performs are described briefly below.

Transportation Director's Office. The Chief Executive Officer of the Department of Transportation is the Director, who is appointed by the Governor and serves in the office at the pleasure of the Governor.

The Director of Transportation, as Chief Executive Officer, is authorized to enter into all contracts that are necessary to carry on highway construction and maintenance within the State. The Director of Transportation also has the authority to enter into agreements with other states and the federal government when necessary. The Director appoints personnel necessary to carry out the Department's operations.

Some of the Department's more specific functions include:

Prescribing rules and regulations governing road construction, maintenance, and the placement of utilities along public highways.

Managing organization structure, including executives, managers, staff, policy, mission, and objectives of the Department.

Determining the best method of road building for various geographical areas of Alabama.

Designating the roads to be constructed, repaired, and maintained.

Issuing rules concerning advertisements, markers, signs and devices along state highways.

Providing financial assistance to individuals or businesses displaced by certain highway projects, as specified in the Federal-Aid Highway Act.

Collecting statistics relative to mileage, character, and conditions of state roads and prepare an annual report for the Governor.

Maintain a current general highway map of Alabama.

The Director of Transportation is chairman of the board of directors of the Alabama Industrial Access Road and Bridge Corporation.

The Director of Transportation is also a member of the following boards and commissions:

American Association of State Highway and Transportation
Officials Board of Directors
Southeastern Association of State Highway and Transportation
Officials Board of Directors
Aeronautics Commission
Alabama Commission of Environmental Initiatives
Alabama Enterprise Zone Advisory Council
Alabama Hazard Mitigation Council
Alabama Highway Authority
Alabama Highway Finance Corporation
Alabama Resource Development Commission
Alabama Scenic Byways Approval Committee
Alabama Toll Road, Bridge and Tunnel Authority
Appalachian Regional Commission
Coosa Valley Development Authority
Federal Aid Highway Finance Authority
Governor's Task Force on Development of Economically
Distressed Counties

Interagency Coordinating Council
Interstate Commerce Commission
Law Enforcement Systems Integration and Standards Board
National Park Service
Southern Rapid Rail Transit Commission
State Safety Coordinating Committee
Tombigbee Valley Development Authority
Tourism and Travel Advisory Board

Deputy Directors. The Director of Transportation may appoint up to three Deputy Directors. The specific responsibilities of the Deputy Directors are assigned by the Director of Transportation. Deputy Directors appointed after May 13, 2016 are subject to the state Merit System.

Office of the Chief Engineer. The position of Chief Engineer was created by the State Legislature in 1959 (*Ala. Code* §§ 23-1-22 to 23-1-24, as amended in 2016.) The position is filled by appointment by the Director of Transportation with approval by the Governor.

The duties of the Chief Engineer include the administration of technical phases of the organization, and direction and coordination of the engineering activities of the Department of Transportation. The Chief Engineer affixes his signature to the title sheets of all plans let to contract by the Department of Transportation. The duties of the Chief Engineer are subject to and under the control and supervision of the Director of Transportation.

The State is divided into five geographical regions and the work of the Department in each region is supervised by a Region Engineer who is on the staff of the Department. The Region Engineer cooperates with the Director, Deputy Directors, Chief Engineer and the various engineering, administrative and support bureaus in the Department's central office, and with the cities and counties in the region.

Fleet Management. By Executive Order of the Governor, the Department in 2013 was tasked with owning and operating the fleet of automobiles for state agencies beginning October 1, 2014. The Department will incorporate best management practices into the state's fleet of vehicles for maximum efficiency and cost effectiveness.

Financing

The Department of Transportation is financed by federal funds, state funds, and monies received through the sale of bonds. The major sources of revenues are auto license, gasoline and motor fuel taxes, and the petroleum products inspection fee.

Office Location

The Central Offices of the Department of Transportation are located in the Department of Transportation building located at 1409 Coliseum Boulevard, Montgomery, Alabama 36110. The telephone numbers are (334) 353-6554 and (334) 242-6776 (Transportation Director's Office). The fax number is (334) 262-8041. Website is www.dot.state.al.us. The Director is John R. Cooper.

FEDERAL AID HIGHWAY FINANCE AUTHORITY

Creation and Authority

The Authority was established in 1976 by the Alabama Legislature. Subsequent amendments were made by the Legislature in 1984, 1988, and 1992 (See *Ala. Code* §§ 23-1-300 to 23-1-318).

Purpose

The purpose of the Authority is to (1) anticipate and provide for the federal share of the cost of constructing federal-aid interstate and defense highways, (2) anticipate and provide for the federal share of the cost of constructing federal-aid primary highways, and (3) replace bridges on the state highway system together with work incidental and related to the construction of such interstate, defense, and primary highways and bridge replacement in Alabama by issuance of obligations of the corporation.

Composition

The Authority is a public corporation, composed of the State Director of Finance, the State Transportation Director, the State Treasurer, and the Governor. It operates through a Board of Directors whose members are the members of the Authority. The Governor is president, the

State Director of Finance is vice president, the State Transportation Director is secretary, and the State Treasurer is treasurer. If said officials die or their term expires, or they resign, their successors assume their places as members and officers. No member draws a salary in addition to that authorized by law.

Power and Duties

The Authority is authorized to borrow money through the sale of obligations, to pledge proceeds as security, to exercise eminent domain, to acquire property by gift or purchase, to appoint officers, attorneys and agents as business of the Authority requires, and to have and use a corporate seal. Proceedings must be reduced to writing by the secretary and recorded in a substantially bound book.

Financing

The Authority carries out its functions through bond proceeds. It is authorized to invest funds in obligations of the United States or certificates of deposit.

Office Location

The Authority can be contacted through the Division of Debt Management, Department of Finance, Alabama State Capitol, 600 Dexter Avenue, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

HIGHWAY FINANCE CORPORATIONS

The following agencies are public corporations operating under specific legislative acts. Their purpose is to issue bonds for the construction of roads and/or bridges. In most cases the bonds are not general obligation of the state and are repaid only from certain earmarked taxes specified in the statute creating the corporation. Some of the agencies lack specific titles in the law; these are given the title by which they are generally known. The corporations are listed in chronological order according to their original dates of establishment.

Alabama Highway Finance Corporation

The Alabama Highway Finance Corporation, composed of the Governor, Director of Finance, the Attorney General, and the Director of Transportation, was originally established in 1943. It issues bonds for the construction of roads and bridges and related work (*Ala. Code* §§ 23-1-170 to 23-1-182).

Alabama Highway Authority

The Alabama Highway Authority is composed of the Director of Finance, the Director of Transportation, the Attorney General, the State Treasurer, and Executive Secretary to the Governor. It issued bonds for road construction and related work in 1955, 1959, 1963, 1967, 1969, 1971, and 1984 (*Ala. Code* §§ 23-1-150 to 23-1-160).

Alabama Industrial Access Road and Bridge Corporation

The Alabama Industrial Access Road and Bridge Corporation is composed of the Director of Transportation, the Director of Finance, and the State Treasurer. It issues bonds (no more than \$50,000,000 outstanding at any time) to construct or improve access roads or bridges to industrial sites within the state (See *Ala. Code* §§ 23-6-1 to 23-6-12).

Office Location

Contact with the Finance Corporations is through the Department of Transportation located at 1409 Coliseum Boulevard, Montgomery, Alabama 36110. The telephone number is (334) 353-6554. The fax number is (334) 262-8041.

ALABAMA INDUSTRIAL ACCESS ROAD AND BRIDGE CORPORATION

Creation and Authority

The Corporation was created by the Legislature in 1985 (See *Ala. Code* §§ 25-6-3 to 25-6-12).

Purpose

The purpose of the Corporation is to provide a public corporation with authority to issue bonds to assure availability of funds for the construction, as needed, of industrial access roads and bridges in Alabama.

Composition

The Authority consists of the Director of Transportation, the State Treasurer, and the Director of Finance.

Organization

The Director of Transportation is President of the Corporation, the State Treasurer is Vice President, and the Director of Finance serves as Secretary. The State Treasurer also serves in the capacity of Corporation Treasurer, and thereby is custodian of all funds. Two members constitute a quorum for the transaction of business, with no member drawing a salary except as otherwise authorized by law for his/her post in state government. The Authority appoints and employs such other officers and agents as necessary.

Duties

Duties of the Corporation include issuance and sale of bonds pursuant to the purposes of a Corporation, construction of access roads and bridges, acquisition of necessary property for bridge and highway construction, borrowing money and acquisition of personal property as needed and execution of contracts with other agencies or instrumentalities of government.

Financing

The Corporation's activities are financed by an annual appropriation of the legislature in the amount of eleven million dollars (\$11,000,000).

Office Location

The Corporation operates through the Department of Transportation located at 1409 Coliseum Boulevard, Montgomery, Alabama 36110. The telephone number is (334) 353-6554, fax (334) 262-8041.

ALABAMA TOLL ROAD, BRIDGE AND TUNNEL AUTHORITY

Creation and Authority

The Alabama Toll Road, Bridge and Tunnel Authority was created in 1980 (*Ala. Code* §§ 23-2-140 to 23-2-163).

Purpose

The purpose of the Authority is to facilitate vehicular traffic and safety in the state by providing for the construction of modern toll roads, bridges, and tunnels in strategic and essential locations, without taxes and without a pledge of the faith and credit of the state.

Composition

The Authority shall consist of the Governor or his or her designee, the Lieutenant Governor or his or her designee, the Speaker of the House of Representatives or his or her designee, the Director of Transportation, the Director of Finance, the Chair of the House Government Appropriations Committee, the Chair of the Senate Finance and Taxation General Fund Committee, and two persons from the state at large to be appointed by the Governor.

Organization

The Governor shall be Chairman. The Authority shall elect a Secretary and a Treasurer who need not be members and may be one and the same person. Five members shall constitute a quorum.

Financing

Highways

Construction of the Authority shall be funded by revenue bonds secured by the pledge of tolls. Operations and maintenance shall be funded by toll revenues.

Office Location

Contact with the Authority is through the Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama 36110. The telephone number is (334) 353-6554. The fax is (334) 262-8041.

DEPARTMENT OF LABOR

Creation and Authority

The Department was originally established by the Legislature in 1939 and functions in its present capacity under *Ala. Code* §§ 25-2-1 to 25-2-26 and Title 25 generally. In 2012, the Legislature merged the Department of Industrial Relations and the Department of Labor into one organization and renamed it the Alabama Department of Labor.

Purpose and Duties

The Department of Labor administers programs relating to unemployment compensation, workers' compensation, mine safety, surface mines, abandoned mine reclamation, boiler and pressure vessel inspections, elevator safety inspections, child labor and operates the State Employment Service. The Department also obtains annual and financial reports from labor unions.

Financing

The Department receives fees, federal funds, and appropriations from the General Fund.

ADVISORY COUNCIL

Creation and Authority

The Advisory Council was established pursuant to legislative action in 1939 (See *Ala. Code* §§ 25-4-114 and 25-4-115).

Compensation

The Council is composed of not less than nine members appointed by the Governor. The membership must be equally representative of employers and employees by virtue of vocation, employment, or affiliation, and the members serve at the pleasure of the Governor. Compensation consists of actual expenses. The Council's date of meeting and quorum are not specified by law.

Duties

The Advisory Council aids the Secretary in formulating policies and discussing problems related to the administration of unemployment compensation and ensures impartiality and freedom from political influence in the solution of problems. It advises and aids the Secretary in taking appropriate steps to reduce and prevent unemployment and in establishing vocational training. The Council prepares recommendations for legislative action and for the administration of the unemployment compensation laws and performs duties that may be assigned by the Secretary or undertaken by the Council on its own initiative.

Organization

The staff of the Council is furnished by the Secretary from personnel in divisions of the Department.

BOARD OF APPEALS

Creation and Authority

The Board of Appeals was established pursuant to legislative action in 1939 (See *Ala. Code* §§ 25-2-12 to 25-2-25).

Compensation

The Board has three members, who are appointed by the Governor subject to Senate confirmation. One member each is appointed to represent employers, employees, and the public. No member may hold any other public office. Members serve six-year staggered terms and may be removed by impeachment. Their compensation consists of an amount agreed upon by the Secretary of Labor and the Governor, not to exceed statutory limits. The Board meets at the call of the Governor or of the Secretary of Labor. A quorum consists of all members, but the Governor may appoint alternates in order to reach a quorum.

Duties

The Board adjudicates selected unemployment compensation and labor dispute appeals cases appealed to it from lower authority appeals tribunal decisions. The Appeals Tribunal is the first level of administrative

appeal.

Organization

The Board's administrative staff includes the Clerk of the Board within the Governmental Affairs Division. The Board of Appeals staff is provided to the Board by the Department.

SECRETARY OF LABOR

The Secretary of Labor is appointed by the Governor. The Secretary may hold no other position of trust or profit and may have no business interests in conflict with the office. The Secretary serves at the pleasure of the Governor, who also fixes his compensation (See *Ala. Code* §§ 25-2-6 to 25-2-11).

Duties

The Secretary administers activities associated with the Employment Service, Unemployment Compensation, Workers' Compensation, Mine Safety, Surface Mine Reclamation, Abandoned Mine Reclamation, and other programs for which the Department of Labor is responsible.

Other duties include: exercise all functions and duties of the department action alone or by and through such administrative divisions or such offices or employees as he/she may designate; adopts and enforces all rules and orders necessary or suitable to carry out the functions of the department; serves as Chief of the Division of Employment Security which embraces the State Employment Service and the Unemployment Compensation Agency; makes such agreements as may be necessary or proper with the U.S. Department of Labor or any other department of the federal government; and maintains conformity to minimum standards of the U.S. Department of Labor for the administration of the Unemployment Compensation Law and the Employment Service. The Secretary maintains an office staff, and the Internal Security Unit also reports to that office.

Organization

The Secretary creates necessary divisions and appoints the personnel of the Department subject to the Governor's approval and the

provisions of the merit system. There are four operating divisions, which carry out the primary functions of the Department. These are the Divisions of Employment Service, Unemployment Compensation, Mine and Reclamations, and Workers' Compensation. In addition, eight staff divisions perform functions common to all divisions. They are Information Systems Division; Equal Employment Opportunity and Grievance Division; Finance Division; Human Resources Division; Legal Division; Hearings and Appeals Division; Labor Market Information; and Governmental Affairs. Listed below are the four operating divisions and the staff divisions, including a brief description of their functions.

Employment Service Division. Administers employment service grants and other employment and training programs and activities which are a responsibility of the Employment Service.

Unemployment Compensation Division. Plans, manages, and controls all functions and operations relating to unemployment compensation.

Workers' Compensation Division. Administers the Alabama Worker's Compensation Law to ensure prompt payments of benefits to injured employees and encourages safety in the work place.

Inspections Division. Responsible for administering child labor enforcement, mine safety and inspection, mine rescue, surface mine reclamation for mining non-fuel minerals, and abandoned mine reclamation activities. Boiler and pressure vessel safety inspections as well as elevator safety inspections.

Information Systems Division. Provides data processing services to users consistent with Departmental objectives and resources.

Finance Division. Administers Departmental fiscal policy, in accordance with state and federal laws and regulations. They plan, direct, and manage the leasing of Employment Service and Unemployment Compensation offices throughout the State. It also has responsibility for maintenance of the central office complex.

Governmental Affairs Division. The division is responsible for serving as governmental and legislative liaison for the department as well as drafting legislation for the department. This division also provides staff

Labor and Industrial Relations

support for the Board of Appeals.

Hearing and Appeals Division. This division conducts telephone hearings on unemployment compensation cases.

Human Resources Division. Administers all personnel activities in conformity with current rules, regulations, and policies of the Department, the State Personnel Department, the Employment and Training Administration, and the U.S. Office of Personnel Management. They also plan and oversee formal staff training and public relations activities within the Department to ensure proper support to other divisions.

Legal Division. Serves as legal advisor to the Secretary, division chiefs, and the Board of Appeals. It represents the Department in state and federal courts and Administrative Tribunals. They also oversee investigatory activities of the Special Investigation Section and the Governmental Affairs Section.

Labor and Market Information. Plans and directs all operations relating to research and statistics, including compliance with national and regional reporting and other program requirements.

Office Location

The Department's Offices are at 649 Monroe Street, Montgomery, Alabama 36131. The phone number is (334) 242-8055 or (334) 242-8990. The Secretary of the Department is Fitzgerald Washington. The website is www.labor.alabama.gov.

AFRICIAN AMERICAN HERITAGE MUSEUM OF WEST ALABAMA

(Based on information provided for the 2006 Edition)

Creation and Authority

The Museum was created by the Legislature in 1988. See *Ala. Code* §§ 16-62-1 to 16-62-6.

Purpose

The purpose of the Museum is to provide for the procurement, preserving and holding of source materials on African-American history and culture; to foster research, cultural and other educational purposes; and to encourage the development of positive self-concepts on the part of Black Americans and a basis for others to gain an appreciation for the accomplishments and contributions made by African Americans.

Organization

The Museum is operated at Stillman College in Tuscaloosa, Alabama under the aegis of a board of directors. The board is authorized to appoint a curator of the repository who shall be a recognized authority on African American history and culture. The curator is empowered to seek out and secure source materials on or about African Americans to catalogue and preserve such materials in keeping with the best methods of preservation, and to disseminate or make such materials available to the public.

Duties

In carrying out its purposes, the Museum provides bibliographic and copy services, whenever possible, to state agencies, the university system, state officials, researchers and scholars of African American history and culture, and encourage the use of African American instructional materials in state educational services to all groups without regard to racial, religious, or ethnic membership. It undertakes to secure copies of all material on or about African Americans from the earliest beginnings to the present.

Financing

Stillman College is empowered to accept and receive funds, grants and service from the federal government or its agencies, from departments, agencies and instrumentalities of state, municipal or local government, or from private or civic sources.

Office Location

Last known contact for the Museum was Dr. James D. Lockett at Stillman College, P.O. Box 1430, Tuscaloosa, AL 35403, telephone number (205) 366-8826. However, it is believed that the Museum has since ceased operations.

THE AFRICATOWN, U.S.A. HISTORIC PRESERVATION AUTHORITY

(Based on information provided for the 2010 Edition)

Creation and Authority

The Africatown, U.S.A Historic Preservation Authority was established by the State Legislature in 1985. See *Ala. Code* §§ 41-10-230 to 41-10-240.

Purpose

The purpose of the Africatown, U.S.A. Historic Preservation Authority is to preserve and remember a significant event of American history and to commemorate African heritage.

Composition

The State Advisory Committee to the Africatown, U.S.A. State Park is composed of members as follows: the Director of the State Historical Commission; the Director of the Department of Conservation and Natural Resources; the Director of the State Bureau of Tourism and Travel; the Mayor of the City of Prichard, Alabama; a member of the Black Heritage Council; the state representative and senator representing the legislative district in which Africatown, U.S.A. State Park is located; the state representative and senator representing the legislative districts in

which the commemorative sites are located; and a member of the Africatown, U.S.A. Historic Preservation Authority. The Governor shall appoint the five remaining members as follows: one member who descended from the Africans brought over on the Clotilda; one member representing the Mobile County corporate community selected by the Mobile Area Chamber of Commerce; and the remaining three people from the state at-large.

Duties

The Committee's duties include registering Africatown, U.S.A. State Park with the National Register of Historic Places, developing and operating the state park and relevant surrounding areas, and coordination with various interested parties to assure the most advantageous development and interpretation of Alabama's cultural resources and the most efficient management of the park.

Financing

The Africatown, U.S.A. State Park shall be developed, administered, and maintain by the City of Prichard through agreement with the State of Alabama and by standards of interpretation and scientific management for state parks.

Office Location

The last known point of contact for the Authority was Ms. Delores S. Dees, Director, National African-American Archives and Museum, 564 Dr. Martin Luther King Jr. Avenue, Mobile, Alabama, 36603. However, the Museum has since closed. The Authority is believed to be inactive at this time.

DEPARTMENT OF ARCHIVES AND HISTORY

Creation and Authority

The Department was established in 1901 (See *Ala. Code* §§ 41-6-1 to 41-6-77).

Purpose

The mission of the Department of Archives and History is to ensure the preservation of Alabama's historical records and artifacts and to promote a better understanding of Alabama's history.

Financing

The Department is financed by annual appropriations from the General Fund and the Education Trust Fund. The Department also has a Memorial Fund.

The Board of Trustees

Composition. The Board is made up of two members from each congressional district and two at-large members. Members are elected by the Board subject to Senate confirmation. The Governor is a member ex officio. Qualifications of appointed members are determined by the Board. They serve six-year terms of office, and their compensation consists of expenses as provided by law. Although the Board meets on a quarterly basis, it is required by law to hold only one regular meeting each year. A majority of the trustees constitute a quorum.

Duties. The Board of Trustees adopts rules governing the Board and the Department. It employs a Director, who controls and expends funds appropriated to the Department. It may perform other acts necessary to conduct its duties.

Director

The Director of the Department of Archives and History is appointed by the Board of Trustees. The Director's qualifications are not specified by law. The Board determines his salary within a statutory limit. He serves a six-year term of office.

Libraries and Historical Agencies

Duties. The Director controls and directs the work of the Department and serves as Secretary to the Board of Trustees. The Director administers the official archives of the State, administers all military records for historical purposes, administers the State's historical library,

and collects portraits, museum articles, and local historical material. The Director prepares historical resources for the use of educators and the general public. The Director has custody and supervision of the Alabama World War Memorial Building, under the direction of the Director of Finance, the Governor, and State Treasurer. The Director serves as Chairman of the Local Government Records Commission, the State Records Commission, and the Alabama Historical Records Advisory Board. The Director is an ex officio member of the Alabama Bicentennial Commission, the Alabama Historical Commission, the Governor's Mansion Authority, the Alabama Men's Hall of Fame, and the Alabama Military Hall of Honor.

Organization of the Department

The law provides for archivists, curators, librarians, stenographers, statisticians, clerks and other personnel as are necessary to carry out the functions and duties of the department. All personnel in the department except the director are subject to the provisions of the merit system. At present the department has three divisions: Archives Division, Museum Division, and Administrative Division.

Office Location

The Department is located at 624 Washington Avenue, Montgomery, Alabama 36130-0100. The phone number is (334) 242-4441, fax number (334) 353-4359. Steve Murray serves as Director. Website is www.archives.alabama.gov.

HISTORIC BLAKELEY AUTHORITY

Creation and Authority

The Historic Blakeley Authority was established in 1981 as a State Agency (See *Ala. Code* §§ 41-10-170 to 41-10-182).

Purpose

The purpose of the Authority is to establish, preserve, and maintain as a state historic park lands in Baldwin County listed on the National Register of Historic Places as the Blakeley site along with reconstructed buildings and other present and future improvements. A second purpose is

to protect the environment of all the natural plant and animal life and its inhabitants along this natural registry site of approximately 3,800 acres. This is the largest such site east of the Mississippi River.

Composition

The Authority is composed of twenty-one members.

Two members are representatives of education, one appointed by the President of The University of South Alabama for a two-year term and one by the Baldwin County Board of Education from county school board members of Commission District Two for a two-year term.

Four members are elected public officials, including the Chairman of the Baldwin County Commission or an individual or an individual chosen by the Commission; the Sheriff of Baldwin County; the original Alabama House of Representatives District 95 member; and the Governor or a representative named by the Governor.

Three members are representatives of historic organizations; these include the President of the Baldwin County Historic Society or the President's designee, who serves for a two-year term; a representative of the Fort Bowyer Chapter or a designee of the Daughters of the American Revolution chosen for a two-year term; and the President of the Descendants of Blakeley Residents or an individual designated by the President who serves a six-year term.

There are also three representatives of public service and civic organizations, including one from the Eastern Shore Chamber of Commerce, selected by the Chamber for a two-year term; the Chairman of the Board of the Tallulah Bankhead Center, who serves a four-year term; and the Chairman of the Blakeley Courthouse Museum, who serves a four-year term. Nine-at-large members are appointed by the Governor from nominations submitted by the Historic Blakeley Foundation for four-year staggered terms. All ex officio members, or their designees, serve during the term of the office designated.

Organization

The Authority elects a Chairman, Vice Chairman, Secretary, Treasurer, and such other officers for terms of two years. The Secretary and Treasurer do not have to be members of the Authority. The Authority holds an annual meeting at Blakeley each September on a day designated

by the Chairman with eleven members constituting a quorum. Additional meetings may be held at such times and places in the state as necessary, on call of the Chairman, or in the Chairman's absence or incapacity, on call of the Vice Chairman or any twelve members of the Authority. Members receive no pay or emolument other than expenses incurred in the discharge of duties; and members are specifically prohibited from receiving fees or commissions from Authority funds.

Duties

The Authority provides for the development and the operation of Blakeley Park; provides for facilities, exhibits, admissions, and fees; enters agreements, as needed, with civic, professional, and governmental organizations; hires employees and provides for their compensation and participation in state insurance and employee-benefit programs; establishes rules for protection of the historic site and exercises statutory police power for their enforcement; and exercises general supervision over the Blakeley site, including specific sites of Old Town Blakeley, Civil War battlegrounds, Early American military encampments, sites of Indian villages and encampments, period French plantations, Early American residences, farms, and businesses; civilian and military roads and turnpikes; significant natural plant and animal life.

Financing

The Authority and its activities are financed through state appropriations; a portion of a local lease tax; gifts; bequests; grants; gate receipts, camping fees, facility rental, and cruises on the park's 50-passenger pontoon boat.

Office Location

Historic Blakeley State Park is located on State Highway 225 about five miles north of Spanish Fort, Alabama. The administrative office of the Authority is located at 34745 State Hwy. 225, Spanish Fort, AL 36527 and the mailing address P.O. Box 7279, Spanish Fort, Alabama 36577. The phone and fax number is (251) 626-0798, the email address is blakeleypark@aol.com., and the website address is www.blakeleypark.com. Mike Bunn is the Park Director.

CAHAWBA ADVISORY COMMITTEE

Creation and Authority

The Cahawba Advisory Committee was established first as the Cahaba Historical Commission on July 9, 1943. The legislation that established the “Commission” was amended several times, and then in 1975 it was “re-designated” as the Cahaba Advisory Committee. Since then, there have been several more amendments, including the one in 1994 and most recently in 2003 (See *Ala. Code* §§ 41-9-251 to 41-9-253).

Purpose

The purpose of the Committee is to advise the Alabama Historical Commission regarding the restoration and development of the Old Cahawba Capital Site.

Composition

The Committee is composed of sixteen members, fifteen of whom are appointed by the Governor. The Judge of Probate of Dallas County is an ex officio, non-voting member. Appointed members serve seven-year terms and are appointed so that each congressional district is represented by one appointed member and the district in which Cahawba is situated is represented by eight appointed members. Five of the members from the district where Cahawba is situated must be residents of Dallas County, and three must be from some other county in the congressional district. Members serve without compensation other than payment of a per diem allowance and travel expenses incurred in attending meetings and in other service under direction of the Committee. One member now serves as secretary-treasurer and receives an annual compensation plus office expenses (See § 41-9-452 a (6)).

Organization

The Chairperson of the Committee, with approval of a majority of Committee members, may appoint an executive director, who shall not be a member of the state classified service. The Executive Director's salary is set by the Committee and shall not be less than 60 percent nor more than 75 percent of the amount set as standard compensation for cabinet level officials of the state. The Executive Director may hire an assistant director and such staff as deemed necessary, with Commission approval, but

without regard to the state merit system. Compensation and job descriptions for such positions are approved by the Committee.

Duties

The Committee sponsors statewide public information and education programs, solicits and receives funds from the public and private sector, and promotes and encourages public and private efforts to benefit the Old Cahawba Capital Site project. Such duties are carried out by the Committee members, committee staff, and co-operatively with the staff of the Old Cahawba Archaeological Park. The park is staffed by employees of the Alabama Historical Commission. The park staff includes a Director and Site Archaeologist, a Cultural Resource Assistant, a Historic Artisan, an Interpretive Archaeologist, and a Park Worker. The AHC staff duties include site interpretation, education, historical research, archaeological research, land acquisition, site maintenance, restoration, and public relations.

Financing

The Committee is authorized to solicit and receive funds from the public and private sector. The Chairperson establishes and maintains a bank account on behalf of the Committee and draws warrants for lawful expenditures.

Office Location

The office is at Cahawba Park, 9518-Cahawba Road, Orrville, Ala. 36767; and the phone number is (334) 872-8058 and the fax is (334) 877-4253. The Commission may also be reached in Selma, AL at (334) 875-2529. The records are housed at Cahawba Advisory Committee Office, 7770 Red Eagle Drive, Lowndesboro, AL 36752. Ms. Linda Derry serves as Administrator. The website is www.cahawba.com.

ALABAMA STATE COUNCIL ON THE ARTS

Creation and Authority

The Alabama State Council on the Arts was created by Executive Order No. 29, on April 8, 1966 by Governor George C. Wallace, stating

that "The practice and enjoyment of the arts are of increasing importance to the general welfare of the people as a vital aspect of our culture and heritage and as valued means of expanding the scope of our educational programs."

Several legislative acts have been necessary to get the State Arts Council where it is today. First there was the enabling legislation, then the name was changed to add "and Humanities;" followed by legislation to put the arts on the State Income Tax Return and lastly to delete "and Humanities."

Legislative Act No. 551 established the Alabama State Council on the Arts and was signed into law by Governor Lurleen B. Wallace on September 8, 1967, thereby creating an official State Arts Agency as required by the National Foundation on the Arts and Humanities by Act No. 1065. In September of 1969, Legislative Act 551 was amended by Act No. 1065 and signed by Governor Albert P. Brewer to include Alabama State Council on the Arts and Humanities.

In 1976, Legislative Act No. 689 changed the composition of the membership and terms of office of the Council. In an act passed in the 1987 Legislative Session and signed into law by Governor Guy Hunt, the name of the Council was changed to Alabama State Council on the Arts, thereby deleting "and Humanities."

The Act of 1967 placed the State of Alabama in the official position of recognizing, encouraging, and supporting the growth and development of the arts in Alabama. The Legislature passed this act without a dissenting vote (See *Ala. Code* §§ 41-9-40 to 41-9-47).

Purpose

The Mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources.

The Goals of the Agency are:

- Support Excellence & Professionalism in all art forms
- Incorporate the arts as an essential element in the educational experience of all Alabamians
- Provide opportunities for all Alabamians to participate in

and appreciate the arts

- Identify, preserve and present folk traditions
- Support multi-cultural artistic expression
- Support economic vitality in communities through the arts
- Increase public recognition and appreciation for the arts, arts organizations and individual artists

Composition

The Council has fifteen members appointed by the Governor who are known for their competence and experience in connection with the performing and fine arts and who represent broad geographic reach across the state. Members serve for six-year terms and may be reappointed. The Council appoints a Chairman and Vice Chairman for two-year terms. The members receive no compensation for their services. The professional staff of the agency is made up of the following: Executive Director, Deputy Director, Executive Assistant, Arts in Education Program Manager, Community Arts Program Manager, Literature Program Manager, Performing Arts Program Manager, Visual Arts Program Manager, Alabama Center for Traditional Culture Director, Alabama Center for Traditional Culture Administrative Assistant, Alabama Center for Traditional Culture Folklorist, Public Information Officer, Gallery Assistant, Fiscal Officer, Grants Assistant, and Security Officer.

Financing

The Council is financed through funds from the National Endowment for the Arts and through legislative appropriations from the Alabama Education Trust Fund.

Office Location

The Council's offices are located at the RSA Tower, 201 Monroe Street, Suite 110, Montgomery, AL 36130-1800. The Council also manages a public gallery, the Georgine Clarke Alabama Artists Gallery, which is free and open to the public Monday-Friday from 8:00am-5:00pm.

The phone number is (334) 242-4076 and the fax number is (334) 240-3269. The Executive Director is Mr. Albert B. Head. Website: www.arts.alabama.gov.

FORT TOMBECBE COMMISSION

Creation and Authority

The Commission was created by the Alabama Legislature in 1978 (See *Ala. Code* § 41-9-262).

Purpose

The Commission was created as an advisory board to work with the Alabama State Historical Commission for the preservation and eventual reconstruction of Fort Tombecbe.

Composition

The Commission consists of three persons appointed by the Governor from Sumter County who are active in preservation and eventual reconstruction of Fort Tombecbe.

Duties

The Commission advises the Historical Commission in connection with acquiring title, possession or control of such properties and objects of historic interest at Fort Tombecbe, as it may deem necessary or proper, to be maintained, preserved and protected on behalf of the State of Alabama. It is charged with marking in suitable manner the places or locations of historic interest at such location and with preparing and publishing for distribution pamphlets or other printed matter with respect thereto. Title to the Fort Tombecbe site was transferred to the National Society of the Colonial Dames of America in the State of Alabama to Livingston University on October 10, 1985. The University appoints and maintains its own five-member advisory board to assist with protection, preservation, and development of the fort site.

Financing

The Commission is authorized to receive appropriated monies from the Legislature, from which any expenses paid by the Board are paid. The Commission may also receive monies from gifts, bequests, or grants, or from other sources.

Office Location

The Commission's office location is Station 45, Kelly Land Hall, The University of West Alabama, Livingston, Alabama 35470, where Dr. Tina N. Jones, Executive Director of the Center for the Study of the Black Belt, is the point of contact. She may be reached by phone at (205) 652-3833 or by email at tnj@uwa.edu.

GOVERNOR'S MANSION AUTHORITY

Creation and Authority

The Mansion Authority was created by Act of the Legislature in 2011 (See *Ala. Code* §§ 41-9-540 to 41-9-549).

Purpose

The Authority exists to preserve, maintain, and operate the Alabama Governor's Mansion, also known as the Ligon House, the adjacent property known as the John Blue-Hill House, and any other adjacent properties that are acquired and designated as part of the Governor's Mansion Complex. In so doing, it preserves the historical and architectural integrity of the mansion, operates it as an appropriate setting for official business, and provides suitable housing for the Governor and his or her family.

Duties

The Authority is charged with exclusive control over the Governor's Mansion Complex. It must give approval for any changes, excepting any non-structural changes made within the private living quarters of the Governor and his or her family. The Authority may also establish rules for the preservation, protection, and use of the properties.

The authority also offers free guided tours of the mansion's public rooms upon reservation.

Organization

The Authority is composed of seventeen members or their designees:

- (1) The Director of the Alabama Department of Archives and History.
- (2) The Director of the Technical Staff of the Alabama Building Commission.
- (3) The Director of Finance of the State of Alabama.
- (4) The Executive Director of the Alabama Historical Commission.
- (5) The senior collections curator of the Alabama Department of Archives and History.
- (6) The chief architectural historian of the Alabama Historical Commission.
- (7) The President of the Alabama Trust for Historic Preservation.
- (8) The President of the Friends of the Alabama Governor's Mansion.
- (9) The President of the Business Council of Alabama.
- (10) The Chairman of the Black Heritage Council.
- (11) The Executive Director of the Landmarks Foundation of Montgomery.
- (12) A history teacher to be appointed by the State Superintendent of Education, having demonstrated proficiency and interest in preservation of state history.
- (13) The Director of the State Black Archives Research Center and Museum.
- (14) The Director of the Historic Mobile Preservation Society.
- (15) The President of the Alabama Historical Association.
- (16) The spouse of the Governor of Alabama.
- (17) The Executive Director of the Eufaula Heritage Association.

Financing

The Authority is financed by legislative appropriation from the State General Fund. It is also authorized to accept gifts from the public and operates the Governor's Mansion Gift Shop.

Office Location

The Alabama Governor's Mansion is located at 1142 South Perry St., Montgomery, AL 36104. Tours may be scheduled by calling 334-834-3022.

ALABAMA HISTORICAL COMMISSION

Creation and Authority

The historical heritage of the State of Alabama is among its most valued and important assets, and the preservation of historical sites, buildings, and objects within the state is of great concern to Alabama and its people. It is of special value to the youth of Alabama as a constant reminder of the circumstances under which our state was born and nurtured and under which our great nation has developed. To further foster the understanding and preservation of our heritage, there is hereby created and established an agency of the State of Alabama to be known as the Alabama Historical Commission.

Purpose

The purpose of the Alabama Historical Commission, hereinafter referred to as the Commission, shall be to acquire in its own name or in the name of the State of Alabama by purchase, devise, lease, assignment, license, condemnation, gift, bequest, transfer, or otherwise buildings, objects and sites deemed worthy of being preserved, improved, protected and maintained for or on account of their particular historic, archaeological and architectural significance, including adjacent properties deemed necessary for the proper setting, use and administration of same, and said buildings, objects and sites shall include, but shall not be limited to, the following:

- (1) Buildings in which events of great significance to Alabama's or the nation's history have taken place and the sites surrounding them;
- (2) Birthplaces or residences of outstanding personages and the sites surrounding them;

- (3) The sites of historic or significant events in Alabama or United States history, including military engagements, Indian treaties and massacres;
- (4) Buildings of significant or outstanding architectural value;
- (5) Buildings, sites, objects or monuments of special significance to our cultural, military, social, economic, religious or commercial heritage, including post roads, traces, ruins, railroads, plantations, wharfs, missions, places of treaties, cemeteries, fortifications and places of worship; and,
- (6) Archaeological sites for excavational, salvage, protective, and interpretative purposes.

Composition

The Commission shall consist of 21 members, one of whom shall be the Governor, one of whom shall be the Lieutenant Governor, one of whom shall be the Speaker of the House of Representatives, one of whom shall be the Directors of the Department of Archives and History, one of whom shall be the Director of the Alabama Tourism Department, one of whom shall be the Director of the Technical Staff of the Alabama Building Commission, and 14 other persons to be appointed by the Governor, one of whom shall be selected from a list of three nominees submitted by The Alabama Council of the American Institute of Architects, one from a list of three nominees submitted by the Alabama Historical Association, one from a list of three nominees submitted by the Alabama State Chamber of Commerce, one from a list of three nominees submitted by the Alabama Farmers Federation, one from a list of three nominees submitted by the President of the University of Alabama, one from a list of three nominees submitted by the President of Auburn University, one from a list of three nominees submitted by the President of the University of South Alabama, one from a list of three nominees submitted by the President of the University of Montevallo, one from a list of three nominees submitted by the President of Troy University, one from a list of three qualified archaeologists nominated by the Alabama Archaeological Society, one from a list of three nominees submitted by the Black Heritage Council, and three from the state at-large. The membership of the commission shall be inclusive and reflect the racial, gender, geographic, urban/rural, and economic diversity of the state. The Chair of the Restructured Historic

Chattahoochee Commission shall serve as an ex officio policy making member of the Commission.

Organization

The commission may employ an Executive Director, who shall serve at the pleasure of the commission and who shall be responsible directly to the commission for the general supervision and execution of the work of the commission. The commission may employ either on a part-time or full-time basis such advisors, archaeologists, architects, engineers, attorneys, real estate appraisers, laborers, artisans, historians, caretakers, guides, peace officers, technicians, superintendents, stenographers and administrative employees and supervisory and professional personnel as may be necessary or advisable for carrying out in the most efficient and beneficial manner the purposes and provisions of this division, and all permanent full-time employees other than the executive director, the state officer of archaeology and projects supervisor shall be subject to the state Merit System.

Duties

The commission shall have the following duties and powers:

(1) To promote and increase knowledge and understanding of the history of this state from the earliest time to the present, including the archaeological, Indian, Spanish, British, French, Colonial, Confederate and American eras, by adopting and executing general plans, methods, and policies for permanently preserving and marking objects, sites, structures, and ruins as defined in Section 41-9-242;

(2) To promote and assist in the publicizing of the historic resources of the state by preparing and furnishing information to public mass media and to governmental agencies charged with publicity and to coordinate any of its objectives, efforts, or functions with any agency or agencies of the federal government, of the State of Alabama and of other states or local governments having objectives similar or related to those of the commission;

(3) To accept for renovation, maintenance, restoration, preservation or management and operation any building or site within the State of Alabama owned by the United States, the State of Alabama or any

agency or subdivision thereof or by the National Trust for Historic Preservation or by natural or corporate persons, public or private, upon such terms and conditions as to the commission shall be deemed in the best interest of the State of Alabama in conformity with the purposes of this division;

(4) To acquire, by exercise of the power of eminent domain, historic structures of paramount or exceptional importance, such as those landmarks eligible for nomination to or recorded in the National Register of Historic Places; provided, that at least two-thirds of the members of the commission shall vote to acquire such structures by the exercise of this measure;

(5) To charge admissions at the various buildings and sites under the control of the commission throughout the state and to sell booklets, pamphlets, and souvenirs at said locations and to retain and use the proceeds of said sales and admissions for the furtherance of the purposes of the commission as defined by this division;

(6) To adopt a seal for the commission and to use the same on its brochures, stationary and other official publications and upon its historic site markers;

(7) a.) To acquire, receive and take title to, by purchase, gift, lease, devise, or otherwise, and to own, to hold, keep and develop, and to sell, transfer, convey, lease, and assign to any person or otherwise dispose of property of every kind and character, whether real, personal or mixed, whether tangible or intangible, whether in trust or otherwise, together with any and every interest therein, in furtherance of the lawful objectives of the commission;

b.) To negotiate for Dismals Wonder Gardens in Franklin County; to be held in trust for the Alabama Indian Commission. The administration of said property shall be by and with consultation with the Alabama Historical Commission and the Alabama Indian Commission for the preservation of the historical heritage of said property and shall utilize any proceeds therefrom, including interest on any investments, for the preservation of the property;

c.) To administer such property or trusts, whenever any such property is received or held to be used for the benefit of the historical heritage of the State of Alabama, for preservation of historic sites,

buildings and objects, or for other lawful objectives of the commission, as it deems in the best interest of historical preservation or in furtherance of the objective for which the property is held or the donation or gift is made; and to convert such property or any portion thereof into securities or other forms of property and use the proceeds therefrom, including any interest on investments, as it deems will best promote the objectives of the commission;

d.) To accept as trustee, beneficiary, or both, any interest in such property, together with any proceeds from its investment, for the benefit of historical preservation or other purposes of the commission, upon such conditions as may be acceptable to the donor and the commission. No such undertaking entered into by the commission or its agent or agents shall bind the state to pay any state moneys to anyone; provided, however, that nothing herein shall prevent the commission from undertaking payments out of the proceeds from such trust funds as a condition of the acceptance of the donation. All trust funds administered pursuant to this act may be required by the commission to pay the expenses of administering the same. Such gifts shall be deductible from Alabama state income tax by the donor or donors;

e.) To convey title or any interest in real estate by deed or other instrument executed by a majority of the commissioners or by agent or agents authorized by a majority vote of the commission; and to convey property other than real estate by agent or agents authorized by a majority vote of commissioners present and voting.

(8) To maintain an office in a location in the state to be selected by the commission for the use of the executive director, the employees and the commission and to acquire the necessary furniture and equipment thereafter;

(9) To prepare, create, purchase and distribute pamphlets and brochures describing the various historic buildings and sites under the jurisdiction of the State of Alabama or any of its agencies;

(10) To make and publish a survey of buildings, ruins and sites of historic, architectural or archaeological significance within the State of Alabama and to make available such survey to individuals, institutions and governmental bodies desiring copies of same;

(11) To determine from such survey the buildings, ruins and sites listed therein which are considered worthy of permanent preservation, to certify same as being worthy and to publish said list;

(12) To establish criteria for the certification, selection and acquisition of historic properties for state ownership and for state aid to local historic site projects;

(13) To nominate selected landmarks with historic, architectural and archaeological significance to the National Register of Historic Places using priorities established by the commission;

(14) To establish and maintain an Alabama state historic preservation depository into which may be deposited antiques, relics, artifacts, mementos, paintings and other objects contributed to or acquired by the state or the commission. The commission shall have the authority to restore these objects and to use them for the furnishing of its own historic buildings and other selected landmarks in Alabama;

(15) To rent or lease any of its acquisitions to public or private agencies;

(16) To publish an informational newsletter which shall periodically report on and promote local, regional and state historic preservation activities;

(17) To produce and publish technical ("how to") manuals on historic preservation;

(18) To publish and present citations and distinguished service awards to selected private and public organization and individuals for outstanding achievements in preserving the heritage of Alabama;

(19) To purchase, produce, sell and distribute historic souvenir items;

(20) To improve, restore, preserve, renovate, maintain, exhibit, repair, rebuild, recreate and reconstruct its acquisitions, and the commission shall have jurisdiction over the same and the exhibits located thereon;

(21) To purchase or otherwise acquire and to erect and maintain

Libraries and Historical Agencies

“historic markers” on such buildings, roads, trails, routes, and sites as it shall designate and to cooperate with and assist local, regional and state historical groups in selecting and erecting such markers; and,

(22) To accept the gift of money and real and personal property from any and all public and private sources. Such gifts shall be deductible from Alabama state income tax by the donor.

The Commission manages the following state owned properties: Cahawba in Dallas County; Dr. Francis Museum in Jacksonville; Fendall Hall in Eufaula; Fort Mims near Stockton; Fort Morgan in Baldwin County; Fort Toulouse/Jackson Park in Elmore County; Gaineswood in Demopolis; Magnolia Grove in Greensboro; the John Tyler Morgan House in Selma; Belle Mont in Tuscumbia; Middle Bay Light in Mobile Bay; Pond Spring, General Joe Wheeler home in Hillsboro; Bottle Cree Archaeological Site in the Mobile Delta; the Forks of Cypress in Lauderdale County and the Freedom Rides Museum in Montgomery. The agency also has the responsibility for the restoration, planning, and preservation for the State Capitol.

Financing

There is hereby established in the State Treasury a fund to be known as the “Alabama State Historic Preservation Fund” into which shall be deposited all monies received by the Commission from admissions, inspection fees, gifts, donations, grants, leases, rentals, bequests, loans, governmental appropriations or any other sources, either public or private. Such funds shall be used by the commission to pay the costs of the maintenance, acquisitions, preservation and operation of its acquisitions and for carrying out any and all of the purposes of this division, including the payment of the salaries of any employees of said commission and any expenses of said commission. Money contributed to or deposited in this fund for capital outlay projects and from any source other than state appropriations for operations shall not revert to the General Fund of the state, but shall remain in the preservation fund until expended by the commission.

Office Location

Offices of the Alabama Historical Commission are located at 468 South Perry Street, Montgomery, Alabama 36130-0900. The phone

number is (334) 242-3184, fax number (334) 240-3477. Mrs. Lisa D. Jones serves as the Commission's Executive Director. Website is www.ahc.alabama.org.

ALABAMA HOLOCAUST COMMISSION

Creation and Authority

The Alabama Holocaust Commission was established in 1999 by the Alabama Legislature. See *Ala. Code* §§ 41-9-980 to 41-9-984.

Purpose

The purpose of the Commission is to design, survey, encourage, and promote implementation of ongoing Holocaust education and awareness programs throughout the state.

Organization

The Commission is composed of twenty members. One State Senator is appointed by the President Pro Tempore of the Senate and one State Representative is appointed by the Speaker of the House. The State Superintendent of Education serves on the Commission as well as five representatives from the Postsecondary Education System appointed by the State Board of Education. The remaining twelve members are appointed from the public by the Governor. These twelve appointees shall be of broad geographic representation and have either a personal interest or experience in the Holocaust or other genocide or human rights issue, have experience in the field of Holocaust education, or have acted as liberators of Holocaust victims. Public members shall serve for three-year terms and are eligible for reappointment. All other members shall serve indefinitely at the pleasure of the appointing authority. Members serve without compensation but are entitled to reimbursement for all necessary expenses incurred while performing their duties in accordance with the comprehensive state travel regulations. The Governor shall appoint a Chairman, who serves a three-year term. Meetings are held upon the call of the Chairman or a majority of the commission members, but no fewer than four times per year. A majority of members present constitutes a quorum to conduct official business. The Commission shall also appoint an Executive Director.

Duties

The Commission is to provide assistance and advice to public and private schools, colleges, and universities with respect to implementation of Holocaust education and awareness programs. It will also meet with appropriate education officials and other interested public and private organizations, including service organizations, to assist with the planning, coordinating, and enriching of courses of study dealing with the Holocaust. The Commission is also responsible for surveying and cataloging the extent and breadth of Holocaust and genocide education presently incorporated into the curricula that are taught in the educational systems of the state; to inventory those Holocaust memorials, exhibits, and resources which could be incorporated in courses of study; and to assist other educational agencies in the development and implementation of Holocaust and genocide education programs. In furtherance of these responsibilities, the commission may contact and cooperate with existing resource organizations. The Commission also compiles a roster of individual volunteers who are willing to share their knowledge and experience, either personal or academic, of the Holocaust in classrooms, seminars, and workshops.

Financing

The Commission is authorized to create a not-for-profit corporation to raise funds for its support.

Office Location

Offices of the Alabama Holocaust Commission can be reached at P. O. Box 130577, Birmingham, AL 35213, phone 205-795-4176.

INTERNATIONAL VOTING RIGHTS TRAIL COMMISSION

(Based on information provided for the 2006 Edition)

Creation and Authority

The International Voting Rights Trail and Commission was established in 2000 by the Alabama Legislature. See *Ala. Code* §§ 41-9-990 to 41-9-992.

Purpose

The Commission is responsible for educating people about the significant historical events associated with the International Voting Rights Trail and the voting rights movement. The International Voting Rights Trail includes portions of U.S. Highway 80 from Tuskegee to Montgomery to Selma and Alabama Highway 14 from Selma to Marion, in recognition of the Selma to Montgomery March of 1965.

Composition

The Commission has twenty-eight members, appointed in the following way: three members appointed by the Governor; one member appointed by the Member of Congress representing the Seventh Congressional District; one member appointed by membership of the Southern Christian Leadership Conference; one member appointed by the membership of the Alabama Historical Commission; one member appointed by the membership of the Montgomery City Council; one member of the Montgomery County Commission; one member appointed by the membership of the Montgomery Improvements Association; one member appointed by the membership of St. Jude of Montgomery; one member appointed by the membership of Mt. Zion Church of Montgomery; one member appointed by the membership of Lowndes County Commission; one member appointed by the membership of Hayneville Town Council; one member appointed by the membership of the Lowndes County Christian Movement; one member appointed by the membership of the White Hall Town Council; one member appointed by the membership of the Dallas County Commission; one member appointed by the membership of the Dallas County Voters League; one member appointed by the Board of Directors of the National Voting Rights Museum and Institute; one member appointed by the membership of the Selma City Council; one member appointed by the membership of the Perry County Commission; one member appointed by the membership of the Marion Town Council; one member appointed by the membership of the Perry Council Civic League; one member appointed by the membership of the Brown Chapel A.M.E. Church; one member appointed by the membership of the Dexter Avenue King Memorial Church; one member appointed by the membership of the First Baptist Church located on Martin Luther King Street in Selma; one member appointed by the Macon County Commission; one member appointed by the Tuskegee City Council; and one member appointed by the City Council of Shorter.

Members serve for staggered three-year terms. Initial terms for members shall be determined by drawing lots, one-third for one year, one-third for two years, one-third for three years.

Duties

The Commission is to work with the National Park Service, Department of Conservation and Natural Resources, and the Alabama Historical Commission in the coordination of projects and activities to promote the historical significance of the trail. It is also to work with the Department of Tourism and Travel, the Alabama Department of Economic and Community Affairs, the Alabama Development Office, county commissions, and local city officials to promote the trail and encourage businesses and tourist attractions located in the trail's vicinity.

Organization

The Commission is empowered to establish an Executive Committee of seven persons and establish its duties, responsibilities, and authorities consistent with its purpose.

Financing

The Commission may receive funds from any legal source and disburse those funds in furtherance of its mission.

Office Location

At last report, the Commission currently has no office location.

ALABAMA HISTORIC IRONWORKS COMMISSION

Creation and Authority

The Commission was established in 1969. The Commission's name was changed from the Tannehill Furnace and Foundry Commission to the Alabama Historic Ironworks Commission in 1995. See *Ala. Code* §§ 41-9-320 to 41-9-332.

Purpose

The purpose of the Alabama Historic Ironworks Commission is to preserve, restore, maintain and promote as state parks, the land and relics of the Tannehill and Brierfield Furnaces. Both ironworks played an important part in the development of the iron and steel industry in the State of Alabama. The old furnaces serve as an example of the process of making iron in the State's early days, and both facilities contributed to the birth of the Birmingham iron industry.

Tannehill Ironworks Historical State Park is a major Civil War industrial site which now encompasses 1,500 acres in three counties: Jefferson, Tuscaloosa, and Bibb. The old furnaces, among the best preserved in the nation, have been designated a National Metallurgical Engineering Landmark.

Brierfield Ironworks Historical State Park encompasses 150 acres in Bibb County and is the site of the Bibb Naval Furnace, the only ironwork actually owned by the Confederate State of America. Brierfield Ironworks Historical State Park is currently listed on The National Register of Historical Places and is a Civil War Preservation Trust historic site.

Composition

The Commission has eighteen members, of whom the Governor appoints fourteen, the Board of Trustees of The University of Alabama and the University of Montevallo one each, the Alabama Historical Commission one, and a "historian" who by virtue of historical background shall be knowledgeable about the early Alabama iron industry, such member being appointed by the remaining members of the Commission. The qualifications, other than that of the "historian", are not specified by law, but they serve eight-year staggered terms. Members receive no compensation except reimbursement of expenses as provided by law. Ten members constitute a quorum for the transaction of business.

Financing

The Commission receives a line item appropriation from the Legislature each year to carry out its purposes. This line item is unfunded.

Office Location

Offices of the Commission are located at Tannehill Ironworks State Park, 12632 Confederate Parkway, McCalla, Alabama 35111. The phone number is (205) 477-5711 ext. 11, fax (205) 477-9400. Ms. Stacey Green serves as Administrator of both properties.

LOCAL GOVERNMENT RECORDS COMMISSION

Creation and Authority

The Commission was established in 1955 as the County Records Commission. In 1987, the legislature reorganized the Commission to include all local governments, both county and municipal. See *Ala. Code* §§ 41-13-22 to 41-13-25.

Purpose

The Commission was created to determine the disposition and maintenance requirements of local government records.

Composition

The Commission has sixteen members. The Director of the Department of Archives and History, who is the Chairman of the Commission; the Chief Examiner of the Department of Examiners of Public Accounts; the Attorney General; and Secretary of State are ex officio members. The head of the Department of History at the University of Alabama and the head of the Department of History at Auburn University each appoint a member, who must be on the staff of the University. The Governor appoints an archivist, historian, or librarian from one of Alabama's historically black colleges and universities; one probate judge who is not a Chairman of a county commission; one county commission Chairman who is not a probate judge; one county administrator; one county taxation official; one superintendent of a county or municipal school system; one county sheriff; one municipal police chief, and two city clerks. The terms of office of the appointed members are not specified by law. All ex officio members, except the Director of the Department of Archives and History, may select a designee to represent him or her on the commission.

The Commission holds two meetings each year, but the Chairman may call special meetings. A quorum is one more than half of the total of ex officio members plus the filled appointed positions. Members are reimbursed for per diem and mileage as specified by law.

Duties

The Local Government Records Commission is responsible for surveying local government records and for the issuance of regulations classifying all local government records. It establishes retention requirements for all local government records, designating which local government records are to be preserved permanently and which records may be destroyed.

No official may destroy any local government record without Commission approval. The Commission is to be guided in determining the retention period for each type of record by the legal, administrative, fiscal, and historical value of each record and by certain other pertinent factors, such as the statutes of limitation applicable to actions at law and the availability from other sources of information contained in public records.

Financing

The Department of Archives and History's annual appropriations provides staff support and other resources necessary to carry out the Commission's functions. Each educational institution represented pays for the expenses of its member on the Commission.

Office Location

The Commission receives administrative support through the Archives Division of the State Department of Archives and History, 624 Washington Avenue, P.O. Box 300100, Montgomery, Alabama 36130-0100. The phone number is (334) 242-4452, fax (334) 353-4321. The website is: www.archives.alabama.gov

ALABAMA PUBLIC LIBRARY SERVICE "THE STATE LIBRARY AGENCY"

Creation and Authority

The Alabama Public Library Service was established as a separate agency in 1959. From 1939 to 1959 it was the Public Library Service Division of the Department of Archives and History. See *Ala Code* §§ 41-8-1 to 41-8-48.

Purpose

The chief objective of the Alabama Public Library Service is the development of cooperative systems providing books and library service for the various cities and counties of the State. In order to carry out this objective, the Agency is empowered to aid and advise all established public libraries and assist those communities which may propose to establish public libraries. It also assists in the improvement of established public libraries and assists local governments in establishing joint units of library service.

In addition, the Agency is responsible for receiving and administering federal funds which are provided for libraries by the Library Services and Technology Act (LSTA) (PL 91-600) as amended, within the Basic State Plan for Alabama. It also provides job-related library service for state employees.

The ultimate goal of the agency is the creation of a statewide network of libraries to provide quality library service to every individual in the state.

The Executive Board

Composition. The Board has seven members appointed by the Governor, one member from each Congressional district. They must be qualified electors of the state who have resided in Alabama for five years. These members serve five-year staggered terms. Their compensation consists of \$10 per day, plus transportation expenses at the current state mileage rate, while on official business up to 20 days a year. In addition, actual expenses incurred during attendance at state and national

conventions are reimbursed. The date of the board meeting and a quorum are not specified by law.

Duties. The Executive Board conducts the affairs of the Agency, administers the funds allocated to it, and is responsible for the program within the Agency plan for public library service in the State. The Board may accept grants, funds, and property from the federal government. It is required to make an annual report to the Governor. It elects from its membership a Chairman and Vice Chairman and appoints the Director of the Alabama Public Library Service. Other Agency staff members are appointed by the Executive Board on the nomination of the Director and are employed under the state merit system.

The Director of the Alabama Public Library Service

Qualifications. The Director, whom the Executive Board appoints, must be a graduate of an accredited library school who has at least three years of library experience in an administrative capacity. The Director serves at the pleasure of the Board.

Duties. The Director is responsible for developing and implementing the board-approved state plan to achieve quality public library service for all areas of the state.

The Director develops, for the approval of the Executive Board, policies related to services, distribution of state aid, and book selection. Upon the Board's approval, he is responsible for the administration of said policies.

The Director submits to the Executive Board a budget to implement the approved program and administers the approved budget. Included in the funds in this budget are both legislative appropriations for Agency operation and state aid for public libraries. These funds are coordinated with the federal funds available through the Library Services and Technology Act (LSTA) for Alabama public libraries.

Organization of the Alabama Public Library Service

The Alabama Public Library Service has the following functional units: (1) Administrative staff who are responsible for long-range planning, implementation of the state plan for library development, public

relations, fiscal management, and systems management; (2) Library development staff who are responsible for advising and assisting all public libraries, helping in the growth of a statewide network of libraries, and continuing education training; (3) Library operations staff who are responsible for providing information and reference to state government agencies and to public libraries; and (4) Division for the Blind and Physically Handicapped staff who maintain and circulate materials to the State's blind and handicapped patrons.

Financing

The Agency receives an appropriation from the State Legislature and grants under the Library Services and Technology Act.

Office Location

Offices of the Alabama Public Library Service are located at 6030 Monticello Drive, Montgomery, Alabama 36130. The phone number is (334) 213-3900, (800) 723-8459, and the fax is (334) 213-3993. Website: www.statelibrary.alabama.gov.

STATE RECORDS COMMISSION

Creation and Authority

The Commission was established in 1955. See *Ala. Code* §§ 41-13-20 to 41-13-21; 41-13-24 to 41-13-25.

Purpose

The State Records Commission was created to determine the disposition and maintenance requirements of state government records.

Composition

The Commission has nine members, six of whom are ex officio and three of whom are appointed. The ex officio members are the Director of the Department of Archives and History, who is the Chairman of the Commission; the Chief Examiner of the Department of Examiners of

Public Accounts; the Attorney General; the Secretary of State; the Commissioner of Revenue; and the Director of the Department of Finance. All ex officio members except the Director of the Department of Archives and History may select a designee to represent him or her on the commission. Two appointed members are selected by the heads of the Departments of History at The University of Alabama and Auburn University. Each Department head appoints a member to the Commission, who must be a member of the staff of his or her university. The Governor appoints an archivist, historian or librarian from one of Alabama's historically black colleges and universities. These appointed members may be replaced at any time.

The Commission holds two regular meetings each year, but the Chairman may call additional special meetings. No quorum is specified by law. Compensation of the members consists of expenses as provided by law.

Duties

The Commission is responsible for surveying state records and for issuing regulations classifying these records. It establishes retention requirements for all state government records, designating which state records are to be preserved permanently and which records may be destroyed. No state official may destroy any state record without obtaining the approval of the State Records Commission. The Commission determines the period for which each type of record must be preserved after giving consideration to certain pertinent factors. These include the statutes of limitation applicable to actions at law, administrative proceedings at which certain types of records may be needed, the availability from other sources of information contained in public records, and the actual or potential historical value of each type of record.

The Commission is charged with the responsibility of determining which state records shall be permanently preserved because of historical value, and which state records may be destroyed.

Financing

The Department of Archives and History receives appropriations and provides staff and other resources necessary to carry out the Commission's functions. Each educational institution represented pays the

expenses of its member on the Commission.

Office Location

The Commission receives administrative support through the office of the Archives Division of the State Department of Archives and History, 624 Washington Avenue, P.O. Box 300100, Montgomery, Alabama 36130-0100. The phone number is (334) 242-4452 and the fax number is (334) 353-4321. The website is: www.archives.alabama.gov

ALABAMA SPACE SCIENCE EXHIBIT COMMISSION

Creation and Authority

The Commission was established in 1965. See *Ala. Code* §§ 41-9-430 to 41-9-439.

Purpose

The Commission provides for and participates in the oversight of the facilities, known as U.S. Space & Rocket Center, to house and display exhibits of National Aeronautics and Space Administration space exploration hardware and developments, as well as weaponry and mementos of the United States Military. The Commission is further empowered to engage in the provision of educational programs, to provide lodging and related facilities, to franchise the United States SPACE CAMP, and to establish an energy information and exhibit center to provide the public with information on research and development in the field of energy.

Composition

The Commission has eighteen members, all of whom are appointed by the Governor. All members are selected to provide general statewide representation on the Commission. Members must be residents and qualified voters of Alabama and persons of unquestioned loyalty to this country who are knowledgeable and interested in national defense and space exploration and in the promotion of interest in such fields. Members

serve eight-year staggered terms of office. They may be removed by the Governor for just cause. Members serve without compensation, but they are entitled to reimbursement for expenses as provided by law. The Commission's annual meeting is held the first Friday of November at the site of the facility (i.e. U.S. Space and Rocket Center). Simple majority constitutes a quorum.

Powers

The Commission shall exercise control over the affairs and operations of the Alabama Space and Rocket Center, operating under the name U.S. Space and Rocket Center, and shall have all the powers set out in section 41-9-432 and 436 of the Code of Alabama. The Commission is also empowered to engage in transactions with the Alabama Space Science Exhibit Finance Authority, for the purpose of financing new or expanded exhibits and other facilities for the Commission and its activities.

Organization

The Chairman of the Commission is selected by the membership. The Commission has authority to employ a Chief Executive Officer/Executive Director, to define their duties, and to fix their compensation. It may also provide for an Executive Committee of not fewer than five of its members, to whom it may delegate any of its powers that it deems advisable.

Financing

The Commission was authorized, with the approval of the Governor, to issue general obligation bonds, not to exceed \$1.9M in aggregate principal. These shall be general obligations of the State. The Commission may also issue revenue bonds payable solely out of funds derived from the project. In addition, the commission may accept public or private gifts.

Office Location

Offices of the Commission are located at the U.S. Space and Rocket Center, One Tranquility Base, Huntsville, Alabama 35805. Websites are www.rocketcenter.com and www.spacecamp.com. The

phone number is (256) 837-3400 with an alternative number 1-800-637-7223.

ALABAMA SPACE SCIENCE EXHIBIT FINANCE AUTHORITY

Creation and Authority

The Authority was authorized by the Alabama Legislature in 1986. See *Ala. Code* §§ 41-10-300 to 41-10-332.

Purpose

The purpose of the Authority is to provide for the financing and construction of exhibit, educational, and other necessary or useful facilities in connection with the commemoration of space exploration and solar energy development, and the general purposes and activities of the Alabama Space Science Exhibit Commission.

Composition

The Authority consists of three individuals who are residents of the State, and who are selected by the Alabama Space Science Exhibit Commission and approved by the Governor, and who shall serve as the Board of Directors for the Authority. Members are selected for six-year, staggered terms, with vacancies filled by the Commission and approved by the Governor. Members may be selected to successive terms.

Organization

The Directors select among themselves a President, a Secretary, and a Treasurer. A majority constitutes a quorum for the transaction of business with members entitled to reasonable expenses incurred for transaction of Authority business, but no additional compensation. The Board may employ agents, attorneys, and employees as business of the Authority requires.

Duties

The Authority may issue bonds for the acquisition of land, the

construction and equipping of educational, exhibit, and related facilities, including hotel and motel facilities, classrooms and dormitories. The Authority may also lease facilities, make temporary loans, and invest bond proceeds not immediately needed.

Financing

The Authority and its activities are financed by bond proceeds, rent and revenues from the sale of Authority facilities, and investment proceeds from Authority monies.

Office Location

Offices of the Authority are at the U.S. Space and Rocket Center, One Tranquility Base, Huntsville, Alabama 35805. The phone number is (256) 837-3400.

ST. STEPHENS HISTORICAL COMMISSION

Creation and Authority

The Commission was established in 1988 by the Alabama Legislature and subsequently revised in 2000. See *Ala. Code* §§ 41-9-335 to 41-9-337.

Purpose

The purpose of the Commission is to acquire, maintain, protect and promote properties of historical interest at St. Stephens in Washington County, in the vicinity of the site of the first territorial capital of Alabama.

Organization

The Board of Trustees of the Commission is composed of eleven members as follows: two members appointed by the Governor; one member appointed by the Alabama Historical Commission; two appointed by the Washington County Historical Society; and one member appointed by the Washington County Commission. The appointed members serve for terms of one, two, three, four, five, and six years respectively, with subsequent appointees serving for terms of six years. The remaining four

members are appointed by the legislative delegation representing Washington County. The representative in the Alabama House representing Washington County serves as an ex officio member. The board is required to hold an annual meeting at St. Stephens each September on a day designated by the Chairman. Additional meetings may be held at places and times necessary, desirable or convenient, upon call of the Chairman, or in his or her absence or incapacity, the Vice Chairman or any five members. The board elects a Chairman, Vice Chairman, Secretary, and a Treasurer, with such officers serving for a period of two years or until a successor is elected. Six members are a quorum for transacting business, with members entitled to per diem and travel expenses in connection with trustee meetings or actual service to the Board. The Board establishes procedures for its operation, is authorized to have official seal, and may hire full-time and part-time employees as needed.

Duties

The Board is authorized to appropriate and expend funds and to cooperate financially and otherwise with the Washington County Historical Society, the county of Washington and any other historical organization, county or municipality in Alabama in acquiring, establishing, maintaining, and promoting historical sites in and around the present community of St. Stephens, in the vicinity of the first territorial capital of Alabama.

Financing

County commissions, other governing boards, other public or private agencies or historical organizations are authorized by resolution, to appropriate available public funds to the use of St. Stephens Historical Commission, and to acquire, construct and maintain roads and bridges and other public facilities and improvements on commissioned controlled land.

Office Location

The Commission's address is 19241 County Road 34, St. Stephens, Alabama 36569 and the mailing address is P.O. Box 78, St. Stephens, AL 36569. The phone number is (251) 247-2622 and the website is www.oldststehens.net. Jennifer Faith is the Director.

BOARD OF TRUSTEES OF THE ALABAMA STONEWALL JACKSON MEMORIAL FUND

Creation and Authority

The Board was established in 1955. See *Ala. Code* §§ 16-32-1 to 16-32-3.

Purpose

The Stonewall Jackson Memorial Fund is a nonexpendable trust fund established by the Alabama Legislature in 1955, as Act No. 529. The purpose of the fund, as established in the legislation, is “to memorialize that great American and Confederate general, ‘Stonewall’ Jackson, through a program of education initiated by Stonewall Jackson Memorial, Incorporated, including both essay contests and scholarships.”

Composition

The Board of Trustees has three members. They are ex officio the State Superintendent of Education, the Director of the Department of Archives and History, and the President of the Stonewall Jackson Memorial Fund, Inc.

Financing

The 1955 Legislature appropriated \$20,000 as the sole appropriation to be made to the fund from the General Fund and provided that the appropriation would not be annual.

Office Location

The Board may be contacted through the Office of the Director of the State Department of Archives and History, 624 Washington Avenue, Montgomery, Alabama 36130. The phone number is (334) 242-4364.

TUSKEGEE AIRMEN COMMISSION

(Based on information provided for the 2006 Edition)

Creation and Authority

The Tuskegee Airmen Commission was established in 1996 by the Alabama Legislature. See *Ala. Code* §§ 41-9-950 to 41-9-967.

Purpose

The purpose of the Commission is to establish, operate, and maintain a memorial to honor the Tuskegee Airmen and other related individuals.

Composition

The Commission shall consist of eighteen members. The members shall be appointed by the Governor, with at least three members being residents of Macon County who were recommended by their legislative delegation. At least two of the original members of the board shall have been Tuskegee Airmen. Tuskegee University shall nominate nine members, six of whom the Governor shall appoint, the Speaker of the House and the Presiding Officer of the Senate shall each submit a list of six names of which the Governor appoints three, and the remaining three members are appointed by the Board of Trustees of Tuskegee University. The term of all members is eight years and shall be staggered so that nine members shall be appointed every four years. The Commission shall elect its Chair, Vice Chair, Secretary and Treasurer.

Duties

The board may employ an Executive Director who shall be directly responsible to the commission for the general supervision, promotion, and development of the Tuskegee Airmen Memorial. The Commission shall meet annually in Macon County, with additional meetings at any time and place deemed necessary.

Financing

The Commission has the power to issue and sell revenue bonds and borrow from private sources, the state emergency fund, or any other

source as may be acceptable to the Commission under terms and conditions as may be provided by law. The Commission may also solicit gifts, donations, bequests and admission fees.

Office Location

At last report, in 2006, the Commission had no office or appointed members.

USS ALABAMA BATTLESHIP COMMISSION

Creation and Authority

The Commission was established in 1963. See *Ala. Code* §§ 41-9-340 to 41-9-358.

Purpose

The Commission was created to establish, operate, and maintain a state memorial park to honor the Alabamians who participated in all armed conflicts of the United States. To carry out this purpose, it was authorized to acquire, transport, berth, renovate, equip, maintain, and exhibit the battleship USS Alabama as a permanent public memorial.

Composition

The Commission consists of eighteen competent and qualified citizens of Alabama appointed by the Governor. At least three members must be residents of Mobile County, and at least one must be a resident of Baldwin County. No member may have any interest in any land, materials, or contracts of the Commission. Members serve eight-year staggered terms. They serve without compensation, and it is unlawful for a member to receive a fee out of the funds of the Commission. Members and employees may be reimbursed from commission funds for actual expenses on Commission business. The Commission holds monthly meetings at the site of the park over which it exercises control with the exception of July and December. Additional meetings may be called by the Chairman or by any three members. One-half of the members constitute a quorum.

Duties

The Commission has exclusive control over the park and battleship mentioned above. It also has power to accept gifts, make contracts with other governmental agencies and with private persons and corporations, and establish a proper charge for admission to the ship.

Organization

The Commission determines its own organization. It may elect a Chairman and Vice Chairman from its membership and a Secretary and Treasurer who need not be members. Officers serve two-year terms. It may hire necessary laborers, artisans, caretakers, technicians, stenographers and administrative, supervisory, or professional personnel.

Executive Committee. The Commission may create an Executive Committee of not fewer than five of its members and delegate to it such powers as it deems advisable. However, the Executive Committee may not be empowered to issue bonds, execute any lease or contract for a period in excess of one year, or execute any contract for an amount in excess of \$100,000.

Executive Director. The Commission employs an Executive Director, who serves at its pleasure and is responsible to it for the general supervision, promotion, and development of the battleship and of the state memorial park. The Commission fixes salary and further specifies duties.

Financing

The Commission may accept gifts as well as appropriations from county and municipal governing bodies. It may issue bonds payable solely from its revenue. The proceeds of such bonds, as well as funds it receives from other sources, are deposited in a special Battleship Fund. It also has the authority to borrow from private sources, the State Emergency Fund, and from such other sources as may be acceptable to the Commission. It may pledge its future revenues for repayment of these loans. It may also lease Commission lands, for periods not in excess of 25 years, wherein furtherance of purposes of the Commission.

Office Location

Offices of the Commission are located at 2703 Battleship Parkway, Mobile, Alabama 36602. Mailing address: P.O. Box 65, Mobile, AL

36601-0065. Phone number: (251) 433-2703. Fax number: (251) 433-2777. Website: www.ussalabama.com. MG Janet L. Cobb, USA (Ret.) is Executive Director.

THE WHITE HOUSE ASSOCIATION OF ALABAMA

Creation and Authority

A group of public-spirited ladies founded The White House Association of Alabama on July 1, 1900. The Alabama Legislature incorporated it on February 5, 1901, thus making it the oldest historic preservation organization in Alabama and one of the oldest in the United States. By statute in 1919, the State Legislature officially recognized the White House Association. See *Ala. Code* §§ 41-12-1 to 41-12-3. Its composition and organization are defined in its own Constitution, but not specified by law.

Purpose

The White House Association is publicly recognized as a nonprofit, 501(c)3, all volunteer organization. Its purpose is to preserve and manage the First White House of the Confederacy, an educational house museum, as a perpetual memorial to Jefferson Davis, his family, organizers of the Confederate government, and those who fought for it. Also, it functions as the institutional memory of the First White House of the Confederacy as state administration and employees come and go.

Financing

The Finance Department of the State of Alabama makes appropriations to the Division of Services for necessary expenses to maintain the home and grounds.

Office Location

The physical address of the First White House of the Confederacy is 644 Washington Avenue, Montgomery, AL 36130-3012. The mailing address of The White House Association of Alabama is P. O. Box 1861, Montgomery, AL 36102-1861. The telephone number is 334-242-1861; email address is thefirstwhitehouse@sd.alabama.gov ; The website is:

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www.firstwhitehouse.org and the Regent of The White House Association of Alabama is Mr. Seibels L. Marshall.

CAHABA TRACE COMMISSION

Creation and Authority

The Cahaba Trace Commission was established in 1985 by the State Legislature. See *Ala. Code* §§ 41-9-800 to 41-9-810.

Purpose

The purpose of the Commission is to promote tourism throughout the Cahaba River Basin Area.

Composition

The Commission is to be composed of twenty-three members appointed by the Governor as follows: two residents of St. Clair County; two residents of Jefferson County; two residents of Shelby County; two residents of Autauga County; two residents of Tuscaloosa County; three residents of Bibb County; two residents of Perry County; two residents of Hale County; two residents of Dallas County; two residents of Lowndes County; and two residents of Montgomery County. Members serve for four-year terms with half the membership vacating every two years. Meetings shall be held at least yearly and half the membership constitutes quorum. The Commission shall elect from its membership a Chairman, Vice Chairman, Secretary, and Treasurer. Members are only compensated for actual expenses incurred.

Duties

The duties of the Commission include to acquire or sell property for possible exhibits, promote tourism throughout the Cahaba River Basin Area, accept donations, employ an Executive Director, and make rules and regulations necessary for the operation of its facilities. The Commission is not charged with creating a state park and is a public body corporate separate from the State, thus liability does not transfer to the State.

Financing

The Commission shall establish and maintain a Cahaba Trace Fund to finance its activities. Monies collected for the Fund can derive from admission, inspection fees, gifts, donations, loans, bond issues,

governmental appropriations, and other public or private sources.

Office Location

The Commission has no known office or director at this time.

MOWA CHOCTAW HOUSING AUTHORITY

Creation and Authority

The Authority was established by the Alabama Legislature in 1986. See *Ala. Code* §§ 24-7-1 to 24-7-6.

Purpose

The purpose of the Authority is to provide for safe and healthy dwelling places for low-income members of the MOWA Band of Choctaw Indians of Mobile and Washington counties.

Composition

The Authority consists of seven members appointed by the MOWA Choctaw Indian Commission of Mobile and Washington counties. Members serve five-year terms, with no limit on the number of terms they may serve. No individual is barred from serving because he/she is a tenant or homebuyer in a tribal housing project. Members appoint successors for vacancies, but the Governor may, after a hearing by the Authority, remove any member for neglect of duty, inefficiency, or misconduct in office.

Organization

The Authority selects from its members a Chairman, Vice Chairman, Secretary, and Treasurer, with the stipulations that no member may hold two offices. The Chairman presides at meetings, with the Vice Chairman presiding in his/her absence, and the Secretary presiding in the Vice Chairman's absence. Four members constitute a quorum, though any member unable to attend may deliver a proxy to a designated representative who may attend the meeting in his behalf. The domicile of the Authority is Mobile and Washington counties, but meetings may be

held in other locations on ten (10) days' notice to the membership.

Duties

The Authority studies housing needs in Mobile and Washington counties, enters contracts as necessary with local instrumentalities, establishes rentals and selects tenants for low income housing under its jurisdiction, issues bonds as appropriate, holds and receives property pursuant to its purposes, including property from the U.S. Government. The Authority calls on and utilizes services of state agency employees for administrative and other purposes.

Financing

The Authority's operations and activities are financed through bond issue receipts, grants and loans from state agencies and the federal government.

Office Location

The Authority's Office is at the Tribal Office of the MOWA Band of Choctaw Indian Commission, 1080-A Red Fox Road, Mt. Vernon, AL 36560. The phone number is (251) 829-5000, fax (251) 829-5008. Mrs. Lillie Steiner serves as Executive Director.

RED MOUNTAIN GREENWAY AND RECREATIONAL AREA COMMISSION

Creation and Authority

The Commission was established in 2007. See *Ala. Code* §§ 9-14C-1 to 9-14C-13.

Purpose

The purpose of the Commission is to dictate and guide the creation of Red Mountain Park, and to then continue to govern the park in its operations. The mission of the park is to connect our communities through vital urban greenspace, celebrate our history, restore the natural environment and provide distinctive facilities that attract visitors, promote

healthy, active lifestyles and enrich the quality of life for everyone.

Red Mountain Park is located in Birmingham, Alabama and consists of 1,200 acres, stretching four-and-a-half miles between the cities of Homewood and Bessemer, along the ridges and hollows of the mountain from which it takes its name. Red Mountain was the primary source of the rich iron ore deposits that—along with vast coal fields and abundant supplies of limestone—prompted the founding of Birmingham in 1871 as the first industrial city of the “New South.”

Today, more than a generation removed from the closing of the last ore mine on its slope, Red Mountain is the site of one of the most ambitious, exciting and historically significant new park projects in America. When completed, Red Mountain Park will be a large link in a park system that will give Birmingham more dedicated green space *per capita* than any city in the country. It will be a major regional and statewide attraction that will help to redefine the image of Birmingham and Jefferson County.

Composition

The Red Mountain Greenway and Recreation Area Commission is composed of fifteen members. Each of the fifteen commissioners is selected by one of eight appointing bodies (the Governor of Alabama, the Mayor of Birmingham, the Jefferson County Commission, the Jefferson County Mayors Association, USS Real Estate, the Freshwater Land Trust, and the Jefferson County legislative delegation, which appoints one member from the county’s Alabama House delegation and one from the state Senate).

Duties

The Commission is responsible for providing oversight to every aspect of the park planning process. Each member attends monthly meetings and committee meetings of the committees on which they serve. The commission leads the park staff and makes the decisions that determine details of park development.

Financing

The purchase of the park property was made possible through the

Birmingham Community Foundation's Three Parks Initiative, and through the generosity of United States Steel. Additional park funding will be provided by both private and public entities.

Office Location

The Red Mountain Park office is located in Birmingham, Alabama. The mailing address is 281 Lyon Lane, Birmingham, Alabama 35211. The phone number is (205) 202-6043. Mr. Stephen A. Jones serves as the Chair of the Commission. The website is www.redmountainpark.org.

REGIONAL PLANNING AND DEVELOPMENT COMMISSIONS

Purpose and Duties

The broad purposes of the Commissions under *Ala. Code* §§ 11-85-56, 11-85-72 and 11-85-73 are to receive and disburse state, federal, and/or local governmental and private funds for programs established or which might be established as a result of federal, state and/or local legislation. The Councils are charged with comprehensive advisory planning and research for the respective regions, and urban areas of those regions, and with adoption of a master plan for physical development of the regions. They review grant proposals of local agencies within their respective regions, publish studies of the regions' resources, and carry out programs by contract in connection with their role in planning and in funds disbursement. In 1994, the Legislature also empowered the Commissions to promote industrial and economic growth for the region. The Alabama Association of Regional Councils located at 5900 Carmichael Place, Montgomery, AL 36117. The phone number is (334) 277-2221, and the fax is (256) 277-3899.

Locations

Locations for the twelve Regional offices are as follows:

1. Northwest Alabama Council of Local Governments, P.O. Box 2603, Muscle Shoals, AL 35661-2603. Phone: (256) 389-0500, fax: (256) 389-0599. Executive Director is Keith Jones.

2. West Alabama Regional Commission, P.O. Box 509, Northport, AL 35476. Phone: (205) 333-2990, fax: (205) 333-2713. Executive Director is Dennis Stripling.
3. Regional Planning Commission of Greater Birmingham, 2 Twentieth Street N., Suite 1200, Birmingham, AL 35203. Phone: (205) 251-8139, fax: (205) 328-3304. Executive Director is Charles Ball.
4. East Alabama Regional Planning and Development Commission, P.O. Box 2186, Anniston, AL 36202-2186. Phone: (256) 237-6741, fax: (256) 237-6763. Executive Director is Albertha “Bert” Grant.
5. South Central Alabama Development Commission, 5900 Carmichael Place, Montgomery, AL 36117- 2345. Phone: (334) 244-6903, fax: (334) 271-2715. Executive Director is Tyson Howard.
6. Alabama-Tombigbee Regional Commission, 107 Broad Street, Camden, AL 36726-1701, Phone: (334) 682-4234, fax: (334) 682-4205. Executive Director is John Clyde Riggs.
7. Southeast Alabama Regional Planning and Development Commission, P.O. Box 1406, Dothan, AL 36302-1406. Phone: (334) 794-4093, fax: (334) 794-3288. Executive Director is Scott Farmer.
8. South Alabama Regional Planning Commission, 110 Beauregard, P.O. Box 1665, Mobile, AL 36633. Phone: (251) 433-6541, fax: (251) 433-6009. Executive Director is John “Rickey” Rhodes.
9. Central Alabama Regional Planning and Development Commission, 430 South Court Street, Montgomery, AL 36104. Phone: (334) 262-4300, fax: (334) 262-6976. Executive Director is Greg Clark.
10. Lee-Russell Council of Governments, 2207 Gateway Drive, Opelika, AL 36801-6834. Phone: (334) 749-5264, fax: (334) 749-6582. Executive Director is Suzanne Burnette.

11. North Central Alabama Regional Council of Governments, P.O. Box C, Decatur, AL 35602. Phone: (256) 355-4515, fax: (256) 351-1380. Executive Director is Jeff Pruitt.
12. Top of Alabama Regional Council of Governments, 5075 Research Drive, N.W., Huntsville, AL 35805. Phone: (256) 830-0818, fax: (256) 830-0843. Executive Director is Nancy Robertson.

WASHINGTON COUNTY PORT AUTHORITY

(Based on information provided for the 2010 Edition)

Creation and Authority

The Authority was authorized in 1986 by Amendment 470 of the Alabama Constitution of 1901 (See *Ala. Const.* Washington Co. § 4).

Purpose

The purpose of the Authority is to provide for construction and maintenance of waterfront and related facilities in respect to operation and maintenance of the Tombigbee River.

Composition

The Authority's Board of Directors consists of five members elected by the governing body of Washington County for staggered, six-year terms. Directors are eligible for reelection, or to succeed themselves in office. No Director may be an officer or member of the Washington County governing body. Directors are subject to impeachment.

Organization

The Authority has a President, Vice President, Secretary, and Treasurer and such other officers as the Board deems necessary. The President and Vice President are elected by the membership and though the Secretary and Treasurer are also elected by the Board, it is not necessary that they be Board members. Officers are elected at the regular meeting of the Board in January. A majority of members constitutes a quorum, though no vacancy in membership impairs the right of the Board to exercise full powers and authority. Directors and officers serve without

compensation, except that they may be reimbursed for actual expenses incurred in performance of their duties. The Authority adopts by-laws, maintains its principal office in Washington County and such sub-offices as are necessary, and submits an annual report to the Washington County governing body.

Duties

The Authority is authorized to issue bonds and take other action for the construction and maintenance of waterfront and related facilities in respect to the Tombigbee River. It is authorized to purchase and utilize real and personal property as needed, to borrow money and enter into contracts, to seek loans and grants from government agencies, to charge admission fees, to invest Authority monies, to make and enforce rules in respect to Authority properties, and to enter into management contracts for operation of its facilities, as needed.

Financing

The Authority and its activities are financed through bond issue proceeds, gifts, contracts and fees.

Location

The Authority is to operate under aegis of the County Commission of Washington County, located at P.O. Box 146, Chatom, AL 36518. The phone number is 251-847-2208 and the fax number is 251-847-6677.

ARMORY COMMISSION OF ALABAMA

Creation and Authority

The Armory Commission of Alabama was established in 1935. See *Ala. Code* §§ 31-4-1 to 31-4-19. It is also incorporated under the laws of Alabama.

Purpose

The Armory Commission of Alabama is the corporate body that holds title to all lands and facilities of the Alabama National Guard. The Armory Commission of Alabama is charged by the Code of Alabama (§§ 31-4-1 to 31-4-19) with the responsibility of acquiring and maintaining the necessary real estate, building, and training sites in which to house and train the Alabama National Guard.

Composition

The Armory Commission of Alabama is composed of nine members. There are three ex officio members: the Governor serves as the Chairman; the Adjutant General serves as the Vice Chairman; and the Attorney General serves as a member. The additional members are the two highest-ranking Army National Guard officers and the highest-ranking Air National Guard officer, together with three duly qualified electors of Alabama, to be appointed by the Governor, and to serve for a term of six years. Members of The Armory Commission of Alabama receive no compensation other than expenses as provided by law. The State Property & Disbursing Officer (SPDO), as the Secretary of The Armory Commission of Alabama and under the direction of The Adjutant General, is charged with the responsibility for day-to-day operation of The Armory Commission of Alabama. The Secretary is a non-voting member of The Armory Commission of Alabama.

Duties

The Armory Commission of Alabama provides and maintains adequate armories, buildings, and facilities for housing all National Guard units of the State. It provides for the financing or refinancing of such facilities and leases or sells armories no longer in use. The Armory Commission of Alabama decides whether to sell, lease, or keep National Guard property that is vacated. It also makes rules and regulations for the

use of armories and provides for maintenance and upkeep of all state-owned or leased facilities of the Alabama National Guard in accordance with all applicable regulations and guidelines. The Armory Commission of Alabama follows the state contracting procedures for all state contracts. The Armory Commission of Alabama is also audited by the State of Alabama Examiners of Public Accounts.

Financing

The Armory Commission of Alabama receives funds appropriated from the General Funds and from reimbursements with the Federal government. The Armory Commission of Alabama may also receive proceeds from the sales of National Guard armories and from the fees for the rental of armories.

Office Location

The Armory Commission of Alabama Office is in the State Military Department, Joint Force Headquarters Building at 1720 Congressman W. L. Dickinson Drive, P.O. Box 3711, Montgomery, Alabama 36109-3711.

STATE MILITARY DEPARTMENT

Creation and Authority

The State Military Department was established in 1820. See the 1901 *Ala. Const.* Sections 271-278 and Amendment 89. See also, *Ala. Code* §§ 31-2-1 to 31-2-134.

Purpose

This is a statutory department (with a constitutional department head) created to administer the affairs of all classes of the state militia. Such classes presently include the Army National Guard, Air National Guard, and Alabama State Defense Force. Since the National Guard is under both state and federal authority, the statutes regarding this Department and certain of the authority granted to State officers is subject to federal approval through the Department of Defense and other federal agencies.

Adjutant General

The Adjutant General is appointed by the Governor with the consent of the Senate. Qualifications for federal recognition in the office are based upon military proficiency, character, and military education as outlined in Department of Defense Regulations, National Guard Bureau Regulations, and federal statutes. Since the term of the Adjutant General is not fixed by state law, the Adjutant General serves at the pleasure of the Governor. The salary is determined by the Governor under state statutes.

Duties

The Adjutant General is the Commander of the Alabama Army and Air National Guard and the Alabama State Defense Force. The Adjutant General serves on the Governor's staff and supervises all the activities of the National Guard and all military property held by the State, including United States military property. The Adjutant General, subject to approval by the Governor, assigns all duties and authority to officers and employees of the Department and organizes necessary divisions of the Department; prepares necessary rules, orders, and regulations for the National Guard, and Alabama State Defense Force and the Department; visits and inspects the National Guard units maintains a roster of all military personnel; causes all military rules and laws of Alabama to be printed and bound; submits an annual report to the Governor; serves as Vice Chairman on the Armory Commission of Alabama; and performs other duties prescribed by the Governor.

Financing

The Department is financed by state annual appropriations from the State General Fund and by reimbursements from Federal Government through the National Guard Bureau in accordance with the Cooperative Agreement.

Office Location

The Alabama State Military Department, Office of The Adjutant General, is located at 1720 Congressman W. L. Dickinson Drive, P.O. Box 3711, Montgomery, Alabama 36109-3711. Website: www.al.ngb.army.mil/pages/default.aspx.

DEPARTMENT OF VETERANS AFFAIRS

Creation and Authority

The Department was established in 1945. See *Ala. Code* §§ 31-5-1 to 31-5-14. Veterans Homes: §§ 31-5A-1 to 31-5A-11. Alabama G.I. Dependents Scholarship Program: §§ 31-6-1 to 31-6-17. Alabama State Veterans Cemetery Program: § 31-5-3(d).

Purpose

The Alabama Department of Veterans Affairs (ADVA) administers veterans' benefits under state laws and assists approximately 400,000 veterans and their dependents in presenting claims to federal agencies. It provides care for 704 veterans in four state veterans' homes located in Alexander City, Bay Minette, Huntsville, and Pell City. The ADVA administers a scholarship program that pays the tuition, books, and fees for the dependents of disabled veterans at state-supported schools. The ADVA also operates the Alabama State Veterans Memorial Cemetery at Spanish Fort.

Financing

The ADVA receives annual appropriations from the General Fund, the Education Trust Fund, the Veterans Home Trust Fund, and the Veterans Assistance Fund for operation of the department, four state veterans' homes, the cemetery, and other veterans' programs. In addition, the counties provide office space for county and district offices.

STATE BOARD OF VETERANS AFFAIRS

Composition

The Board is composed of the Governor (who serves as its Chairman) and representatives of veterans' organizations. The law provides that organizations (the American Legion, AMVETS, Disabled American Veterans, Veterans of Foreign Wars, American Ex-Prisoners of War, Inc., Vietnam Veterans of America, the Military Order of the Purple Heart, the Alabama Alliance of the Military Officers Association of America, Inc., and the Marine Corps League) be represented, and that there be one representative from the first 7,500 resident members or a

fraction thereof, and one additional representative for each such organization for each additional 7,500 resident members or a fraction thereof. Nominations from the organizations are submitted to the Governor by their respective Executive Committees or similar governing bodies, with the requirements that three nominees be submitted for each available place and that such nominations include, in representative proportions, veterans of every war included in the organizations' membership.

Members must be resident members of the veterans' organization represented. They serve four-year terms of office and receive per diem, not to exceed \$25 a day, as well as compensation for travel and other expenses as provided by law. The Board meets at the call of the Chairman or in accordance with its rules. A quorum consists of the majority of the Board.

Duties

The Board makes rules and regulations for the ADVA and furnishes general supervision of the department. It fixes salaries and minimum standards of service and personnel of service commissioners, and of other employees, subject to requirements of the State Merit System. It has responsibility, along with the State Service Commission, for the operation of state veterans' homes. It is responsible for establishing a state veterans' cemetery program.

STATE SERVICE COMMISSIONER

The State Service Commissioner is appointed by the State Board of Veterans' Affairs. The Board considers his/her education, ability, and experience in handling veterans' affairs in making the appointment. The State Service Commissioner must be an honorably discharged veteran with more than 60 days of active duty, wartime service, who serves a four-year term and may be removed by the Board for cause. The Board fixes the salary in accordance with the state statutes.

Duties

The Commissioner executes the rules and regulations of the State Board and serves as Chief Executive and Administrative Officer of the ADVA. The Commissioner issues administrative orders and directives,

prepares detailed plans for and develops a statewide veterans' assistance program, encourages additional benefits to veterans, and develops and implements plans for the proper re-interment of deceased veterans whose bodies are returned from temporary overseas cemeteries. The Commissioner administers a program for dependents of disabled veterans and processes applications and issues certificates of eligibility under the Alabama G.I. and Dependents' Educational Benefit Act.

The Commissioner represents the State and its veterans before the United States Department of Veterans Affairs; cooperates with other departments; serves as a central contact with federal agencies dealing with veterans' affairs; disseminates information concerning federal legislation relating to veterans' rights; and aids former prisoners of war and civilian internees in collecting indemnities and benefits authorized by Congress. The Commissioner maintains central case records of all veterans seeking services or benefits and collects other data necessary to service the needs of veterans.

The Commissioner may enter into reciprocal agreements with other states, with the approval of the Board, concerning services to veterans. The Commissioner also submits an annual report to the Board. The Commissioner compiles, publishes, and distributes casualty lists from any current hostilities, and aids survivors in recovering all rightful benefits.

Organization

All merit system employees are appointed in accordance with the rules of the State Personnel Department. All non-merit employees (e.g. County Veterans Service Officers) are appointed by the Commissioner subject to concurrence of the Board.

The headquarters staff consists of an Assistant State Service Commissioner of Personnel and Administration, Veterans' Home Executive Director, Alabama GI Dependents Scholarship Program Manager, Accounting Manager, General Counsel, and Public Information Officer. There is a statewide claims network which facilitates assistance to veterans and their dependents. This statewide program is made up of a Claims Division in Montgomery and individual county service offices and three district managers.

STATE VETERANS HOME PROGRAM

The ADVA oversees all veterans' homes, which are owned by the State of Alabama. State law stipulates that the ADVA hire a private health care provider to operate the veterans' homes. As the owner of the homes, the ADVA oversees the contract and continually monitors the operations of our homes. Each veterans' home is licensed by the State of Alabama Department of Public Health and complies with United States Department of Veterans Affairs standards for the long term care of veterans.

The ADVA owns and operates four state veterans' homes:

- (1.) Bill Nichols State Veterans Home
1784 Elkahatchee Road
Alexander City, Alabama 35010
(256) 329-3311
- (2.) William F. Green State Veterans Home
300 Faulkner Drive
Bay Minette, Alabama 36507
(251) 937-8049
- (3.) Floyd E. "Tut" Fann State Veterans Home
2701 Meridian Street
Huntsville, Alabama 35811
(256) 851-2807
- (4.) Colonel Robert L. Howard State Veterans Home
7054 Veterans Parkway
Pell City, Alabama 35125
(205) 338-6487

ALABAMA G.I. DEPENDENTS SCHOLARSHIP

The ADVA provides tuition, books, and fees to the dependents of eligible disabled veterans. A dependent is defined as a child, stepchild, spouse or the un-remarried widow(er) of the veteran. The veteran must meet the following qualifications to establish eligibility of his/her dependents:

Military Service: The veteran must have honorably served at least 90 days of continuous active federal military service, or honorably

discharged by reason of service-connected disability after serving less than 90 days of continuous active federal military service during wartime.

Disability Requirements: The veteran must be rated 40% or more due to service-connected disabilities or have held the qualifying rating at the time of death, a former prisoner of war (POW), declared missing in action (MIA), died as a result of a service-connected disability, or died while on active military service in the line of duty. Veterans with a rating of at least 20% but less than 40% may still qualify under certain limited conditions.

Veteran Residency Requirements: The veteran must have been a permanent civilian resident of the State of Alabama for at least one year immediately prior to (a) the initial entry into active military service or (b) any subsequent period of military service in which a break (1 year or more) in service occurred and the Alabama civilian residency was established.

Veteran Residency Requirements Upon Application: The veteran must have been a permanent civilian resident of the State of Alabama for at least two years immediately prior to the filing of the application for the scholarship. Veterans who do not meet this requirement may still qualify if they filed resident Alabama income tax returns for the preceding ten (10) years or if they currently reside in Alabama and were separated from the military within the last twelve (12) months.

Permanently service-connected veterans rated at 100% who did not enter service from Alabama, may qualify after establishing at least five years of permanent residency in Alabama prior to filing of an application or immediately prior to death, if deceased.

Student Requirements: The student must be a current permanent civilian resident of the State of Alabama, file a Free Application for Federal Student Aid (FAFSA) for each year that they are covered under the program, meet academic standards; and authorize the release of information to the Department such that their continued eligibility can be determined.

Entitlement: Five standard academic years or part-time equivalent at any Alabama state-supported institution of higher learning or a prescribed course of study at any Alabama state-supported technical

school. Tuition paid under the program will be limited to the Department of Defense Tuition Assistance Cap (currently \$250 per semester hour) and required textbooks and applicable fees will be limited to a combined \$1,000 total per student for each semester. Schools may waive any overages of these charges at their discretion. All scholarships and grants must be applied to education expenses first (unless otherwise proscribed by law) and the Alabama G.I. Dependent Scholarship Program will be applied for any applicable remaining charges pursuant to current state law.

STATE VETERANS CEMETERY PROGRAM

The ADVA owns and operates the Alabama State Veterans Memorial Cemetery at Spanish Fort, which opened in April 2013. Eligibility for interment in the State Veterans Cemetery follows National Cemetery Administration eligibility requirements. In general, U.S. Veterans discharged under conditions other than dishonorable and their spouses and dependent children are eligible.

Alabama state residency requirements for burial in the State Veterans Cemetery must meet one of the following:

- Legal resident of Alabama at the time of death; or
- Legal resident of Alabama when he or she entered the Armed Forces of the United States; or
- Legal resident of Alabama for a period of 10 or more years (any cumulative period of 10 or more years, regardless of residency at the time of death).
- For spouses or dependent children, a \$375.00 fee will be charged on the day of interment.

For veterans, the cemetery provides the following at no cost:

- Burial plot or columbarium niche
- Concrete liner for casket burials
- Opening and closing of the grave
- Perpetual care of the gravesite
- Inscribed gravestone
- 30-minute committal service

Pre-registration for interment is available. The cemetery is located at 34904 State Highway 225, Spanish Fort, Alabama 36527, and the phone number is (251) 625-1338.

Office Location

The ADVA headquarters office is located in the RSA Union, 100 North Union Street, P.O. Box 1509, Montgomery, Alabama 36102-1509, and the phone number is (334) 242-5077, fax (334) 242-5102. The web address is: www.va.state.al.us. Rear Admiral W. Clyde Marsh, USN, (Ret.), has served as the State Service Commissioner since October 2005.

BOARD FOR REGISTRATION OF ARCHITECTS

Creation and Authority

The Board was established in 1931. See *Ala. Code* §§ 34-2-30 to 34-2-42.

Purpose

The Board examines and registers architects in Alabama and regulates any illegal practice of architecture. The Board's registration procedures are in accordance with standards set forth by the National Council of Architectural Registration Boards (NCARB) and by its Board.

Composition

The Board has six members, one of whom is designated Chairman by the Board. Each member is appointed by the Governor from a list of three persons selected by a mass meeting of all architects residing in a particular district. All appointees must be registered architects.

The Board is appointed from the following districts: one from the Northern District, two from the North Central District, two from the Central District, and one from the Southern District. The appointed members serve four-year terms of office. Members receive \$200 per day plus expenses as provided by law. Meetings are held at least four times per year. A quorum consists of not less than a majority of duly appointed board members and special meetings may be called by the Chairman. A quorum consists of four members.

Duties

The Board for Registration of Architects conducts examinations and issues, revokes, or suspends registrations of architects. The Board publishes a roster which is updated regularly and is available on the Board's website. It holds hearings at which it may compel the attendance of witnesses, administer oaths, and take testimony. The Board adopts regulations, furnishes an annual report to the Governor before January 1st of each year, and may make donations from its surplus funds to State educational institutions for the promotions of education and research in architecture.

Organization

The Board elects annually a Chairperson and Vice Chairperson. The Board may, with the Governor's approval, employ clerks, experts, attorneys and other personnel as necessary. The Board has authority, with the Governor's approval, to fix compensation of the Executive Director and other employees.

Financing

The Board receives annual appropriations from the fund of the Board for Registration of Architects, but there are no general fund monies involved. The Board is self-supporting. Monies collected by the Board include registration fees, renewal fees, reinstatement fees, penalties and fines. Local business license fees are paid by architects through their respective counties.

Office Location

Offices of the Board are located at 770 Washington Avenue, Suite 150, Montgomery, Alabama 36130-4450; and the phone number is (334) 242-4179, fax: (334) 242-4531. Cindy J. McKim serves as Executive Director, Bonnie Singleton serves as Executive Secretary and Mary Goldthwaite serves as the Board's Attorney. Website: www.boa.alabama.gov.

BOARD OF ATHLETIC TRAINERS

Creation and Authority

The Board was established in 1993 by the Alabama Legislature. See *Ala. Code* §§ 34-40-1 to 34-40-17.

Purpose

The purpose of the Board is to provide for protection of the public through the licensure and regulation of athletic trainers in Alabama.

Composition

The Board consists of ten members, six of whom are athletic trainers appointed by the Alabama Athletic Trainers Association and three of whom are physicians actively engaged in the treatment of athletes and athletic injuries, the tenth member is the President of the Alabama Athletic Trainers Association. The physician members are appointed by the Medical Association of Alabama, and the members appointed by the Alabama Athletic Trainers Association are chosen from United States citizens who have been athletic trainers in Alabama for three years preceding appointment. Three members must be black, with one being a physician appointee. Members serve four-year, staggered terms, and are eligible for only three consecutive terms. In the event of death, resignation or removal, vacancies are filled by the Board, except the physician members are appointed by the Medical Association of the State of Alabama.

Organization

The Board elects a Chair, Vice Chair, and Secretary from its members for one-year terms, and appoints committees as necessary. Board meetings are held twice each year, with additional meetings on call of the Chair or of two members in writing. The Board promulgates rules, with rules that interpret the permissible services of an athletic trainer subject to joint approval by the Board and the State Board of Medical Examiners.

Duties

The Board receives applications for and grants licenses to athletic trainers who meet statutory requirements, set fees, and administers continuing education requirements for licensees. It is empowered to reject, revoke, or suspend a license, subject to the requirement that an aggrieved party is entitled to a hearing before the Board.

Financing

Activities of the Board are financed through athletic training fees paid into an Athletic Trainers' Fund in the state treasury to which general or other appropriations may be made.

Office Locations

The Board's address is P.O. Box 243011, Montgomery, Alabama

36124. The phone number is (334) 264-1929 and the fax number is (334) 262-2663. Currently serving as officers of the Board are Chairman Brad Montgomery, Vice Chairman Mike Jones, and Secretary Ciara Taylor. Website: www.athletictrainers.alabama.gov.

ALABAMA BOARD OF EXAMINERS OF ASSISTED LIVING ADMINISTRATORS

Creation and Authority

The Board was established in 2001. See *Ala. Code* §§ 34-2A-1 to 34-2A-16.

Purpose

The Board examines persons seeking a license to engage in assisted living administration and establishes and enforces standards for the licensing and practicing of assisted living administration.

Composition

The Board consists of nine members appointed by the Governor. The Governor appoints five licensed and registered assisted living administrators from lists of three nominees for each position submitted by the Assisted Living Association of Alabama, one physician from a list of three nominees submitted by the Medical Association of Alabama, one licensed nursing home administrator who manages assisted living beds in the same facility from a list of three nominees for each position submitted by the Assisted Living Association of Alabama, and two consumer members, one of whom must be 65 years of age or older. Additionally, no consumer member, or a spouse or immediate family member of a consumer member, shall be a licensee of the Board or be employed in the assisted living profession. All members of the Board shall be citizens of the United States and shall be residents of Alabama. Members serve three-year terms, and no board member may serve more than two consecutive full three-year terms. However, members continue to serve until a successor is appointed by the Governor. Board members are subject to removal by the Governor for misconduct, incapacity, incompetency, neglect of duty, or absence from three consecutive meetings.

Organization

The Board annually elects one of its members as Chairman, and Vice Chairman. The Chairman presides at meetings and appoints a Secretary with consent of members of the Board. The Secretary receives a salary and serves as executive officer for the Board. The Board holds four or more meetings a year, with a majority constituting a quorum and a majority of those present sufficient for action. Meetings are called by the Chairman or a majority of members, on seven days' notice, with each member receiving a \$50 to \$100 per diem fee plus travel and incidental expenses.

Duties

In order to carry out the provisions of the law, the Board promulgates rules and regulations governing the standards of assisted living administrators. It also prepares examinations to determine qualifications of applicants wishing to engage in assisted living administration.

Financing

The Board is financed from fees paid by applicants.

Office Location

Offices of the Board are located at 2740 Zelda Road, Suite 3B, Montgomery, AL 36106; the phone number is (334) 271-2418, and the fax is 334-271-2420. Ms. Amy Findley serves as Executive Director. The Board's website is www.boeala.alabama.gov.

STATE BOARD OF AUCTIONEERS

Creation and Authority

The Board was established in 1973. See *Ala. Code* §§ 34-4-1 and 34-4-54.

Purpose

The Board regulates the practice of auctioneers in Alabama.

Composition

The Board consists of eight members, one of whom must be a consumer, as appointed by the Governor. Members must have been licensed by the Board and actively engaged in the auction business at least five years prior to appointment. They serve five-year staggered terms of office, but no member may serve more than two consecutive terms. Compensation of members is the same per diem and mileage as is paid to state employees for each day spent on work made necessary by the provisions of the Code of Alabama, plus \$300 per day. The Board meets in January, April, July, and October of each year. Special meetings may be held at such times as the Board may provide in its by-laws. Three members of the Board constitute a quorum.

Duties

The Board examines and issues licenses to auctioneers and apprentice auctioneers. It has the authority to waive an examination if an applicant is applying via reciprocity from another state which has equal or higher standards and requirements for licensure. The Secretary of the Board keeps a roster of licensed auctioneers. The Board refuses, revokes, or suspends licenses and assesses fines upon proof of violation of the law or Board rules.

Organization

The Board elects a Chairman, Vice Chairman, a Secretary who may serve two years, and may employ necessary personnel. It makes necessary rules and regulations and may adopt a seal with the words "state board of auctioneers". Members receive the same per diem and expenses as state employees.

Financing

The Board has authority to collect application, examination and license renewal fees and to assess and collect fines for violations of law or Board rules and is, in turn, financed by these fees and fines.

Office Location

Offices of the Board are located at 2777 Zelda Road, Montgomery, Alabama 36106. The phone number is (334) 420-7235 and the fax is (334)263-6115. E-mail: auctioneers@alstateboard.com. Website: www.auctioneer.alabama.gov. Mr. Keith E. Warren serves as Executive Director.

ALABAMA STATE BAR

Creation and Authority

The Alabama State Bar was created in 1923. See *Ala. Code*, §§ 34-3-1 to 34-3-108.

Purpose

The Alabama State Bar has jurisdiction over the conduct of all attorneys and its Board of Bar Examiners provides for the examination of applicants who seek to practice law. The Alabama State Bar is the licensing and regulatory agency for attorneys in the State of Alabama, subject to Rules of the Alabama Supreme Court.

Board of Commissioners

Composition. The affairs of the Alabama State Bar are administered by a Board of Commissioners composed of at least one elected representative from each judicial circuit in Alabama, and one additional commissioner for each 300 members of the State Bar in a circuit who maintain their principal office in the circuit as of March of each year. In addition, there are nine at-large members of the Commission who are selected by the commission to serve. No circuit is entitled to more than ten elected Commissioners. For purposes of electing Commissioners, the Tenth Judicial Circuit includes the portion of the circuit known as the "Bessemer Cut-off," although it is treated as a separate circuit. The President and President-elect of the Alabama State Bar are ex officio President and President-elect of the Board of Commissioners. The President-elect is elected annually by secret ballot delivered electronically or mailed to the State Bar headquarters at a date designated by the Board of Commissioners. The President-elect succeeds

to the Presidency at the annual business meeting at which the term of the President expires. The Vice President is elected by the Board from its current membership. A secretary of the board, who is not a commissioner, is also elected at the conclusion of the annual business meeting. The secretary also serves as Executive Director of the State Bar. Regular meetings are held throughout the year that enable the Board of Commissioners to conduct the business of the State Bar. Commissioners serve three-year terms of office, subject to the requirement that no person may serve more than three consecutive terms. The Board of Commissioners may delegate such power as it deems appropriate to an executive council composed of the President, President-elect, Vice President, Immediate Past-president, and three Commissioners elected by the Board of Bar Commissioners. Commissioners receive no compensation other than expenses as provided by law.

Duties. The Board of Commissioners adopts policies pertaining to the operation of the Alabama State Bar. Pursuant to legislative authority, with approval of the Supreme Court, it prescribes rules concerning admission to the State Bar. In addition, subject to the approval of the Alabama Supreme Court, the Board adopts rules for the conduct of members of the State Bar. It has the power to enforce these rules by disciplinary proceedings, including reprimand, suspension, or disbarment.

The Alabama State Bar publishes a journal. *The Alabama Lawyer*, as well as bulletins and other items to improve the educational and ethical standards of the bench and bar. It makes studies and recommendations concerning substantive and procedural law and performs other functions pertaining to the practice of law and maintains a website, www.alabar.org, which serves as an information resource to both the legal profession and the public.

The Board of Commissioners provides for a Board of Bar Examiners to examine persons wishing to be admitted to the State Bar. The Board of Commissioners prescribes the regulations governing the selection, number, tenure, compensation, and authority of the examiners, subject to approval of the Supreme Court.

Organization of the State Bar

The Alabama State Bar has a full-time staff consisting of a Secretary/Executive-Director, General Counsel, administrative and

clerical personnel. The Bar oversees and supports a Mandatory Continuing Legal Education Program, a Lawyers Assistance Program, a Volunteer Lawyers Program, and a Practice Management Assistance Program, in addition to other programs for members of the Alabama State Bar. The Bar also maintains a separate disciplinary office, which is operated under aegis of the State Bar's Disciplinary Commission and is supervised by the General Counsel.

Financing

All practicing attorneys pay an annual license fee, which goes into a special trust fund. From this trust fund the Legislature makes an appropriation for the use of the Alabama State Bar.

Office Location

The Offices of the Alabama State Bar are located at 415 Dexter Avenue, P.O. Box 671, Montgomery, Alabama 36101; and the telephone number is (334) 269-1515. The Executive Director is Mr. Phillip McCallum. Website: www.alabar.org.

ALABAMA BEHAVIOR ANALYST LICENSING BOARD

Creation and Authority

The Board was created in 2014, under the authority of the Alabama Department of Mental Health. See *Ala. Code* §§ 34-5A-1 to 34-5A-8.

Purpose

The Board oversees the licensing and regulation of professional behavior analysts.

Composition

The Board is made up of seven members who serve three-year terms: four licensed behavior analysts, one licensed psychologist, one parent or guardian of a person being treated for a behavior disorder or

person who has received services from a licensed behavior analyst, and one member of the general public with no material interest in the practice of behavior analysis. While the initial board members were appointed by the Commissioner of the Department, subsequent appointments are made by the Governor.

Duties

The Board meets at least twice a year and is responsible for establishing rules, regulations, and fees for the licensure and governance of Alabama's professional behavior analysts.

Financing

The Board is funded by fees which it establishes and receives in conjunction with the licensure process. These fees are deposited in the Alabama Behavior Analyst Licensing Board Fund of the State Treasury and carry over year-to-year for the use of the Board.

Office Location

The Board is administered under the authority of the Alabama Department of Mental Health. It may be contacted through its phone messaging system at (334) 242-0477, by email at balicense.dmh@mh.alabama.gov, or by mail at P.O. Box 168, Mathews, AL 36052. Its website may be accessed at <https://www.mh.alabama.gov/ID/ABALB.aspx>.

ALABAMA STATE BOARD OF CHIROPRACTICE EXAMINERS

Creation and Authority

The Board was established in 1960. See the *Ala. Code* §§ 34-24-120 to 34-24-176.

Purpose

The Board is the licensing and regulatory agency for doctors and clinics of chiropractic.

Composition

The Board shall be composed of nine members. Eight members of the board shall be active licensed chiropractors elected as provided in this section. Seven of the elected members shall be elected one from each congressional district in this state except as otherwise provided in Section 34-24-141. Any candidate for or member of the Board shall be a resident of the appropriate congressional district except one candidate for the Board shall be elected from the state at large. One elected member of the Board shall be elected from the state at-large and shall be an African-American. Each elected member of or candidate for the Board shall meet the following qualifications: A citizen and resident of Alabama who has resided in this state for at least five years; a graduate of a chartered chiropractic school or college, which required actual attendance in the school as a prerequisite to graduation; currently engaged in the clinical practice of chiropractic and has been engaged in the clinical practice in this state for at least the five immediately preceding years; having renewed his or her license to practice chiropractic by September 30 of the year in which the election shall take place; of good moral character; and must not be presently on probation relating to the practice of chiropractic in any state including this state.

Duties

The Board provides information on licensure to persons interested in practicing chiropractic in Alabama, conducts examination, and issues licenses and clinic permits to successful candidates. The Board may refuse or revoke a license or permit in certain specified circumstances and may hold hearings and compel the attendance of witnesses. The Board also renews clinic permits, licenses, investigates and acts on complaints, reviews seminar material, and meets with chiropractic colleges, the National Board, Federation of Licensing Boards, and other national agencies as needed. The Board also submits to the Governor a list of nominees for one position on the Radiation Advisory Board.

Organization

Members elect a President, Vice President, Secretary/Treasurer, and Preceptor Director from among the members of the Board.

Office Location and Contact Person

The Board office is located at 126 Chilton Place, Clanton, AL

35045. The mailing address is Alabama State Board of Chiropractic Examiners, 126 Chilton Place, Clanton, Alabama 35045. Sheila Bolton acts as Executive Director of the Board. The Board phone number is 1-800-949-5838, the fax is (205) 755-0081 and the website: www.chiro.alabama.gov.

ALABAMA BOARD OF COSMETOLOGY AND BARBERING

Creation and Authority

The Board was created in 1957. See *Ala. Code* §§ 34-7A-3 to 34-7A-25 and §§ 34-7B-1 to 34-7B-27.

Purpose

The Board examines and licenses people in the cosmetology and barber professions and supervises the profession and practice of cosmetology and barbering. The Board was established to protect the health, safety, and welfare of the public.

Composition

The Alabama Board of Cosmetology and Barbering is composed of seven persons appointed by the Governor. One member shall be appointed from each congressional district. Two members shall be cosmetologists who have been licensed by the Board for at least five years before their appointment. Two members shall be barbers who have been practicing in the state for at least five years before their appointment. Except for initial appointments, barbers must be licensed by the Board before their appointment. One member shall be an active esthetician who has been licensed by the Board for at least five years before the appointment. One member shall be an active manicurist who has been licensed by the Board for at least five years before appointment. One member shall be a consumer. Members serve for four-year staggered terms. No appointee shall serve for more than two consecutive terms. Except as an instructor, no member of the Board may be affiliated with or own a school regulated by the Board, or any business which sells, rents, or distributes supplies to shops or schools. Any member may be removed by the Governor for just cause. The members of the Board shall annually

elect from among themselves a Chair, a Vice Chair, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be combined. Each member of the Board shall be paid one hundred dollars (\$100) per day for transaction of Board business, not exceed 36 days during a calendar year, and shall be paid the same mileage and per diem rate as other state employees. Vacancies on the Board shall be filled by the Governor. The board shall meet at such times as the members agree upon, and a majority of the board members constitutes a quorum.

Duties

The Board enforces laws relating to cosmetology and barbering and makes, publishes, and distributes necessary rules. The Board establishes the recommended number of hours in each profession which the Board regulates and establishes procedures for examination of applicants for licensure in cosmetology, barbering, esthetics, manicuring, and natural hair styling. The Board also licenses schools for given professions as well as shops. The Board may refuse to grant, revoke, or suspend a license or certificate of registration upon proof of violation of law or its rules.

Organization

The Board's staff is managed by an Executive Director who is appointed by the Governor and serves at the pleasure of the Governor. The Executive Director hires all personnel of the Board.

Financing

The Board of Cosmetology and Barbering is financed by the fees which it collects.

Office Location

Offices of the Board are located at 100 North Union Street, Suite 324, Montgomery, AL 36130-1750, the mailing address is P. O. Box 301750, Montgomery, AL; the phone numbers are (800)815-7453, (334)242-1918, fax (334)242-1926. The website www.aboc.alabama.gov, E-mail is cosmetology@aboc.alabama.

BOARD OF EXAMINERS IN COUNSELING

Creation and Authority

The Board was created in 1979. See *Ala. Code* §§ 34-8A-1 to 34-8A-24.

Purpose

The purpose of the Board is to regulate the private practice of counseling in Alabama and to protect the public from incompetent, unethical counseling practices. The Board issues a license to those who qualify as an Associate Licensed Counselor or Licensed Professional Counselor.

Composition

The Board consists of seven members who are appointed by the Governor. The Board consists of two citizens from the general public, two counselor educators, and three counselors in private practice. Each member serves a five-year term and is ineligible for reappointment for a period of three years following completion of their terms.

Duties

The Board of Examiners in Counseling issues licenses to engage in private practice to all persons who present satisfactory evidence of qualification under the provisions of §§ 34-8A-1 to 34-8A-24 and the rules and regulations of the Board. The Board establishes and collects license renewal fees from Licensed Professional Counselors and Associate Licensed Counselors. The Board by a majority vote of the board members present may withhold, deny, revoke or suspend any license or certificate or otherwise discipline a Licensed Professional Counselor or Associate Licensed Counselor upon proper hearing.

Organization

The Board elects annually a Chair and a Vice Chair. The Board holds at least one regular meeting each year, and additional meetings at the discretion of the Chair or at the written request of any three members.

Financing

The Board activities are financed through fees paid by licensees and applicants.

Office Location

The Board is located at 950 22nd St. N., Suite 765, Birmingham, AL 35203 and the phone number is 1-800-822-3307 or 205/458-8716, fax 205/458-8718. Ms. Florence Hemphill serves as the Executive Director. E-mail: Florence.hemphill@abec.alabama.gov and website: www.abec.alabama.gov.

ALABAMA BOARD OF COURT REPORTING

Creation and Authority

The Alabama Board of Court Reporting was established in 2006. See *Ala. Code* §§ 34-8B-1 to 34-8B-18.

Purpose

The purpose of the Alabama Board of Court Reporting is to establish and maintain a standard of competency for individuals engaged in the practice of court reporting and for the protection of the public, in general, and for the litigation whose rights to personal freedom and property are affected by the competency of court reporters.

Composition

The Board shall consist of seven members appointed by Governor, the Lieutenant Governor, the President Pro Tempore of the Senate, the Speaker of the House and the Chief Justice of the Alabama Supreme Court, which consists of four court reporters certified at a professional level by NCRA or NVRA, two of whom shall be employed in an official capacity and two of whom shall be employed in a freelance setting, two members in good standing with the Alabama State Bar Association, and one member in good standing with the Alabama Judicial Conference. In appointing members to the Board, the Governor shall appoint one official court reporter, one freelance court reporter, and one member of the

Alabama State Bar Association. ACRA, NCRA, NVRA and the Alabama State Bar Association shall respectively submit a list of three names for each appointment to the Governor for consideration. The Lieutenant Governor shall appoint one member of the Alabama Bar Association from the list of the three names submitted by the Alabama State Bar Association. The President Pro Tempore of the Senate shall appoint one member who is an official court reporter from a list of three names from the ACRA. The Speaker of the House of Representatives shall appoint one member who is a freelance court reporter from a list of three names submitted by ACRA. The Chief Justice of the Alabama Supreme Court shall appoint one member who is a member of the Alabama Judicial Conference from a list of three names submitted by the Alabama Judicial Conference. The members of the Board shall be inclusive and reflect the racial, gender, geographic, urban/rural and economic diversity of the state.

Duties

The Board shall have all the following duties and responsibilities:

- (1) act on matters concerning competency licensure only and the process of granting, suspending, reinstating, and revoking a license;
- (2) establish a procedure for the investigation of complaints against licensed court reporters and for the conduct of hearings in which complaints are heard;
- (3) set a fee schedule for granting licenses and renewals of licenses subject to the Alabama Administrative Procedure Act;
- (4) maintain a current, publicly available, register of licensed court reporters and a current register of temporarily licensed court reporters;
- (5) maintain a complete record of all proceedings of the Board;
- (6) submit an annual report detailing the proceedings of the Board to the Governor for the previous fiscal year and file a copy of the report with the Secretary of State;
- (7) adopt continuing education requirements;
- (8) determine the content of and administer examinations to be given to applicants for licensure as certified court reporters and issue numbered licenses to applicants found qualified;
- (9) maintain records of its proceedings and a register of all persons licensed by the Board which shall be a public record and open to inspection.

Office Location

The offices of the Board are located at 2011 Berry Chase Place, P. O. Box 241565, Montgomery, AL 36124-0066. The phone number is (334) 215-7232, the fax is (334) 215-7231, and the website is www.ABCR.alabama.gov. Paula McCaleb is the Executive Director -

email paula@leadership-alliance.org.

BOARD OF DENTAL EXAMINERS

Creation and Authority

The Board of Dental Examiners was established originally in 1881 but it presently operates primarily under legislation passed in 1959. See *Ala. Code* §§ 34-9-1 to 34-9-90.

Purpose

The purpose of the Board is to protect the public of the State of Alabama in matters relating to dentistry. In carrying out this purpose it licenses applicants who seek to practice dentistry and dental hygiene in Alabama.

Composition

The Board consists of six dentists, all of whom having been actively engaged in the practice of dentistry in the State of Alabama for at least five years and one dental hygienist. No member may teach in a dental school or college or have a financial interest in a commercial dental laboratory or a dental supply house. Members serve five-year-staggered terms of office. They are not eligible to succeed themselves and may be removed by a vote of two-thirds of the licensed dentists. Compensation consists of \$300 per day plus expenses as provided by law while actively engaged in the duties of their office. In these cases, a majority may appoint a former member and such licensed practicing dentists who for such purposes have the same power and privileges of regular board members.

Duties

The Board of Dental Examiners prescribes rules for qualification and licensing of dentists and dental hygienists, conducts examinations to ascertain the qualification of applicants for licenses as dentists and dental hygienists, and makes rules regarding sanitation. It formulates rules by which dental schools are approved and rules by which institutions involved in instruction for dental assistants, technicians, and parodontals

are approved. It grants licenses, license certificates, teacher permits and annual registration certificates to qualified dentists and hygienists, and investigates violations of dental standards and qualifications. It publishes annually the regulations of the Board, a copy of the Dental Practice Act, and a list of all persons licensed to practice. It adopts rules and regulations for a program of continuing education for licensees which, as of October 1, 1991, shall be a requisite for renewal of licenses. It authorizes persons, who may exercise the power of peace officers, to investigate violations of controlled substance laws in the profession.

Organization

The Board elects annually from its membership a President, Vice President and Secretary-Treasurer and may employ a Secretary who is not a member of the board and who is not required to be a dentist. Members receive as compensation a sum fixed by the Board for each day actively engaged in Board business, plus the same per diem and travel allowance provided state employees. All costs are paid by checks drawn by the Secretary-Treasurer and countersigned by the President, except the Administrative Secretary may sign checks for costs up to a limit set by the Board.

Financing

The Board receives funds from various sources, including license fees, annual renewal certificate fees, permit fees, and examination fees. All monies are appropriated to the Board to be used for purposes of the Board.

Office Location

The Board's office is located at 5346 Stadium Trace Pkwy., Suite 112, Hoover, AL 35244; and the phone number is (205) 985-7267, fax (205) 985-0674. The Board's Executive Director is J. Matthew Hart. Website: www.dentalboard.org.

BOARD OF EXAMINERS FOR DIETETICS/ NUTRITION PRACTICE

Creation and Authority

The Board was created in 1989 by the Alabama Legislature. See *Ala. Code* §§ 34-34A-1 to 34-34A-15.

Purpose

The purpose of the Board is to protect the health, safety and welfare of the public through the licensing and regulation of persons engaged in the practice of dietetics and nutrition.

Composition

The Board consists of three members appointed by the Governor, two of whom must be dietitians/nutritionists licensed under the act creating the Board, and one of whom is a lay person. At least two names shall be submitted for each place on the Board, with no elected officer of the Alabama Dietetic Association, Inc., eligible to serve. Each dietetics/nutritionist appointed by the Board must have been in the practice of dietetics/nutrition for not less than seven years, with the last two years in Alabama. Dietetics/nutritionists on the Board must be in different areas of practice, such as clinical dietetics and research, community dietetics, management, consultation and private practice, and education. Each board member serves a three-year term and may succeed himself or herself for one additional term. If a member fills a vacancy, or was initially appointed, the member may succeed to only one additional term. Members filling vacancies serve the unexpired term, with terms expiring on the date specified in the appointment. The initial board is appointed so that one member serves a two-year term, one serves a three-year term, and one a four-year term. Dietetics/nutritionist members become licensed during the first year of operation, and thereafter are licensed under the Act. The Board must meet not less than twice a year, with each member receiving a per diem of not less than \$25 and not more than \$100, plus travel and incidental expenses as provided by state law.

Duties

The Board is authorized to promulgate rules and regulations, adopt

a code of ethics, determine qualifications and fitness of applicant, issue and reinstate licenses, receive and process complaints, provide for examination or waiver of examination of applicants as specified by the Commission on Dietetic Registration, and impose penalties.

Finance

Receipts collected by the Board go into the Alabama State Board of Examiners for Dietetics/Nutrition Practice Fund. Such funds are used to carry out the Board's functions and disbursed by warrant of the State Comptroller.

Office Location

Offices of the Board are at 400 S. Union Street, Suite 271, Montgomery, AL 36104 and the phone number is (334) 265-7125, email al.dietitians@outlook.com. Ms. Elizabeth Sheehan serves as Executive Director/General Counsel. The website is www.boed.alabama.gov.

ALABAMA BOARD OF ELECTRICAL CONTRACTORS

Creation and Authority

The Board was created by the Alabama Legislature in 1985. See *Ala. Code* §§ 34-36-1 to 34-36-17.

Purpose

The purpose of the Board is to safeguard homeowners and other property owners and tenants against inadequate or unsafe electric installations through the testing and licensing of electrical contractors.

Composition

The Board consists of nine members appointed by the Governor for three-year, staggered terms. Two members are appointed from the state at-large, and one member from each of the State's seven congressional districts. Members representing congressional districts must be actively engaged in the electrical construction business, have an electrical

construction background of no less than five consecutive years, and hold certificates to validate their competence as master electricians in the electrical construction field. The two persons appointed to the Board at large must be members of the Alabama State Electrical Workers Association. Vacancies are filled by the Governor for the balance of the unexpired term, with members serving until their successors are appointed.

Organization

The Board enacts rules and regulations and elects Board officers annually from its membership. The Board may hold special meetings as provided in its rules and regulations, subject to the requirement that it meet at least once in the first quarter and once in the third quarter of the year. Five members constitute a quorum, with members authorized to receive \$25 per day while performing their duties plus other expenses as provided by law. The Board employs an Executive Secretary, whose pay is determined by the Board.

Duties

The Board prepares or approves applications for licenses, determines qualifications of electrical contractors, including master and journeyman electricians and investigates alleged violations of electrical construction standards, as provided by legislation and its own rules and regulations. The Board establishes reasonable fees for administration of examinations and the issuance of licenses and brings actions as necessary to prevent persons from engaging in electrical contracting without a license.

Financing

Monies received by the Alabama Board of Electrical Contractors for examinations, licensing, and related services are deposited into an "Alabama Board of Electrical Contractors Fund" of the State Treasury. Allocations are budgeted from the fund for the work of the Board and paid out on itemized vouchers from the Board Executive Secretary. Any monies remaining in the "Fund" at the end of the fiscal year in excess of \$100,000 are transferred to the State General Fund.

Office Location

Offices of the Board are in Montgomery, Alabama 36106; and the phone number is (334) 420-7232, FAX (334) 263-6115. Mr. Keith E. Warren serves as Executive Director, e-mail: keith@alstateboard.com. Website: www.aecb.alabama.gov.

ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

Creation and Authority

The Alabama Electronic Security Board of Licensure was created by an act of the legislature in 1997. See *Ala. Code* §§34-1A-2 to 34-1A-4 and 43-1A-9 to 34-1A-11.

Purpose

The purpose of the Alabama Electronic Security Board of Licensure is to license and regulate persons and business entities that provide, sell, service, install, maintain, or monitor burglar alarm, access control, or closed-circuit TV systems as well as locksmiths. The Board is also to promulgate canons of ethics under which the regulated professional activities of persons and business entities shall be conducted.

Composition

The Board is composed of six people, appointed by the Governor. Two members representing the alarm system industry shall be selected from five nominees submitted by the Alabama Alarm Association. One member shall be selected from three nominees from the Alabama Consulting Engineers Association. One member shall be selected from three nominees from the Alabama Sheriff's Association. One member who is a locksmith shall be selected from three nominees by the Alabama Locksmith Association. Finally, one member shall be a representative of the consumers of the state. Board members serve four-year terms, and no member shall serve more than two successive four-year terms. Members are paid out of funds of the Board per diem as prescribed by law for state employees. Meetings shall be at least four times a year, and special meetings held at the call of the Chair or by a majority of the members with

a majority of the Board constituting quorum. A Chairman of the Board is elected on an annual basis by the members.

Duties

The Board shall promulgate regulations and standards for the training and licensing of alarm system installers and locksmiths. It shall examine and license and may establish classifications of training and licensing for this business. The Board, after a public hearing, can establish board rules or regulations, competency standards, and any changes of the standards.

Financing

The Board is financed by the fees it collects.

Office Location

The Board can be contacted at 7956 Vaughn Road, PMB 392, Montgomery, AL 36116. The phone number is (334) 264-9388 and the fax is (334)264-9332. Mr. John D. Orr Sr. is the current Chair of the Board and Ms. Lynne B. Taunton serves as Executive Director. The website is www.aesbl.alabama.gov.

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Creation and Authority

The Board was originally created in 1935, but was established in its present form in 1961. See *Ala. Code* §§ 34-11-30 to 34-11-37.

Purpose

The Board was created to protect the public by helping to safeguard life, health and property, and to promote the public welfare by providing for the licensing and regulation of persons in the practices of engineering and land surveying.

Composition

The Board is composed of nine persons appointed by the Governor from a list of three names for each position to be filled. Five of the members must be professional engineers, two members must be professional land surveyors, and two members represent the public. The list of names for the engineering positions is submitted by a committee consisting of representatives of the state's major engineering societies. The list of names for the land surveying positions is submitted by the Alabama Society of Professional Land Surveyors. Members must be citizens of the United States and residents of Alabama. They must have had twelve years of experience in the practice of engineering/surveying, with at least five years of experience in a position of responsible charge. They must hold unexpired certificates issued by the Board.

The list of names for the public member positions is submitted by a committee of Business Development Organizations. Each Public Member must be a resident of the state, be at least 40 years of age, and have never been a professional engineer or professional land surveyor.

Members serve five-year terms of office and may be removed by the Governor for cause. Their compensation is \$100 per day plus expenses as provided by law. The Board holds a minimum of two regular meetings in Montgomery each year and may hold special meetings. A quorum consists of a simple majority (five members).

Duties

The Board licenses engineers and land surveyors and certifies engineer interns and land surveyor interns, and issues certificates of authorization to corporations, firms, or partnerships practicing engineering or land surveying. It conducts examinations for applicants and renews licenses and certifications. It adopts a code of ethics for engineers, engineer interns, land surveyors, and land surveyor interns and imposes discipline on licensees who violate this code. It investigates complaints of violations of law and the code of ethics. The Board may reprimand, censure, place on probation, or fine any licensee or certified intern or certified corporation, partnership or firm and suspend, refuse to renew, or revoke the certificate of licensure of those who violate the law or code. It may enter an order assessing a civil penalty against any non-licensed person, corporation, or other entity found guilty of violating the law. It

may present findings to the District Attorney of the county where the violation occurred. It may apply for injunctive relief to restrain persons from violating the law to the Circuit Court of Montgomery County, Alabama or to the circuit court of the county where the violation occurred. The Board keeps a roster of licensed engineers and surveyors and all who possess current certifications as engineer interns and land surveyor interns and certificates of authorization issued to corporations, partnerships or firms. Copies may be dispersed or sold to the public on request. The Board makes an annual report to the Governor.

Organization

The Board employs an Executive Director, and other personnel.

Financing

Annual appropriations are made for the Board's expenses from the Professional Engineers' Fund, which is derived from fees. The excess over 33 per cent of the budget of the Board of the previous fiscal year in the fund at the end of the State fiscal year is transferred into the General Fund of the State.

Office Location

The Board's Office is located at 100 North Union Street, Suite 382, Montgomery, AL 36104-3762, and the mailing address is P.O. Box 304451, Montgomery, AL 36130-4451. The phone number is (334) 242-5568 and the fax number is (334) 242-5105. William R. (Rick) Huett, serves as Executive Director. Website: www.bels.alabama.gov.

ALABAMA STATE FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Creation and Authority

The Alabama State Fire College and the Alabama Firefighters Personnel Standards and Education Commission were merged by the Alabama Legislature in May 13, 1988 and their statutory basis was further clarified by Act 2012-207. See *Ala. Code* §§ 36-32-1 to 36-32-13.

Purpose

The Alabama Fire Fighters Personnel Standards and Education Commission's purpose is to pursue the advancement of firefighter education in the state through the study of existing practices, recommendation and promulgation of new rules and educational standards, and promotion of increased participation and new research in firefighting education.

The Alabama Fire College has the responsibility of training and certifying paid, volunteer and industrial firefighters in fire prevention and suppression, emergency medical services, and related fields.

Composition

The Commission consists of seven members. One member is designated by the Professional Firefighters Association of Alabama, one by the Alabama Firefighters Association, one by the Alabama Association of Volunteer Fire Departments, and another by the Alabama Association of Fire Chiefs. The State Fire Marshal serves ex officio, and the Governor and Lieutenant Governor appoint one member each. Members have four-year terms and must be qualified electors. The appointees from the fire service associations must be certified firefighters, and all nominees must be confirmed by the Alabama Senate. The Commission elects a Chairman and Vice Chairman from among its members.

Duties

The Commission is directed: (1) to study processes of recruitment, selection and training of firefighting personnel; (2) to review the minimum standards established by the Code (essentially these standards provide that no city or town shall employ a firefighter unless he or she is certified according to the regulation of the Commission. Each city or town has twelve months from date of employment in which the firefighter has to complete at least 360 hours of formal firefighting training in an approved training school and pass a written test for certification as prescribed by the Commission.); (3) to study and make recommendations concerning the curriculum of firefighting schools in the State; (4) to encourage the establishment of firefighting training schools; and (5) to gather data and make reports concerning the activities of firefighting agencies and activities in the State.

Financing

The combined agency Commission is financed from the Alabama Special Education Trust Fund, and is authorized to accept grants from the federal government, from the State, and from municipalities.

Office Location

Offices are located at 2501 Phoenix Drive, Tuscaloosa, Alabama 35405. The telephone number is (205) 391-3744. Mr. Russell Ledbetter is the current Chairman of the Personnel Standards and Training Commission, and Mr. Matt Russell serves as Executive Director of the Fire College. The website is www.alabamafirecollege.org.

STATE BOARD OF REGISTRATION FOR FORESTERS

Creation and Authority

The Board was established in 1957. See *Ala. Code* §§ 34-12-1 to 34-12-37.

Purpose

The Board is charged with administering a licensing and regulatory program for the practice of forestry in order to benefit and protect the citizens of Alabama.

Composition

The Board is composed of five members. Each member is appointed by the Governor from a list of three nominees submitted by the Alabama Division, Society of American Foresters. Members of the Board may be reappointed to successive terms. They must be citizens of the United States, residents of Alabama, Registered Foresters, members or fellows of the Society of American Foresters, and practicing foresters for at least ten years prior to their appointment. They serve five-year staggered terms of office and may be removed by the Governor for misconduct, incompetence, or neglect of duty. Compensation consists of \$50 per day plus expenses as provided by law. The Board holds at least

two regular meetings a year, one in January and one in July. In addition, it meets in April and October but may not hold more than one special meeting a month. Three members constitute a quorum.

Duties

The Board examines, licenses, and supervises persons who practice forestry as registered foresters and revokes licenses for cause. It may prosecute violators of the Registration Act. The Board holds hearings to which it may subpoena witnesses and at which it may administer oaths. It maintains a register of applications for registration, prepares biennially in even-numbered years a roster of registered foresters, and submits a report to the Governor on September 30 each year. It may make all by-laws and rules necessary for the proper performance of its duties.

Organization

The Board may hire necessary personnel or may contract with a State Department or agency to provide clerical assistance. It elects annually from its members a Chairman, Vice Chairman and Secretary and employs an Office Manager as its Executive Officer.

Financing

The Board is financed by the Professional Foresters Fund, which is derived from fees, charges, and fines collected by the Board. It is also authorized to receive donations.

Office Location

Offices of the Board are at 513 Madison Avenue, Montgomery, AL 36104. The phone number is (334) 240-9301; fax number is (334) 240-9387. Serving as Executive Director for the Board is Lea Anna Meadows. The current Chairman is Joe D. Roberson. The website is www.asbrf.alabama.gov.

ALABAMA BOARD OF FUNERAL SERVICE

Creation and Authority

The Alabama Board of Funeral Service was established in 1975 and replaced the Alabama Board of Embalming. See *Ala. Code* §§ 34-13-1 to 34-13-152.

Purpose

The Board examines, licenses, certifies, register, and supervises funeral directors, embalmers, cremationist, apprentice funeral directors, apprentice embalmers, crematories and funeral establishments.

Composition

The Board consists of seven members. All five members of the Alabama Embalming Board became members of the Alabama Board of Funeral Service. However, if more than one member lived in the same congressional district, the Governor designated which one was to serve on the new Board. For each of the unfilled positions, the Governor appoints a member from a list of nominees provided by the Alabama Funeral Directors Association, Inc., and the Alabama Funeral Directors and Mortician Association. Beginning January 1, 2019, the Board shall be reconstituted to consist of seven professional members and two consumer members. One consumer member shall be appointed by the Lieutenant Governor and one consumer member shall be appointed by the Speaker of the House using their own discretion. Consumer members may not reside in the same congressional district.

All embalmers and funeral directors are to meet in Montgomery, Alabama, each October and nominate three persons for each vacancy of professional members on the Board. The Governor in turn fills each position from the respective lists. The successors to the original members of the Board serve two-year terms. See *Ala. Code* §§ 34-13-1 to 34-13-10, 34-13-20 to 34-13-31, 34-13-50 to 34-13-57, 34-13-70 to 34-13-74, 34-13-90 to 34-13-94, 34-13-110 to 4-13-116, and 34-13-130 to 34-13-134.

Four of the professional members of the Board must be licensed and practicing embalmers and three must be licensed and practicing funeral directors who are also operators of a funeral establishment in the

state. No member may serve more than two consecutive four-year terms and no more than one professional member may reside in the same congressional district. Board members receive expenses as provided by law and \$50 per diem for each day spent on the business of the Board (not to exceed 20 days each year). The Board meets quarterly and at any other time it deems necessary. A majority of the members constitutes a quorum.

Duties

The Board prescribes the educational qualifications, standards of proficiency, and fitness of applicants and adopts rules and regulations for cremation, embalming and funeral directing practices. It hears and tries charges against any licensed cremationist, embalmer, funeral director, funeral establishment, certified apprentice funeral director, and certified apprentice embalmer for any violations of Alabama Funeral Service laws or regulations as defined in Section 34-13-1 et seq., or any offense involving moral turpitude and revokes the license of any person found guilty of such charge.

Organization

The Board elects a Chair, Vice Chair, Secretary, and Treasurer from its membership. The Board also employs an Executive Director and an Associate Executive Director. The Executive Director is responsible for the direction of the office of the Board, supervises field inspections, and enforces regulations concerning cremation, embalming and funeral directing.

Financing

The Board collects a license fee and an annual fee and uses the funds to pay its expenses.

Office Location

Offices of the Board are at 400 South Union Street, Suite 395, Montgomery, Alabama 36104. The mailing address is P.O. Box 309522, Montgomery, AL 36130-9522 and the phone number is (334) 242-4049; FAX (334) 353-7988. Mr. Charles M. Perine serves as Executive Director. The website is www.fsb.alabama.gov

STATE LICENSING BOARD FOR GENERAL CONTRACTORS

Creation and Authority

The Board was established in 1935. See *Ala. Code* §§ 34-8-20 to 34-8-28.

Purpose

The Board examines and licenses commercial and industrial general contractors in Alabama.

Composition

The State Licensing Board for General Contractors consists of five persons appointed by the Governor. Each member must be a general contractor with at least ten years of experience. One member must have the larger part of his or her experience in highway construction; one, in the construction of public utilities; one, in building construction; and one, in the performance of construction work as a subcontractor. Members serve five-year staggered terms and may be removed by the Governor. Their compensation is \$200 per meeting as provided by law. The Board holds regular meetings each year in January, April, July, and October, and special meetings may also be held. Three members constitute a quorum.

Duties

The Board has the authority to conduct written examinations to determine the eligibility of applicants for a general contractor's license, issues licenses, and revokes them for cause. It issues rules, by-laws, and regulations; keeps a list of licensees on a website; and makes an annual report to the Governor on or before March 1 each year. It works with local governments in enforcing licensing requirements for those seeking building permits.

Organization

The Governor designates the Chairman, Vice Chairman, and Secretary-Treasurer from among the members of the Board. The Board employs an Executive Secretary and other personnel.

Financing

The Board is supported by monies received by it as license fees. Any surplus accumulated each year reverts to the General Fund, except for an amount not to exceed 33% of its budget of the previous year.

Office Location

Offices for the Board are at 2525 Fairlane Drive, Montgomery, AL 36116. The phone number is (334) 272-5030, fax (334) 395-5336. Mr. Joseph C. Rogers, Jr. is Executive Secretary. The website is www.genconbd.alabama.gov.

ALABAMA BOARD OF LICENSURE FOR PROFESSIONAL GEOLOGISTS

Creation and Authority

The Alabama Board of Licensure for Professional Geologists was created in 1995. See *Ala. Code* §§ 34-41-4 to 34-41-24.

Purpose

The purpose of the Board is to define and establish minimum professional standards for ethical conduct, professional responsibility, education, and experience for professional geologists practicing within the state.

Composition

The Board consists of seven members, appointed by the Governor from a list of nominees submitted by the Board. Members must be United States citizens, have resided in the state for at least five years immediately preceding the appointment and be at least 25 years of age. Members should be licensed geologists and represent the following professional subgroups of geology: one member from the faculty of geology of an Alabama college or university that grants degrees in geological sciences; one member from a government agency employing geologists; one member from business, exclusive those already represented; one member from the mining industry; one member from the petroleum industry; one member from a geotechnical and/or environmental engineering firms; and

one member from independent geological consultants. Members serve for three-year terms, term limits being two consecutive three-year terms unless interrupted by at least three years. Members are reimbursed at one hundred dollars per day plus mileage for days met. Four members is quorum, and at least three meetings will be held each year. The Board shall elect from its membership a Chair, Vice Chair, and a Secretary-Treasurer.

Duties

The Board's duties include developing and administering examinations for licensure, developing professional standards of conduct for geologists, regulate the practice of geology, and prevent abuses of the practice of geology. The Board also considers applicants for licenses, renews and reissues licenses, establishes and collects necessary fees, and investigates complaints. The Board also shall meet with the Alabama State Board of Professional Engineers and Land Surveyors and establish a memorandum of understanding, containing guidelines for resolving jurisdictional concerns that may arise between registered engineers and registered geologists. The Board shall also keep a register of licensed geologists.

Financing

The Board is financed by fees which it collects.

Office Location

The Board is located at 2777 Zelda Road, Montgomery, Alabama 36106. The phone number is 334-420-7236; fax number 334-263-6115. The Board's email address is geology@alstateboard.com and the website: www.algeobd.alabama.gov. Keith Warren serves as Executive Secretary.

ALABAMA BOARD OF HEARING INSTRUMENT DEALERS

Creation and Authority

The Alabama Board of Hearing Instrument Dealers was created in 1971. See *Ala. Code* §§ 34-14-1 to 34-14-33.

Purpose

The purpose of the Alabama Board of Hearing Instrument Dealers is to provide for licensure of persons who are dispensers and fitters of hearing instruments, to provide for regulation of dispensing and fitting of hearing instruments to the public, and to provide for penalties and punishment for violation of the enabling legislation.

Composition

The Board is composed of eight members appointed by the Governor from a list of nominees submitted by the Alabama Society for Hearing Healthcare Providers and one consumer member appointed directly by the Governor. Five licensees of the Board must be hearing instrument licensees (one of whom may be a fitter) with not less than three years' experience. One member must be an otolaryngologist and the other member an audiologist. All members serve a staggered four-year term. Members of the Board are eligible to be reappointed but may serve only two full terms without waiting one year after the expiration of the most recent full term of office. The Board elects its own officers. Members receive \$25 per day and expenses as provided by law while directly engaged in the duties of the office, but the total sum may not exceed \$1,000 per year. The board shall meet not less than twice each year at a place, day, and hour determined by the Board. The Board shall also meet at such other times and places as may be requested by the State Board.

Duties

The Board shall prepare the examinations required by this Act and shall carry out the provisions of this Act.

Financing

The Board is financed through monies collected in fees and fines.

Office Location

The Board operates at 400 S. Union Street, Suite 235B, Montgomery, AL 36130-3010. The phone number is (334) 593-3777. Ms. Marilyn Fletcher serves as Executive Secretary.

ALABAMA STATE BOARD OF HEATING, AIR CONDITIONING AND REFRIGERATION CONTRACTORS

Creation and Authority

The Board was created by the Legislature in 1978. See *Ala. Code* §§ 34-31-18 to 34-31-34.

Purpose

The Board certifies qualified contractors on a state-wide basis in order to protect the public by identifying those contractors who have the knowledge and ability to install or service and repair heating, air conditioning, and refrigeration.

Composition

The Board consists of twelve members appointed, in accordance with the statute, by the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, and the President Pro Tempore. The Governor appoints one mechanical engineer, two heating and air conditioning contractors, and one consumer from the general public. The Lieutenant Governor appoints one trade representative of an equipment manufacturer or supplier, one member who is a representative from a county or local inspection services department, and one heating and air conditioning contractor. The Speaker of the House of Representatives appoints one trade representative of the service, one consumer from the general public, and two heating and air conditioning contractor. Members serve four-year, staggered terms, and may not serve more than two consecutive terms of office.

Duties

The Board identifies qualified contractors through examination and issuance of certificates. A list of qualified contractors can be found on the website, updated daily.

Organization

The Board elects from among its members a Chairman, Vice

Chairman, and a Secretary. The Chairman presides over board meetings and the Vice Chairman presides when the Chair is absent. The Secretary keeps records of the Board and issues certificates in its name. The Board meets in regular session at least once each three-month period, with a majority of the board required to constitute a quorum. The Board is authorized to take disciplinary action, and to hold hearings, call witnesses, administer oaths, take testimony, and obtain evidence in the conduct of its business. Board members receive \$100 per day for attending sessions of the board, to its committees, and shall be reimbursed for travel expenses as are paid to state employees.

Financing

Board activities are financed through fees paid by applicants for certificates, renewals, and penalties collected by the Board.

Office Location

The Board's offices are located at 121 Coosa Street, Suite 250, Montgomery, AL 36130-5025. The phone number is (334) 241-0840; fax (334) 265-05700. The website is www.hacr.alabama.gov.

HOME BUILDERS LICENSURE BOARD

Creation and Authority

The Board was established in 1992 by the Alabama Legislature. See *Ala. Code* §§ 34-14A-1 to 34-14A-18.

Purpose

The purpose of the Board is to set and administer license requirements for home building and private dwelling construction, including remodeling, and to provide home building standards in the state of Alabama.

Composition and Organization

The Board consists of nine members. The Governor appoints three

members, the Lieutenant Governor appoints three members, and the Speaker of the House of Representatives appoints three members. Appointments are from a list of three qualified individuals for each position, provided by the Home Builders Association of Alabama, with seven members being home builders and bona fide Alabama residents with at least five years of building experience. One member must be a building inspector or building official of a city, county, or state entity, and one member must be a consumer not affiliated with a licensee. Members serve three-year, staggered terms, and may be reappointed. The Board holds an organizational meeting within thirty days of appointment, and meets thereafter at least quarterly, and at such times as the Chair may designate. Four members constitute a quorum, with records of board meetings kept by the Secretary.

Duties

The Board receives applications from, and issues licenses to, residential home builders under requirements set by the Board. Qualifications may include experience, ability, character, financial responsibility, and willingness to serve the public and conserve the public health and safety, and any other pertinent information. The Board may revoke or suspend licenses of any licensee who commits fraud or deceit in obtaining a license, or who commits gross negligence, incompetence, or misconduct in the practice of residential homebuilding. The Board may also impose administrative fines not to exceed \$5,000 for each violation, including acting as a residential homebuilder without holding the required license. It promulgates rules and regulations and maintains a Recovery Fund for homeowners aggrieved by a licensee.

Financing

The Board finances its operations through license fees and fines.

Office Location

The Board is located at 445 Herron Street, Montgomery, Alabama 36104, and the phone number is (334) 242-2230; fax number is (334) 263-1397. Mr. J. R. "Chip" Carden, Jr. serves as Executive Director. The website is www.hblb.alabama.gov.

BOARD OF HOME MEDICAL EQUIPMENT SERVICES PROVIDERS

Creation and Authority

The Board of Home Medical Equipment Services Providers was established in 2000. See *Ala. Code* §§ 34-14C-1 to 34-14C-8.

Purpose

Through consultation with current members in good standing of the Alabama Durable Medical Equipment Association or its successor, the Board shall adopt regulations that specify the medical equipment to be included in this chapter, set standards for the licensure of entities which provide home medical equipment services, and govern the safety and quality of home medical equipment service providers.

Composition

The Board shall consist of at least nine members appointed by the Governor. A majority should be representatives of the home medical equipment services industry, and at least one person from each of the following categories: A consumer of home medical equipment services, a physician, a representative from the acute-care hospital community, and a representative from the home health agency community. The members shall serve for terms of three to five years, with one-third of the Board being replaced every year, with a possible renewal for successive three-year periods.

Duties

The Board shall have the responsibility for creating, establishing, maintaining, and enforcing regulations governing the operation of home medical equipment services providers, including the qualifications of inspectors, the nature of inspections, and the process for appeals.

The Board is responsible for ensuring that all home medical equipment services providers comply with all applicable federal and state laws and regulations governing the safety of home medical equipment services provider facilities and delivery vehicles, the safety and quality of home medical equipment, and the safety, quality, and effectiveness of

home medical equipment service procedures, as well as comply with any additional standards and testing requirements duly promulgated by the Board and required for licensure.

The Board shall inspect all license applicants to determine compliance with the licensing requirements and may conduct random inspections upon application for renewal, both for cause, and as necessary to ensure the integrity and effectiveness of the licensing process. The Board shall adopt and maintain standards for the individuals charged with conducting the inspections for the purpose of determining compliance with licensing requirements. Board employees or contractors may be authorized to conduct inspections.

Financing

A separate special revenue trust fund in the State Treasury entitled the Home Medical Equipment Services Fund is established. All receipts collected by the Board will be used to carry out the functions of the Board.

Office Location

The office of the Board is located at 2777 Zelda Road, Montgomery, AL 36106 and the mailing address is P. O. Box 240636, Montgomery, AL 36124. The phone number is 334-215-3474; the fax is 334-263-6115, and the website address is www.homemed.alabama.gov. Keith Warren serves as the Executive Director.

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

Creation and Authority

The Alabama Licensure Board for Interpreters and Transliterators was established in 1998 by the Alabama Legislature. *See Ala. Code* §§34-16-1 to 34-16-16.

Purpose

The purpose of the Board is to create a system to license and regulate interpreters and transliterators.

Composition

The Board shall consist of nine members appointed by the Governor. Four members shall be certified interpreters or transliterators by a nationally recognized authority. One of these members shall work in an educational setting. Each of these four members shall be appointed from a list submitted by the Alabama Registry of Interpreters for the Deaf. Three members shall be deaf or hard of hearing individuals who are knowledgeable in the field of professional interpreting. Each of these members shall be chosen from lists of nominations submitted by the Alabama Association of the Deaf. The final two members shall be chosen at-large by the Governor and shall be individuals who have an interest in and are experiences in dealing with issues that affect the deaf, hard of hearing, and interpreting communities. Members shall serve four-year terms and shall elect among themselves a Chair, Vice Chair, and a Secretary with no member serving more than two years consecutively in the same office.

Duties

The Board shall act on matters concerning the licensure and permitting, and the process of granting, suspending, reinstating, and revoking of licenses or permits. The Board shall set and collect fees from the granting and renewal of licenses or permits. The Board has the power to develop a mechanism for processing applications for permits, licenses, and renewals. The Board shall establish a procedure to enable the investigation of complaints concerning the violation of ethical standards. The Board will maintain a current register of licensed interpreters and permitted interpreters, and these registers shall be public record. The Board shall also have the duty to adopt continuing education requirements and meet at least twice a year.

Financing

The Board shall be financed from the fees it collects.

Office Location

The offices of the Board are located at 2777 Zelda Rd, Montgomery, AL, 36106. The mailing addresses are 2777 Zelda Rd, Montgomery, AL 36106 and PO Box 240187, Montgomery, AL 36124-

0187. The phone number is 334-277-8881 and the fax number is 334-263-6115. The website address is www.ALBIT.alabama.gov and the email address is albit@alstateboard.com. Keith E. Warren is Executive Director, Ben Hollingsworth serves as Board Chair and Leigh Moorner is the Administrator.

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

Creation and Authority

The Board of Examiners of Landscape Architects was established in 1971. See *Ala. Code* §§ 34-17-1 to 34-17-27.

Purpose

The Board licenses and regulates landscape architects in Alabama.

Composition

The Board consists of three members who serve three-year staggered terms. Members are appointed by the Governor and must be landscape architects who have practiced in Alabama for a period of two or more years prior to their appointment. Members of the Board elect their own officers and receive no salary for their services other than expenses as provided by law. The Board must hold at least two meetings a year. No quorum is specified by law.

Duties

The Board enforces all laws pertaining to landscape architects. It establishes requirements for landscape architects, conducts examinations for their licensing, sets license fees, and provides penalties for violation of the law.

Financing

The financing of the Board of Examiners of Landscape Architects is provided by funds derived from license fees, certificate fees,

administration fees, and from other fees assessed pertaining to landscape architect's law.

Office Location

Offices of the Board are located at 2777 Zelda Rd, Montgomery, AL 36106, which is also the mailing address. The phone number is (334) 262-1351 and the fax number is (334) 263-6115. The website is www.abela.alabama.gov. The email is landscapeboard@alstateboard.com. Keith E. Warren is Executive Director, Larry Bates serves as Board Chairman and Leigh Moorner as Administrator.

ALABAMA BOARD OF EXAMINERS IN MARRIAGE AND FAMILY THERAPY

Creation and Authority

The Alabama Board of Examiners in Marriage and Family Therapy was established in 1997. See *Ala. Code* §§ 34-17A-1 to 34-17A-26.

Purpose

The purpose of the Alabama Board of Examiners in Marriage and Family Therapy is to recognize that Marriage and Family Therapy is a professional practice which affects the public safety and welfare. This Board seeks to ensure that the public is protected from the unprofessional, improper, unauthorized, and unqualified practice of marriage and family therapy.

Composition

The Board shall consist of five members appointed by the Governor. In appointing members to the board, the Governor shall select those persons whose appointments would ensure that, to the extent possible, the membership of the Board reflects the geographic, gender, and racial diversity of the state as a whole. The list from which the Governor shall make the selection shall contain names of at least (1) two citizens from the general public; (2) two qualified marriage and family therapy educators; and (3) six qualified practicing marriage and family therapists.

The Board will consist of one citizen from the general public, one qualified marriage and family therapy educators, and three qualified practicing marriage and family therapists. The members serve staggered five-year terms.

Duties

The Board has the following functions and duties together with all powers necessary or convenient for the performance thereof:

- To examine and pass on the qualifications of all applicants and shall issue a license to each successful applicant attesting to his or her professional qualifications as a marriage and family therapist.
- To review the standards described in §34-17A-10 for applicants;
- To conduct annual examinations in accordance with §34-17A-11;
- To review persons licensed or certified in other states upon application;
- To set and collect fees for licensing;
- To deny, revoke, or suspend a license granted pursuant to the grounds outlined in §34-17A-14;
- To conduct administrative proceedings in accordance with § 34-17A-15 and the Alabama Administrative Procedure Act, Section 41-22-1 to 41-22-27; and
- To establish rules, regulations, and procedures as are necessary to the exercise of its functions.

Organization

The Board may employ a Director, secretary, attorneys, experts, and other employees as necessary, and for whom necessary funds are appropriated. The Board shall elect annually a Chair and Vice Chair. Each member will receive the same per diem and travel allowance as state employees for official meetings. The Board shall hold one regular meeting per year, three members shall constitute a quorum.

Financing

An Alabama Board of Examiners in Marriage and Family Therapy Fund was established to receive all receipts and disciplinary fines collected by the Board. In addition, the Board may accept grants from foundations, individuals, and institutions to carry on its function.

Office Location

The offices of the Board are located at 2777 Zelda Road, P. O. Box 240216, Montgomery, AL 36124. The phone number is (334)395-7455, the fax is (334) 263-6115 and the website address is www.mft.state.al.us. Keith E. Warren is the Executive Director and his email address is keith@alstateboard.com.

ALABAMA BOARD OF MASSAGE THERAPY

Creation and Authority

The Alabama Board of Massage Therapy was established in 1996 by an act of the legislature. See *Ala. Code* §§34-43-1 to 34-43-21.

Purpose

The purpose of the Alabama Board of Massage Therapy is to protect the health, safety, and welfare of the public by ensuring that licensed massage therapists, massage therapy schools, and massage therapy instructors meet prescribed standard of education, competency, and practice.

Composition

The Board is composed of seven members appointed by the Governor and subject to confirmation by the Senate. Five of the members initially appointed to the Board shall have been actively engaged in the practice of massage therapy for not less than three consecutive years prior to their appointment. Successor members to these initial five shall be licensees to the Board. The remaining two members shall be from the public who are and were not licensed or have a direct financial interest in the massage therapy profession. They shall be high school graduates or have an equivalency diploma and be United States citizens, residing in Alabama for the two years prior to their appointment. Members shall serve staggered four-year terms. Meetings shall be at least biannual to review license applications and a Chair and Vice Chair shall be elected from the membership. Quorum is a majority of current appointed board members. Board members do not receive compensation but receive the per diem allowance for state employees for each day the Board meets. Board

members are limited to two full consecutive terms.

Duties

The duties of the Board include examining and qualifying applicants for licensure and issuing licenses to successful applicants. The Board shall develop standards for massage therapy and work to ensure effective consumer protection. It shall also maintain a roster of all licensed massage therapists and investigate any persons violating its rules and regulations. The Board may also employ necessary employees to implement its duties.

Financing

The Board is financed through fees it collects, and any money appropriated to it by the Legislature.

Office Location

The Board is located at 2777 Zelda Road, Montgomery, Alabama 36106. The phone number is 334-420-7233; FAX number is 334-263-6115. Website: www.almtbd.alabama.gov. Keith Warren serves as Executive Director. The email address is massage@alstateboard.com.

STATE BOARD OF MEDICAL EXAMINERS

Creation and Authority

The Board was established in 1877. See *Ala. Code* §§ 34-24-50 to 34-24-75.1, 34-24-290 to 306, 34-24-330 to 344, 34-24-380 to 384, 34-24-400 to 406, 34-24-500 to 34-24-508, 34-24-520 to 34-24-543, and 34-24-600 to 34-24-610.

Purpose

The Board examines and issues certificates of qualification to persons seeking to practice medicine or osteopathy in the State. See also Medical Licensure Commission. The Board also licenses assistants to physicians, issues registrations for physicians, assistants to physicians,

Certified Registered Nurse Practitioners, and Certified Nurse Midwives to distribute or dispense controlled substances and approves or withholds approval for collaborative practice agreements. The Board is responsible for hearing disciplinary charges concerning assistants to physicians and controlled substances certificates.

Composition

The Board of Censors of the Medical Association of the State of Alabama is the State Board of Medical Examiners. The Board meets monthly.

Duties

It issues certificates of qualification for qualified applicants to the Medical Licensure Commission. The Board conducts investigations and, when appropriate, files complaints for the possible revocation of licenses to practice medicine with the Medical Licensure Commission. The Board also licenses and regulates assistants to physicians and co-approves Collaborative Practice arrangements between physicians and Certified Registered Nurse Practitioners.

Organization

Personnel are determined by the Board and work at the discretion of the Board.

Financing

The State Board of Medical Examiners is financed by the fees it collects.

Office Location

Offices of the Board are located at 848 Washington Avenue (36104), Box 946, Montgomery, AL 36101-0946; and the phone number is (334) 242-4116. Currently, the Chairman and Vice Chairman of the Board serve as Acting Executive Directors. The website is www.albme.org.

MEDICAL LICENSURE COMMISSION

Creation and Authority

The Commission was created by Act No. 218 of the 1981 Regular Session and replaces the former Healing Arts Board. See *Ala. Code* §§ 34-24-310 to 34-24-384 and 34-24-500 to 34-24-508, and 34-24-520 to 34-24-543.

Purpose

The Commission has the exclusive power and authority to issue, revoke, and reinstate all licenses authorizing the licensee to practice medicine or osteopathy in the State.

Composition

The Commission is composed of seven physicians licensed to practice medicine in the State. Three are appointed by the Governor, two by the Lieutenant Governor, and two by the Speaker of the House. The terms are staggered. One public member is appointed by the Governor.

Duties

The Commission is the final authority for all persons licensed to practice medicine or osteopathy in the State. It conducts hearings for revocation actions, including actions based on disciplinary action by other states. It also conducts hearings wherein an applicant or licensee has been instructed to appear and show cause why an initial application should not be denied or why a license should not be revoked for violation of a prior Commission order.

Organization

Personnel are supplied by the Board of Medical Examiners.

Financing

The Commission is financed by the Board of Medical Examiners.

Office Location

The Medical Licensure Commission is located at 848 Washington Avenue (36104), Box 887, Montgomery, AL 36101; and the phone number is (334) 242-4153; fax number is (334) 242-4155. Dr. James Walburn serves as Chairman. The website is www.albme.org.

ALABAMA BOARD OF STATE MIDWIFERY

Creation and Authority

The Board was created in 2017. See *Ala. Code* §§ 34-19-11 to 34-19-21.

Purpose

The Board oversees the licensing and regulation of professional midwives.

Composition

The Board is made up of seven members appointed by the Governor, who serve terms of at least four years. Four members are certified midwives with the North American Registry of Midwives, appointed from a list provided by that organization. One member is a certified nurse practitioner. One member is a licensed nurse midwife or registered nurse appointed from a list provided by the Board of Nursing. One member is someone who has used midwifery services within the state, appointed from a list provided by the Alabama Birth Coalition.

Duties

The Board meets at least twice a year. It is the responsibility of the Board to: approve, renew, suspend, or revoke licenses for the practice of midwifery; investigate and conduct hearings regarding complaints filed against licensed midwives, to determine if discipline is warranted; establish reasonable licensing fees; develop standardized forms for use by licensed midwives; impose fines for administrative violations; establish minimum levels of professional liability insurance; and adopt any further rules necessary for the regulation of the profession.

Financing

The Board is funded by the fees and fines that it establishes and receives in conjunction with the licensure and regulation process. These fees are deposited with the State Treasury and carry over year-to-year for the use of the Board.

Office Location

The Board has not yet established a permanent office. It may be reached by mail at P.O. Box 1282, Gardendale, AL 35071, or by email at alabamastateboardofmidwifery@gmail.com.

BOARD OF EXAMINERS OF MINE PERSONNEL

Creation and Authority

The Board was established in 1949. Prior to 1949 it operated under statutes now repealed. See *Ala. Code* §§ 25-9-9 to 25-9-30.

Purpose

The Board of Examiners of Mine Personnel examines and certifies all applicants for the professional positions of mine foreman and fire boss.

Composition

The Board has eight members. The Director of the Department of Labor designates either the Chief Mine Inspector or the Head Mine Inspector as an ex officio member of the Board, and as its Chairman. The Governor appoints the other seven members. Three must be active practical miners, three others must be operators of coal mines, and one must be a practicing mining engineer. All appointed members must hold mine foreman's certificates. Members serve three-year staggered terms. No member may serve more than two consecutive terms.

The Board meets every six months at the office of the Chief Mine Inspector for a session of not more than eight days. Special meetings may be called by the Chairman or by a majority of the Board. A majority of the members constitutes a quorum. The Chairman may not vote except in case

of a tie in the absence of a board member and may appoint a qualified person if a quorum is lacking. The Board may authorize a per diem allowance for board members up to the maximum allowed for state employees.

Duties

The Board examines applicants and gives certificates of competency to persons passing the required examinations. These persons may then act as mine foremen or fire bosses in any coal mine in the State.

It formulates rules and regulations for preparing examinations in accordance with existing legal requirements. The Board keeps a record of meetings, transactions, and the rules it adopts. It may issue reprimands as discipline for initial violations, and can revoke certificates under certain circumstances.

Financing

The Board is financed from fees paid by applicants. It is authorized to increase examination fees not to exceed \$20.00. (The examination fees were increased to \$100.00 for Mine Foreman and Fireboss applicants and to \$50.00 for Fireboss Upgrades).

Office Location

The Board operates under the aegis of the Inspections Division of the Department of Labor, 649 Monroe Street, Montgomery, AL 36131; and the Division's phone number is (334) 242-8265. Ex-Officio Chairman of the Board is Leon Herren, 4351 Crescent Road, Irondale, Alabama 35210. The phone number in Birmingham is (205) 944-1075. The email is leon.herren@labor.alabama.gov.

BOARD OF NURSING

Creation and Authority

The Board was established in its present form in 1966. It replaced the Board of Nurses' Examiners and Registration which was established in 1915. See *Ala. Code* §§ 34-21-1 to 34-21-99.

Purpose

The Board of Nursing provides for regulation and approval of schools of nursing and for the examination, regulation, and licensing of professional and practical nurses. The Board also approves advanced practice nurses and continuing education providers.

Composition

The Board consists of thirteen members appointed by the Governor. Eight members must be licensed professional nurses, with two of these filled by Advanced Practice Nurses. These members are appointed from a list of at least two nominees for each position submitted by the Nursing Nomination Committee of the Alabama State Nurses' Association. Appointees must be citizens of the United States, residents of Alabama, and graduates of a state-approved educational program for the preparation of professional nurses. They must have had a minimum of five years of successful nursing experience in an administrative, teaching, advanced practice or clinical capacity and be actively engaged in professional nursing at the time of and during appointment.

Four members of the Board are licensed practical nurses. Two are appointed from a list of at least two nominees for each position submitted by the Board of Directors of the Licensed Practical Nurses Association of Alabama. Two are appointed from a list of at least two nominees submitted by the Board of Directors of the Alabama Federation of Licensed Practical Nurses, Inc. These appointees must be citizens of the United States, residents of Alabama, graduates of a state-approved vocational educational program for the preparation of licensed practical nurses and be currently licensed as a practical nurse in Alabama. They must hold diplomas from accredited high schools or equivalent, have had a minimum of five years of successful nursing experience, and be actively engaged in licensed practical nursing in Alabama immediately preceding and during appointment.

There shall be one consumer member of the Board who is not a member of any of the health care professions. The consumer member shall not have any direct financial interest in any health care facility, profession, agency or insurer or be or have been a health care worker.

Duties

The Board of Nursing examines, licenses, and renews licenses of qualified applicants for professional or practical nursing and approves qualified applicants for advanced specialty practice. The Board investigates violations of the law and conducts hearings to discipline a licensee or suspend or revoke a license.

The Board provides continuing education programs, awards scholarships for graduate study, administers the Loan Repayment Program for Advanced Practice Nursing, maintains a register of all licensees, and makes an annual report to the Governor.

Organization

The Board of Nursing elects a President, a Vice President and a Secretary from its membership. The Board appoints an Executive Officer, who shall not be a member of the Board. This official must be a citizen of the United States and a person of the highest integrity, a licensed professional nurse in Alabama, a graduate of an approved professional nursing program, and a person with varied experience in nursing, including at least five years in an administrative or teaching capacity. The Executive Officer is not subject to the merit system.

In addition, the Board may employ other necessary persons, subject to the merit system. It may also employ consultants, specialists, counsel, or other specially qualified persons under contract or on a part-time basis, without regard to the merit system.

Financing

The Board receives annual appropriations from the Board of Nursing Trust Fund, which is derived from fees and fines collected by the Board.

Office Location

The Board's Office is located at RSA Plaza, 770 Washington Avenue, Suite 250, P. O. Box 303900, Montgomery, AL 36130-3900. The phone number is (334) 293-5200, 1-800-656-5318, fax is (334)293-5201. Peggy Sellers Benson serves as Executive Officer. The website is

www.abn.alabama.gov. Email is abn@abn.state.al.us

ALABAMA BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS

Creation and Authority

The Board was established in 1969. See *Ala. Code*, §§ 34-20-1 to 34-20-16.

Purpose

The Board examines persons seeking a license to engage in nursing home administration. An applicant for a license is required to meet such standards as the Board may prescribe.

Composition

The Board consists of seven members, including three duly licensed and registered nursing home administrators; one physician actively concerned in practice with care of chronically ill, aged patients; one hospital administrator; one licensed registered nurse, who has five years of experience in geriatric nursing and is actively serving as Director of Nursing in a geriatric facility, and one consumer member appointed by the Governor. The consumer member shall vote in all matters except licensure or discipline of licensees or applicants. No consumer member, or a spouse or immediate family member of a consumer member, shall be a licensee of the board or be employed in the nursing home profession. The Governor appoints the nursing home administrator members from a list of three nominees submitted by the Alabama Nursing Home Association. The physician member is appointed by the Governor from a list of three nominees submitted by the Medical Association of Alabama. The Governor appoints the hospital administrator member from a list of three nominees submitted by the Alabama Hospital Association, and the registered nurse member from a list of three nominees submitted by the Alabama State Nurses Association. All members of the board shall be citizens of the United States and shall be residents of the state. Not more than one board member from any United States Congressional District shall be appointed to serve at the same time. The three members who are licensed nursing home administrators whose terms expire after April 6,

1993, shall each serve a one-year term of office. Successor members shall serve three-year terms and no board member shall serve, in addition to the one-year term provided in this subsection, more than two consecutive full three-year terms. All members shall continue to serve until a successor is appointed by the Governor. All members are subject to removal by the Governor for misconduct, incapacity, incompetency, neglect of duty, or absence from three consecutive meetings.

Organization

The Board annually elects one of its members as Chairman, and Vice Chairman. The Chairman presides at meetings and appoints a Secretary with consent of members of the Board. The Secretary receives a salary and serves as executive officer for the Board. The Board holds four or more meetings a year, with a majority constituting a quorum and a majority of those present sufficient for action. Meetings are called by the Chairman or a majority of members, on seven days' notice, with each member receiving a \$50 to \$100 per diem fee plus travel and incidental expenses.

Duties

In order to carry out the provisions of the law, the Board promulgates rules and regulations governing the standards of nursing home administrators. It also prepares examinations for the purpose of determining qualifications of applicants wishing to engage in nursing home administration.

Financing

The Board is financed from fees paid by applicants.

Office Location

Offices of the Board are located at 4156 Carmichael Road, Montgomery, AL 36106; the phone number is (334) 271-2342, and the fax is 334-244-6509. Ms. Katrina A. Magdon serves as Executive Secretary. The website is www.alboenha.state.al.us.

ALABAMA STATE BOARD OF OCCUPATIONAL THERAPY

Creation and Authority

The Board was established by the Legislature in 1990. See *Ala. Code* §§ 34-39-1 to 34-39-16.

Purpose

The purpose of the Board is to assure the availability of high quality occupational therapy services to persons in need through the regulation of those offering themselves as occupational therapists or occupational therapy assistants.

Composition

The Board consists of five members, four of whom must be involved in the practice of occupational therapy of which one must be an occupational therapy assistant. The remaining member must be a member of another health profession or a member of the public with an interest in the rights or concerns of health services. Board members are appointed by the Governor from a list submitted by the Alabama Occupational Therapy Association. Of those members who are occupational therapists, at least one must be a minority. Both occupational therapist members and occupational therapy assistant members must have been engaged in services to the public, teaching or research in occupational therapy for at least three years, and must be holders of valid licenses for the practice of occupational therapy in Alabama. Terms begin on the first day of the calendar year and end on the last day of the calendar year or until successors are appointed. The Governor, after notice and opportunity for hearing by the Board, may remove any member for neglect of duty, incompetence, revocation or suspension of license, or other dishonorable conduct. After removal, the Governor appoints a successor to the unexpired term from a list of not less than two or more than three names submitted by the association.

Organization

The Board elects from its membership a Chairperson, Secretary, and Treasurer. A majority of members constitutes a quorum, and meets during the first month of the calendar year to select officers. No member

may hold the same position as an officer for more than two consecutive years. At least one additional meeting must be held before the end of the calendar year. Further meetings may be convened at the call of the Chairperson or on request of any three board members. Members may be reimbursed reasonable and necessary expenses actually incurred in performance of their duties, in accordance with laws of Alabama and regulations of the State personnel director. The Board employs an executive secretary and other officers and employees.

Duties

The Board evaluates applications for licensure, approves examinations, determines qualifications, authorizes issuance, renewal, suspension, and revocation of licenses. It adopts rules of professional conduct, investigates complaints, conducts hearings under its rules, establishes a budget, and makes an annual report to the Governor.

Financing

Receipts collected by the Board, along with appropriations, are deposited in the Alabama State Board of Occupational Therapy Fund and may be used to carry out responsibilities of the Board.

Office Location

The address of the Board is 770 Washington Avenue, Suite 420, Montgomery, AL 36130-4510; and the phone number is (334) 353-4466, fax: (334) 353-4465. Ms. Ann Cosby serves as Executive Director. The website is www.ot.alabama.gov. Email: info@ot.alabama.gov.

ALABAMA ONSITE WASTEWATER BOARD

Creation and Authority

The Alabama Onsite Wastewater Board was established in 1999. See *Ala. Code* §§ 34-21A-1 to 34-21A-26.

Purpose

The Alabama Onsite Wastewater Board is created to examine,

license, and regulate persons engaged in the manufacture, installation, or servicing of onsite wastewater systems in Alabama. As more residences are built in rural areas where public sewer hookups and centralized wastewater treatment systems are often unavailable, many property owners must rely on onsite wastewater systems, such as septic systems, to handle residential waste and wastewater. The improper manufacture, installation, service, cleaning, and maintenance of onsite wastewater equipment and treatment systems can contaminate and pollute the environment and pose significant harm to public health and the rural environment. This Board is created to establish the qualification levels for those engaged in the manufacture, installation, servicing, or cleaning of onsite wastewater systems and equipment in Alabama and promote the proper manufacture, installation, and servicing of onsite wastewater systems.

Composition

The Alabama Onsite Wastewater Board shall consist of nine members who shall be residents and citizens of Alabama. Of the nine members of the Board, three members shall be appointed by the Governor, three members shall be appointed by the Lieutenant Governor, and three members shall be appointed by the Speaker of the House of Representatives of the Alabama Legislature. The various members shall be: (1) actively engaged in the business of installing onsite wastewater systems; (2) actively engaged in the business of manufacturing septic tanks; or (3) actively engaged in the business of pumping, servicing, or maintaining onsite wastewater equipment.

All appointees shall: hold a current voluntary certification from the Alabama Department of Public Health or have ownership in a business employing a designated person in a position of responsible charge holding such a certificate, subsequent appointees to these positions on the Board shall be licensees of the Board or have ownership in a business employing a designated licensee in a position of responsible charge; have been involved in their respective business for five consecutive years; and be in good standing with their local county health authorities and the Alabama Department of Public Health. The appointments by the Governor shall be made from a list of recommendations submitted by the governing board of the Alabama Onsite Wastewater Association, which list of recommendations will include three individuals recommended for each Board position.

The Lieutenant Governor shall appoint a member: actively engaged in the development of a training or educational program or instruction in environmental protection, preferably experienced in the area of wastewater industry, and this member shall have a minimum of six years' experience in the stated area of educational expertise; be in good standing with his or her professional or regulating boards; and possess a reputation of high standards within the academic community.

Of the three members appointed by the Speaker of the Alabama House of Representatives one member shall: be an environmental engineer with training in the onsite wastewater industry; be experienced in and have an understanding of the design and construction of onsite wastewater systems; and be in good standing with the Alabama Board of Licensure for Professional Engineers and Land Surveyors. The member shall serve an initial term of four years and shall be appointed from a list of three recommendations provided by the Alabama Board of Licensure for Professional Engineers and Land Surveyors.

The Speaker of the House shall appoint one member who has been actively involved for a minimum of three years in the onsite wastewater inspection process and the regulation of onsite wastewater systems, and shall be employed by a local county health department or the Alabama Department of Public Health. The Speaker of the House shall appoint a member who is a consumer who will represent the public at large and who has an interest in the onsite wastewater industry. The consumer member shall not be engaged in or otherwise connected with any person or firm or corporation or business dealing with the onsite wastewater industry and shall serve an initial term of four years.

Board members shall serve until their successors are appointed. Their successors, who shall be appointed by the same respective appointing authorities and who shall possess the same respective qualifications as stated above for the initial appointees, shall each serve not more than two consecutive terms of office, but each member shall serve until his or her successor is appointed. The membership of the Board shall be inclusive and the appointing authorities shall consider the racial, gender, geographic, urban/rural, and economic diversity of the state in making their appointments.

Duties

The duties of this Board shall include, but not be limited to the following:

- (1) Establish procedures and qualifications for the licensure of individuals engaged in the manufacture, installation, servicing, repair, or maintenance of onsite wastewater systems and equipment installed in Alabama and issue such licenses to those individuals who qualify for licensure.
- (2) Approve all training required for any license or license renewal under this chapter and approve and administer any examination required for specialized areas and levels of qualification of licensing under this chapter.
- (3) Establish the dates, times, and locations for all license examinations, including at least three examination dates each year.
- (4) Accept and process applications from individuals meeting the board-established qualifications for licenses and the renewal of licenses and collect necessary fees according to the schedule of fees established by the board.
- (5) Provide written notification to a candidate of the candidate's examination results and provide information regarding the procedures required to complete the license process, including bond information and local health department fees.
- (6) Accept annual license renewal applications and approve required continuing education and required documentation for license renewal.
- (7) Maintain a complete up-to-date roster of licensees at least three times each calendar year.
- (8) Establish a complaint process and the confidential procedures to investigate alleged violations as set forth in this chapter; establish disciplinary procedures including suspension or revocation of licenses; establish an appeals process; and notify the Alabama Department of Public Health and the appropriate local health departments of any disciplinary action taken by the board. Any

member of the Board or duly appointed representative designated by the Board may administer oaths and take testimony concerning all matters within the jurisdiction of the Board.

- (9) Reinstate a revoked or suspended license if the holder of the revoked or suspended license meets specific requirements established by the Board and the reinstatement is approved by a majority of the Board.
- (10) Oversee all financial, business, and administrative matters necessary to carry out the operation of this Board including, but not limited to, accepting fees, paying bills, salaries, expenses, and refunds, and any other action deemed appropriate to conduct business pertinent to its operation.

Organization

At its annual meeting, the Board shall elect from its members a Chair, Vice Chair, and a Secretary-Treasurer for one-year terms. The Chair shall exercise general supervision of the Board's affairs, preside at all meetings, appoint committees, and perform all duties pertaining to the office. The Board shall select and employ an Executive Director who shall serve at the pleasure of the Board and who shall be responsible for the administration of Board policies, and act as a designated agent of the Board.

Financing

The Board is financed through a special fund in the State Treasury to be known as the "Alabama Onsite Wastewater Board Fund."

Office Location

The Alabama Onsite Wastewater Board is located at, 60 Commerce Street, Suite 1500 Montgomery, AL 36104. Mailing address is P.O. Box 303552, Montgomery, AL 36130-3552. The phone number is (334) 353-9250, the fax number is (334) 353-0122, the e-mail is aowb@aowb.state.al.us, and the website address is www.aowb.alabama.gov. Melissa Hines is the Executive Director.

ALABAMA BOARD OF OPTOMETRY

Creation and Authority

A State Board of Optometry was first established in 1919. It was completely revised in 1975. See *Ala. Code* §§ 34-22-1 to 34-22-43 and §§ 34-22-80 to 34-22-88.

Purpose

The Alabama Board of Optometry regulates and licenses the practice of optometry in Alabama.

Composition

The Board consists of seven persons licensed to practice optometry for at least five years. Members are appointed by the Governor from a list of five names of qualified persons certified by the Board, and serve staggered terms of five years. The Board chooses annually one of its members as President, one as Vice President, and one as Secretary-Treasurer. Board meetings are held at least once a year, with a majority of the Board constituting a quorum. Each member is reimbursed \$250 per day, plus per diem for each day actually spent on Board business.

Duties

The Board conducts examinations to ascertain qualifications of applicants for licenses, prescribes rules for conducting examinations, institutes and hears charges against licensed optometrists, formulates rules for accreditation of optometry schools, establishes standards of continuing education, and maintains a register of optometrists. The Board appoints executive and clerical personnel as necessary to carry out its work, and exercises other functions, as provided by law.

Financing

The Board is financed by fees which it collects.

Office Location

Correspondence is through the Board's Executive Director, Dr.

Fred Wallace, 1431 Second Avenue, North, Bessemer, AL 35020. The telephone number is (205) 481-9993; fax number is (205) 481-9959. Dr. Rob Svensen serves as President. Website: www.optometry.alabama.gov. Email: fred.wallace@optometry.alabama.gov

ALABAMA PEACE OFFICERS STANDARDS AND TRAINING COMMISSION

Creation and Authority

The Commission was established in 1971. See *Ala. Code* §§ 36-21-40 to 36-21-52.

Purpose

The primary purpose of the Alabama Peace Officers Standards and Training Commission is to prescribe standards for recruitment, appointment and training of law enforcement officers and correctional officers. The Commission certifies law enforcement academies for the purpose of training law enforcement officers and correctional officers. The Commission certifies persons as law enforcement officers and regulates the continuing education requirements for law enforcement officers.

Composition

The Commission is composed of seven members who must be qualified voters in the state. The membership is appointed as follows: the Governor appoints four members, the State Fraternal Order of Police designates one member, the Alabama Peace Officers Association designates one member, and the Law Enforcement Planning Association designates one member. The members serve for four-year staggered terms. Members of the Commission receive no compensation but may be reimbursed for expenses as provided by law.

Duties

The Commission has the following functions and duties together with all powers necessary or convenient for the performance thereof:

Professional Licensing Boards

- (1) To study, obtain data, statistics and information, and to make reports concerning the recruitment, selection, and training of law enforcement selection, and training of law enforcement officers.
- (2) To review the standards described in §36-21-46 for applicants and for appointees as law enforcement officers.
- (3) To consider, hold public hearings on, adopt and promulgate standards relating to the physical, mental and moral fitness of any applicant for or appointee as a law enforcement officer as do not lower the standards in §36-21-46.
- (4) To study, consider and make reports concerning the work and curriculum and courses offered by law enforcement training schools in the state and make recommendations for improving the schools, curriculum and courses.
- (5) To encourage the establishment of law enforcement training schools and courses on law enforcement in existing institutions of learning.
- (6) To gather statistics and data relative to standards and training and make the same available to governmental agencies on request.
- (7) To revoke its approval or certification of any person appointed or certified pursuant to this article for failure to meet the continuing training or education requirements set forth in the rules of the Commission or for failure to meet the requirements of §36-21-46.
- (8) To make investigation to determine whether the requirements of this article and the rules, regulations and standards of the Commission issued pursuant to this article are being observed and followed.
- (9) To enforce this article and the rules, regulations and standards issued by the commission with appropriate civil and criminal actions by the Attorney General, district attorneys or other appropriate officials.
- (10) To enter into cooperative agreements with federal, state, and local

law enforcement agencies for effective training.

- (11) To obtain the services and advice of experts in the field of law enforcement for the purpose of aiding the Commission in its studies, consideration, reports and recommendations and in the adoption of standards, rules and regulations.

Organization

The Commission has a Chairman and a Vice Chairman elected from the membership. It may employ an Executive Secretary and necessary clerical personnel subject to the provisions of the merit system. It meets in regular quarterly sessions.

Financing

An Alabama Peace Officers Standards and Training Fund was established to which municipalities and counties are authorized to appropriate funds for the benefit of the Commission. Appropriations from the State for functions within the scope of the Commission are also to be deposited in the Fund. In addition, the Commission is authorized to accept grants from the federal government or the State, which are to be placed in the Fund for the use of the Commission.

Office Location

Offices of the Commission are at the RSA Building, 100 North Union Street, Suite 600, Montgomery, AL 36130. The mailing address is P. O. Box 300075, Montgomery, AL 36130-0075. The phone number is (334) 242-4045, Fax: (334)242-4633. Chief R. Alan Benefield serves as the Commission's Executive Secretary. The website is www.apostc.state.al.us.

STATE BOARD OF PHARMACY

Creation and Authority

The State Board of Pharmacy was established in 1887. See *Ala. Code* §§ 34-23-90 to 34-23-94.

Purpose

The Board supervises and licenses pharmacists in Alabama.

Composition

The Board is composed of five members. The members of the board shall be licensed pharmacists who have been licensed in this state for a minimum of 5 years and who are actively engaged in the practice of pharmacy or pharmacy administration, or both. Three members shall be appointed by the Governor. Of the three appointed members, one member shall be engaged in the practice of pharmacy, or pharmacy administration, or both, in a hospital, one in an independent pharmacy, and one in a chain pharmacy. The appointments shall be made from a list selected by an elective procedure prescribed by statute. The other two members are selected through an elective procedure prescribed by statute, which is administered by the Board of Trustees of the Alabama Pharmacists' Association, and which entails a vote among all Alabama pharmacists. Board vacancies may be filled by the same selection procedure under which members are selected and no pharmacist may serve two full terms consecutively. The governor, upon recommendation of the board, may remove a member upon proven charges of inefficiency, incompetency, immorality, or professional misconduct.

The Board elects a president, a Vice President, and a Treasurer, who shall be members of the Board; but no member, may serve more than two years in the same office during a five-year term. Board members are paid the same per diem and travel allowance paid by law to state employees on official duties, in addition to any daily compensation or allowance determined by the Board. The Board holds three regular meetings during the year, plus any additional meetings deemed necessary for examination of applicants and other business. Public notice of meetings must be given at least 30 days in advance, and at all meetings, a majority constitutes a quorum.

Duties and Powers

The Board enforces all laws pertaining to pharmacy. It adopts rules, regulations, and by-laws, elects officers, and fixes the standards and requirements for pharmaceutical registration. The Board fixes the standards for recognition of schools and colleges of pharmacy and

registers all pharmacies and manufacturers and wholesalers of drugs. It issues, suspends, and revokes licenses and issues an annual report to the Governor and the State Pharmaceutical Association.

The Board elects a Secretary, who may not be a member of the Board, and sets the Secretary's compensation. The Secretary keeps records, attends to Board correspondence, receives and records fees, and serves as executive officer for the Board. The Board also employs other necessary employees, including the Chief Drug Investigator, and assistant investigators.

Financing

The Board is financed by fees which it collects.

Office Location

The State Board of Pharmacy operates through its Secretary, Susan Alverson, Pharm.D. His office is at 111 Village Center, Birmingham, AL 35242; and the phone number is (205) 981-2280. Website: www.albop.com.

BOARD OF PHYSICAL THERAPY

Creation and Authority

The Board was established in 1965, see *Ala. Code* §§ 34-24-190 to 34-24-217.

Purpose

The Alabama Board of Physical Therapy was created to ensure that the public is protected from the incompetent practice of physical therapy. This purpose is achieved through the establishment of minimum qualifications for entry into the profession, through the adoption of rules defining and delineating unlawful conduct, and through swift and effective discipline for those practitioners who violate the applicable laws or rules.

Composition

The Board consists of seven members, appointed by the Governor

from a list of five persons nominated for each place on such Board by the current licensees and certified to him by the Board. Four members shall be physical therapists; two members shall be physical therapist assistants; and one member shall be a consumer. Members must be residents of the state and have practiced within the state for the three years preceding appointment. Members serve five-year staggered terms and may serve no more than two consecutive terms. The Board selects from its members a Chairman, a Secretary and a Treasurer.

Members of the Board shall receive a fee for every day actually spent in the performance of their duties and be reimbursed according to the state travel policy for their other expenses.

Duties

The Alabama Board of Physical Therapy passes on qualifications of applicants, issues or renews certificates of registration, revokes them for cause, and conducts examinations of applicants for licensure. The Board keeps a record of meetings, transactions, rules it adopts, and a register of all physical therapists and physical therapist assistants in Alabama.

Office Location

The Board's office is located at RSA Union Building, 100 North Union Street, Suite 724, Montgomery, AL 36130-5040. The phone number is (334) 242-4064, and the fax is (334) 242-3288, or email: info@pt.alabama.gov. Website: www.pt.alabama.gov. Mr. Jeffrey Vinzant serves as Executive Director.

STATE PILOTAGE COMMISSION

Creation and Authority

The Commission was established in 1931. See *Ala. Code* §§ 33-4-1 to 33-4-14.

Purpose

The Commission licenses bar pilots and regulates piloting.

Composition

The Commission has three members appointed by the Governor. They must be United States citizens and Alabama electors. One member must be an active bar pilot, licensed by the Commission; one, an official of a steamship company which maintains an office in Mobile; and one, a businessman or a person in a professional occupation licensed by the State. Members serve six-year terms of office, and their compensation consists of expenses as provided by law. The Commission meets at least once every three months at such times and places as necessary. No quorum is specified by law.

Duties

The Commission makes rules and regulations regarding the piloting of ships and all watercraft into and out of any harbor or seaport in Alabama. It issues licenses to pilots after examination and revokes or suspends these licenses for cause. The Commission may require evidence of the physical and mental fitness of any active bar pilot and make rules concerning the fitness of active bar pilots. It holds the bonds of pilots and determines the number of pilots necessary and collects pilot fees as provided by statute.

Organization

The Commission designates its Chairman and employs a Secretary, who may be a Commission member.

Financing

The Commission is financed by funds received from pilot license tax fees.

Office Location

The Commission has no permanent office. It may be reached at alabamaspc@outlook.com. Currently serving as Secretary is Ms. Jackie Buettel.

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD

Creation and Authority

The Board was created in 1949. See *Ala. Code* §§ 34-37-1 to 34-37-18.

Purpose

The purpose of the Board is the promotion of the public safety, health, and general welfare of the people statewide by requiring persons to establish their competency as plumbers and/or gas fitters before doing or supervising plumbing and/or gas fittings.

Composition

The Board consists of seven members, one from each Congressional District: a master plumber, a master gas fitter, a journeyman plumber, a journeyman gas fitter, a registered professional engineer, a municipal or county building official and one from the public at large. Each member is appointed by the Governor for a four-year term.

Duties

The duties of the Board are to examine and issue certificates of competency to Journeyman and Master plumbers and journeyman and master gas fitters and register apprentice plumbers/gas fitters.

Organization

Board members are appointed by the Governor. The Executive Director is employed by the Board. The Board employs compliance officers throughout the State to check for certification.

Financing

The Board is financed by the examination fees of applicants and the annual certificate fees of persons in the plumbing and/or gas fitting field.

Office Location

The Alabama Plumbers and Gas Fitters Examining Board is located at 216 Aquarius Dr. Ste. 319, Homewood, AL 35209. The phone number is (205) 945-4857, FAX (205) 945-9915. Mr. James M. Morgan is the Executive Director. The website is www.pgfb.alabama.gov.

STATE BOARD OF PODIATRY**Creation and Authority**

The Board was created in 1967. See *Ala. Code* §§ 34-24-250 to 34-24-276.

Purpose

The State Board of Podiatry licenses and regulates the practice of Podiatry in the State of Alabama.

Composition

The Board consists of seven persons who are appointed by the Governor and serve five-year terms. Each appointee must be a citizen of the United States, and of Alabama; must be over 25 years of age; and must have engaged in the actual, continuous practice of podiatry in Alabama for at least five years preceding appointment. The Governor may remove from office at any time any member for neglect of duty, incompetency, improper or unprofessional conduct or when the license of any member has been suspended or revoked. No member may be appointed for a successive term.

Organization

The Board holds an annual meeting and other meetings as necessary at such time and place as it may designate for examination of applicants for licenses and for discharge of other business. The Board elects a President, Vice President, and Secretary-Treasurer. Compensation for board members is the same per diem and travel allowances as is paid by law for state employees and any additional payments as provided by the Board. A majority of the board constitutes a quorum.

Duties

The Board is charged with providing a standard of efficiency as to the moral, educational, and experience qualifications and fitness for persons who desire to practice podiatry in Alabama. It administers oaths and affidavits as required by law, assists in prosecution of violations of professional standards, and keeps a register of licenses and certificates. In carrying out its disciplinary responsibilities, it may issue subpoenas, and compel attendance of witnesses. It files an annual report with the Governor of Alabama, the Secretary of State, the State Auditor, and the Alabama Department of Archives and History.

Financing

Operations of the Board are financed through licensing fees and fines.

Office Location

The Board's address is 2777 Zelda Road, Montgomery, AL 36106. The telephone number is (334) 420-7237 and the fax number is (334) 263-6115. Mr. Keith Warren serves as the Executive Director. The Board's website is www.podiatryboard.alabama.gov.

STATE POLYGRAPH EXAMINERS BOARD

Creation and Authority

The State Polygraph Examiners Board was created in 1971. See *Ala. Code* §§ 34-25-1 to 34-25-36.

Purpose

The Board licenses and regulates those persons who administer polygraph examinations within the State.

Composition

Five members are appointed to the Board by the Governor for staggered four-year terms. Board members must be professional polygraph

examiners with at least four consecutive years of experience prior to appointment. Three board members must be representative of governmental law enforcement agencies and two must be members of the commercial field. Two advisory consultants, one a qualified psychologist or psychiatrist and one an attorney-at-law, are appointed by the Governor for staggered four-year terms to assist the Board. The Board must meet every three months, and a majority of the voting members constitutes a quorum. Board members have the power to fix travel and expense allowances for members and advisers within the limits set by law. The Board elects a Chairman from among its members and meets at three month intervals or as necessary. A majority vote is sufficient for passage of business.

Duties

The Board has the duty to enforce all provisions of the law regulating and licensing polygraph examiners. It administers tests to determine qualified applicants and collects all fees prescribed by law. The Polygraph Examiners Board grants internship licenses to those persons training to become polygraph examiners. It is the Board's duty to refuse, suspend, and revoke a license after being shown just cause and granting due process through Board hearings. It issues regulations to implement the law. The Board has the authority to employ and compensate full-time and temporary employees, and to make rules and regulations for its operation.

Financing

The Board is financed through fees paid to the Board. Those fees must be deposited in the State General Fund. Expenditures are paid by warrants issued by the Department of Finance.

Office Location

The Office Location of the Board is at B4-128 301 Ripley Street, Montgomery, AL 36102. The Board's telephone number is (334) 517-2903. Capt. Gerone Grant serves as Chairman of the Board and Mrs. Joan Beck is the Administrative Secretary.

ALABAMA PRIVATE INVESTIGATION BOARD

Creation and Authority

The Board was created in 2013. See *Ala. Code* §§ 34-25B-1 to 34-25B-29.

Purposes

The Board exists to license and regulate private investigators in the State of Alabama.

Composition

The Board is made up of eight members who serve four-year terms: Two private investigators appointed by the Governor, four additional private investigators appointed one each by the Lieutenant Governor, Speaker of the House of Representatives, Attorney General, and Alabama Private Investigators Association, one member in good standing of the Alabama State Bar appointed by that body, and one consumer representing the public at large appointed by the Governor. Private investigator appointees must have been licensed in Alabama for at least five years prior to their appointment.

Duties

The Board is responsible for licensing and regulating private investigators. Toward that end, it is authorized to establish administrative rules and hire personnel necessary to handle applications, issue licenses, and ensure compliance with licensure requirements.

Financing

The Board is funded by fees and fines which it establishes and receives in conjunction with the application and licensure process. These fees are deposited in the Alabama Private Investigation Board Fund of the State Treasury and carry over year-to-year for the use of the Board unless otherwise appropriated by the State Legislature.

Office Location

The Alabama Private Investigation Board is located at 2011 Berry Chase Place, Montgomery, AL 36117. The Board's phone number is (334) 215-0693. Ms. Paula Scout McCaleb serves as Executive Director. She may be by email at paula@leadership-alliance.org. Mr. Charles Knight currently serves as Chairman of the Board. The agency website may be accessed at <http://www.apib.alabama.gov>.

ALABAMA STATE BOARD OF PROSTHETISTS AND ORTHOTISTS

Creation and Authority

The Board was created in 2002 under *Ala. Code* §§34-25A-1-14.

Purpose

The Alabama State Board of Prosthetists and Orthotists was created to protect the public safety, health and welfare by setting standards for licensure in the practice of prosthetics and orthotics. It is also the duty of the Board to ensure that the public is protected from the incompetent practice of prosthetics and orthotics. This purpose is achieved through the establishment of minimum qualifications for entry into the profession, through the issue of licenses, license renewals and through the adoption of rules defining and delineating unlawful conduct, and through swift and effective discipline for those practitioners who violate the applicable laws or rules promulgated there under.

Composition

Effective October 1, 2009, a new Alabama State Board of Prosthetists and Orthotists is created to administer this chapter and shall be composed of nine members as provided in this section who shall be compensated at the rate of one hundred dollars (\$100) per day plus travel expenses for each day they perform their duties. The board membership shall reflect the racial, gender, geographic, urban and rural, and economic diversity of the state and each member of the board shall be a citizen of this state. The Attorney General of the state shall act as legal advisor of

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the board and shall render such legal assistance as may be necessary in carrying out the provisions of this chapter.

After October 1, 2009, members shall be appointed as follows:

Three by the Governor of the State of Alabama two of whom shall be appointed for four-year initial terms and one of whom shall be appointed to a one-year initial term, one of whom shall be licensed pursuant to this chapter and is certified by an entity accredited by the National Commission for Certifying Agencies (NCCA); one of whom shall be a private citizen of the State of Alabama who is a consumer of orthotic or prosthetic services; and one of whom shall be a physician licensed to practice medicine in the State of Alabama.

Two by the Lieutenant Governor of the State of Alabama one for an initial term of four years and one for an initial term of two years, both of whom shall be licensed pursuant to this chapter and certified by an entity accredited by the National Commission for Certifying Agencies (NCCA).

Two by the Speaker of the House of Representatives of the State of Alabama for initial terms of three-years, one of whom is a podiatrist licensed to practice in the State of Alabama and one of whom shall be licensed pursuant to this chapter and certified by an entity accredited by the National Commission for Certifying Agencies (NCCA).

One by the President Pro Tempore of the Senate of the State of Alabama for an initial term of two-years, who shall be licensed pursuant to this chapter and certified by an entity accredited by the National Commission for Certifying Agencies (NCCA).

One by the Speaker Pro Tempore of the House of Representatives of the State of Alabama for an initial term of one year who shall be licensed pursuant to this chapter and certified by an entity accredited by the National Commission for Certifying Agencies (NCCA).

Regarding the board created by Act 2009-300, all initial appointments to the Board shall be made no later than 60 days after July 1, 2009.

Regarding the Board created by Act 2009-300, the Alabama Prosthetic and Orthotic Association shall submit its list of nominees for initial appointments to the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, the President Pro Tempore of the Senate, and the Speaker Pro Tempore of the House of Representatives no later than 15 days after July 1, 2009. Applications from private citizens who are consumers of orthotic or prosthetic care and from authorized health care practitioners shall be submitted to the appointing authorities within 30 days of July 1, 2009.

Regarding the Board created by Act 2009-300, initial appointments shall be staggered such that two members are appointed for one year, two members are appointed for two years, and two members appointed for three years and three members are appointed for four years. Thereafter all members shall be appointed for four-year terms. Members shall serve until their successors are appointed and qualified, provided, no member shall serve more than eight consecutive years or two consecutive terms, whichever is greater. This legislation shall not include their initial terms, and no hold-over term, under Section 34-25A-8(a), shall exceed 12 months.

Upon the expiration of the initial terms and all terms of office thereafter, the appointing authorities shall appoint successors for terms of four years each. A quorum shall consist of five members.

Duties

The board shall perform all the following duties:

- Establish and publish continuing education requirements for persons licensed in this chapter.
- Examine for, approve, deny, revoke, suspend, reinstate, and renew licensure accreditation or registration of duly qualified applicants and develop, promulgate, and establish fines, penalties, and requirements for reinstatement of licensure, accreditation, or registration.

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- Receive applications, issue licenses, accreditations, or registrations to applicants who have met the requirements for licensure, accreditation, or registration, and deny licenses, accreditations, or registrations to applicants who do not meet the minimum qualifications.
- Hire administrative, clerical, investigative, and other staff as needed to implement this chapter and hire individuals licensed under this chapter to serve as examiners for any practical examinations required by the board either within the state classified service or not within it.
- Promulgate and publish rules and regulations in accordance with the Administrative Procedure Act to administer this chapter. Any rule or regulation defining the scope of practice or permissible activities of a licensed orthotist, licensed prosthetist, or a licensed prosthetist/orthotist or a registered orthotic supplier shall be published jointly with the State Board of Medical Examiners.
- Develop and promulgate requirements and establish fees for the licensure of mastectomy fitters, orthotic fitters, therapeutic shoe fitters, orthotic assistants, prosthetic assistants, or prosthetic/orthotic assistants. Such licenses shall be regulated and issued by the board.
- Prepare and administer, or approve the preparation and administration of, examinations for applicants for licensure.

Organization

The Board may employ an Executive Director and such other officers and employees it deems necessary, with or without regard to the state Merit System, and may set the salary and terms of employment for such officers and employees.

Financing

The Board of Prosthetists and Orthotist is funded by fees collected from licensees.

Office Location

The State Board of Prosthetists and Orthotists is located at 441 High Street Montgomery, Alabama 36104. Post Office Box 1052 Montgomery, AL 36101.

Mr. Ronald E. Ezell is the Executive Director.

Phone: 334-420-1111. Fax: 334-262-8811. Email Address: rezell113@aol.com. Office Address: 441 High Street, Suite 113 Montgomery, AL 36104. Business Hours: 8:30 a.m. – 4:30 p.m. (Monday-Friday).

ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY

Creation and Authority

The Board was established in 1963. See *Ala. Code* §§ 34-26-1 to 34-26-66.

Purpose

The Board regulates the practice of psychology in Alabama.

Composition

The Board consists of eight members. They are appointed by the Governor from a list of two names for each position to be filled; The list is submitted by the Executive Committee of the Alabama Psychological Association. Five board members must be licensed psychologists: one board member must be an “academic psychologist” who is a member of the faculty of an accredited college or university of the state, having a rank of assistant professor or above; one board member must not be licensed by the Board but must represent the general public; and one must be a licensed psychological technician. Members serve five-year staggered terms and may be removed by the Governor after notice and hearing for incompetence, neglect of duty, malfeasance in office, or moral turpitude. Compensation consists only of expenses as provided by law. The Board holds at least one regular meeting each year, and four members constitute a quorum. Board members may not serve more than two consecutive terms

of office.

Duties

The Board provides for the: examination, licensure, and regulation of psychologists and psychological technicians; fixes penalties for violations of law; imposes license fees; and provides for the use of funds received. A roster of licensed psychologists and licensed psychological technicians is available from the Chair of the Board. The Board has the authority to waive an examination if the applicant is licensed in at least two states and has passed a recognized national exam. The Board has the authority to require 20 hours of continuing education units per year for psychologists and ten hours per year for Psychological Technicians as a condition of license renewal. The Board investigates complaints against licensed psychologists and licensed psychological technicians and takes appropriate action if there is probable cause.

Organization

The Board elects annually a Chair and Vice Chair. It may employ necessary personnel.

Financing

The Board has the authority to collect application, examination, and license renewal fees and is, in turn, financed by these fees. The Board can accept grants from foundations, individuals, and institutions to carry on its functions.

Office Location

Office location of the Board is 100 North Union Street, Suite 880, Montgomery, AL 36104. The phone number is (334) 242-4127. E-mail is albdpsychology@psychology.alabama.gov and the website is www.psychology.alabama.gov. Lori Rall serves as Executive Director.

ALABAMA STATE BOARD OF PUBLIC ACCOUNTANCY

Creation and Authority

The Board was established in its present form in 1973. See *Ala. Code* §§ 34-1-1 to 34-1-22. A State Board of Public Accountancy with somewhat different composition and powers was created in 1919.

Purpose

The Board supervises the practice of public accountancy by Certified Public Accountants and Public Accountants in Alabama.

Composition

The Board has seven members (five Certified Public Accountants, one Public Accountant, and one Public Member) appointed by the Governor, who makes the selection for each Certified Public Accountant position and public member position to be filled from a list of five persons submitted by the Alabama Society of Certified Public Accountants. The Governor makes the selection for the Public Accountant position to be filled, from a list of five persons submitted by the Alabama Association of Accountants. Beginning 10/1/19, the Public Accountant Board requirement will be removed and will be replaced by a sixth Certified Public Accountant. All members of the Board must be citizens of the United States and residents of Alabama. Certified Public Accountant members must be holders of certificates as Certified Public Accountants issued in Alabama. Public Accountant members must be registered with the Board as Public Accountants in Alabama. The Public member must be an active and reputable member of the Alabama business community. The board members serve four-year staggered terms of office and may be removed by the Governor for cause. Compensation for board members is per diem and expenses, as provided by law for state employees for time spent discharging official duties.

Duties

The Alabama State Board of Public Accountancy oversees the CPA Examination process. The Board issues certificates to candidates who have passed all parts of the examination. After completion of the

required experience and registering and reporting Continuing Professional Education, CPAs may be issued an annual license to practice public accountancy. The Board registers certified public accountants, public accountants, firms and non-licensee owners annually. The Board may revoke certificates or registrations for cause. The Board makes and publishes regulations pertaining to the conduct of Certified Public Accountants and Public Accountants and employs persons to investigate and report on charges of unprofessional conduct. The Board is required to hold a hearing before suspending or revoking a certificate of registration. The Board may issue subpoenas to compel the attendance of witnesses and the production of records for hearings. The Board may issue permits to practice accounting in Alabama to Certified Public Accountants certified under the laws of another state, provided that state will take the same actions for Alabama Certified Public Accountants. Records of the Board, other than those recognized as "public records" under law, are confidential.

Financing

All receipts are deposited into the Alabama State Board of Public Accountancy Fund in the State Treasury. Disbursements are made upon itemized vouchers by the Executive Director and paid on warrants of the State Comptroller.

Office Location

Offices of the Board are located at the RSA Plaza, Suite 226, 770 Washington Avenue, and P.O. Box 300375, Montgomery, Alabama 36130-0375. The phone number is (334) 242-5700, fax (334) 242-2711. D. Boyd Busby, CPA serves as the Executive Director. The website is <http://www.asbpa.alabama.gov>.

ALABAMA REAL ESTATE APPRAISERS BOARD

Creation and Authority

The Board was established by the Legislature in 1990. See *Ala. Code* §§ 34-27A-1 to 34-27A-29. Article Two, Real Estate Appraisal Management Companies, was added in 2011. See *Ala. Code* §§ 34-27A-50 to 34-27A-63.

Purpose

The purpose of the Board is to provide for the licensure and regulation of the persons who perform appraisals of real estate for a fee or valuable consideration in Alabama, in accordance with Alabama law and guidelines of the federal Financial Institutions Reform Recovery and Enforcement Act of 1989. The Board also registers and regulates Real Estate Appraisal Management Companies operating in Alabama.

Composition and Organization

The Board consists of nine members appointed by the Governor, seven of whom are real estate appraisers, one whom represents the general public and the real estate industry and one of whom shall be a representative of an appraisal management company. It is not required that the representative of the appraisal management company be a resident of Alabama. Two members of the nine-member Board must be of minority race. One member must be appointed from each congressional district. The Board must meet at least once each calendar quarter at a place determined by vote of the membership, with ten days' notice provided to each member as to the time and place of each meeting. Members elect a Chairperson from among the membership. A quorum for the transaction of business consists of five board members with at least four being appraiser members. Members receive a per diem allowance comparable to the other state employees except that no out-of-state travel or mileage reimbursement for travel beyond Alabama borders shall be made for attendance at board meetings.

Powers and Duties

The Board receives and approves applications from real estate appraisers who wish to become licensed real estate appraisers in one of the following classifications: 1) Certified General Real Property Appraiser; 2) Certified Residential Real Property Appraiser; 3) Licensed Real Property Appraiser; 4) State Registered Real Property Appraiser; 5) Trainee Real Property Appraiser. It establishes procedures for processing such applications; maintains a registry of approved applications; adopts standards for appraisals; establishes rules and procedures for discipline; prescribes educational requirements for licensure and certification; oversees a program of mandatory continuing education; and makes rules and regulations to carry out all necessary functions. It also employs an

Executive Director.

The Board also receives and approves applications for registration from Appraisal Management Companies who wish to do business in Alabama. It establishes procedures for processing such applications, maintains a registry of approved companies; establishes rules and procedures for discipline and makes rules and regulations to carry out all necessary functions.

Financing

Board functions are financed through licensure and registration receipts. All receipts are deposited into The Alabama Real Estate Appraisers Board Fund in the State Treasury. Disbursements are made upon itemized vouchers by the director on warrant by the state comptroller.

Office Location

The office of the Real Estate Appraisers Board is located at 100 North Union Street, Suite 370, Montgomery, Alabama 36104. The mailing address is P.O. Box 304355, Montgomery, AL 36130-4355. The telephone number is (334) 242-8747, fax (334) 242-8749. Mrs. Lisa Brooks serves as Executive Director. The website is <http://reab.state.al.us>.

ALABAMA REAL ESTATE COMMISSION

Creation and Authority

The Commission, as presently constituted, was established in 1963, though its basic form has been the same since its inception by law on January 1, 1928, when there were three Commissioners. See *Ala. Code* §§ 34-27-1 to 34-27-101.

Purpose

The Commission examines, licenses and regulates real estate brokers, salespersons, real estate companies and certain real estate schools offering approved courses.

Composition

The Alabama Real Estate Commission is composed of nine members appointed by the Governor, with the advice and consent of the Senate, with seven members representing each of the Alabama congressional districts, one consumer member-at-large and one Black member-at-large. The Governor's appointments to the Commission are made from a list of three persons nominated by the governing body of the Alabama professional real estate society or trade association which has the largest licensee membership, as evidenced by the filing of a verified list of paid members with the Secretary of State within ten (10) days of April 6 and annually by December 31. Each of the original seven appointees and the Black member-at-large must have been both a resident and citizen of Alabama for at least ten (10) years prior to his or her appointment and their vocation for at least ten (10) years must have been that of a real estate broker or salesperson. No person convicted of a violation of any federal or state real estate law shall be eligible to serve. The consumer members must be at least 21 years of age or older; have been a resident and citizen of Alabama for at least ten (10) years prior to appointment; must be a registered Alabama voter; must have no felony convictions; must be the owner of real property; must not have been a licensed real estate broker or salesperson for the ten (10) years preceding appointment; and must not be related to, by blood or marriage, or employed by, a real estate licensee. Not more than one member from any congressional district may be appointed to serve at the same time. Members serve five-year terms, with no member eligible for more than two successive terms. Each member of the commission shall receive as full compensation \$300 per month. The dates, times, and locations of all Commission meetings are posted on the Secretary of State's website. A quorum consists of five members.

Duties

The Commission licenses and regulates real estate brokers, salespersons, and companies. In addition, it licenses certain real estate schools offering approved courses and approves instructors offering approved courses. The Commission has authority to investigate and take disciplinary action against its licensees, schools, and instructors. It also has authority to take action against those who practice real estate without being licensed.

Organization

Personnel consists of an executive director and assistant executive director and other staff members necessary to discharge its duties. The executive director and assistant executive director are exempted from the classified service under the general laws of the state. The assistant executive director shall act as and have authority of the executive director in his or her absence.

Financing

The Real Estate Commission receives annual appropriations from the Real Estate Commission Fund. However, the amount of the appropriation cannot exceed the total amount generated by the Commission.

Office Location

The offices of the Commission are located at 1201 Carmichael Way, Montgomery, AL 36106. The phone number is (334) 242-5544, fax is (334) 270-9118. Patricia Anderson serves as executive director and Teresa Hoffman serves as assistant executive director. Website: www.arec.alabama.gov.

ALABAMA STATE BOARD FOR REGISTERED INTERIOR DESIGNERS

Creation and Authority

The Board was created by the Alabama Legislature in 1982 under code sections now repealed. It has been operating under its current statutes since 2001. See *Ala. Code* §§ 34-15B-1 to 34-15B-18. The Board was also updated through the Alabama Interior Design Registration Act 2010, found in §§ 34-15C-1 through 34-15C-19.

Purpose

The purpose of the Board is to establish a registration process for those interior designers who choose to obtain the credentials required to seal and submit construction documents for commercial interior projects

in certain spaces less than 5,000 contiguous square feet within a building which has a total area of 2,500 square feet or more to building officials for review and permitting purposes.

Composition

The Board is composed of seven members appointed by the Governor from nominees submitted by registered designers. The Board is comprised of the following: one registered interior designer engaged in teaching of interior design, five registered interior designers, and one layperson.

Duties

The Board issues certificates of registration and establishes and collects fees for the issuance and renewal of certificates. The Board also establishes rules and regulations concerning the revocation or suspension of certificates of registration.

Organization

The Board elects from its members a Chairman and Treasurer. Four members of the Board constitute a quorum. The Board holds at least two meetings per year for the purpose of conducting Board business.

Financing

All monies collected as fees are deposited in the Interior Designer Fund in the State Treasury from which the expenses of the Board are paid.

Office Location

The Board may be contacted through its office located at 208 20th Street N, Birmingham, AL 35203. Mail should be addressed to 211 Lockridge Lane, Riverside, AL 35135. Phone number (205) 317-0356. The website is www.abrid.alabama.gov.

STATE BOARD OF RESPIRATORY THERAPY

Creation and Authority

The State Board of Respiratory Therapy was created by the Legislature in 2005. See *Ala. Code* §§ 34-27B-1 to 34-27B-14.

Purpose

The Board was established to regulate the practice of respiratory therapy in order to protect the citizenry against unauthorized, unqualified, and improper administration of such therapy and from unprofessional or unethical conduct by persons licensed to practice respiratory therapy.

Composition

The Board is composed of five members appointed by the Governor, three of whom shall be respiratory therapists, one of whom shall be the CEO of a hospital, and one of whom shall be a physician. The members will hold office for a staggered four-year term, and no member shall be appointed for more than three consecutive full terms. The board shall elect a Chair and Vice Chair annually. A majority of the members of the Board shall constitute a quorum.

Duties

The Board's duties include setting respiratory therapy licensure fees, establishing minimum standards of continuing education in respiratory therapy, issuing licenses to qualified applicants, conducting hearings on charges calling for a denial, suspension, revocation, or refusal to renew a license, maintaining an accurate list of every person licensed to practice respiratory therapy, and maintaining an accurate list of persons whose licenses have been suspended, revoked, or denied.

Financing

Funding for the Board is provided by the Alabama State Board of Respiratory Therapy Fund, established by the Legislature. The members of the Board receive no compensation but shall be reimbursed for travel expenses incurred on business of the board at the board's discretion. Board members also shall receive a per diem allowance according to the

guidelines for state employees.

Office Location

The offices of the Board is located at 2011 Berry Chase Place, Montgomery, AL 36117, P.O. Box 241386, Montgomery, AL 36124-0066. The phone number is (334) 396-2332, fax number (334) 396-2384 and the website is www.asbrt.alabama.gov. Paula McCaleb is the Executive Director, and her email address is: paula@leadership-alliance.org.

ALABAMA SECURITY REGULATORY BOARD

Creation and Authority

The Board was created in 2009. See *Ala. Code* §§ 34-27C-1 to 34-27C-18.

Purposes

The Board exists to license and regulate contract security companies in the State of Alabama.

Composition

The Board is made up of five members who serve three-year terms: two members unaffiliated with the contract security industry appointed by the Governor who have served at least five years in law enforcement; one member unaffiliated with the contract security industry appointed by the Lieutenant Governor to represent consumers; one member who is an employee of a contract security company appointed by the Speaker of the House of Representatives; and one member appointed by the Attorney General from a list of names submitted by the Alabama Sheriff's Association.

Duties

The Board is responsible for licensing and regulating companies which contract to provide security personnel in Alabama. Toward this end, it establishes rules and regulations governing the application,

qualifications, certification, renewal, and appeals related to such a license.

Financing

The Board is funded by fees which it establishes and receives in conjunction with the licensure process. These fees are deposited in the Security Certification Fund of the State Treasury and carry over year-to-year for the use of the Board.

Office Location

The Alabama Security Regulatory Board is located at 2777 Zelda Road, Montgomery, AL 36106. Mr. Keith E. Warren serves as Executive Director. He may be reached by phone at (334) 269-9990 ext. 212 or by email at keith@alstateboard.com. Mr. Kevin J. Murphy currently serves as Chairman of the Board. The agency website may be accessed at <http://www.asrb.alabama.gov>.

STATE BOARD OF SOCIAL WORK EXAMINERS

Creation and Authority

The State Board of Social Work Examiners was created in 1977. See *Ala. Code* §§ 34-30-50 to 34-30-58.

Purpose

The purpose of the Board is to license properly qualified social workers.

Composition

The Board is made up of seven members appointed by the Governor from a list submitted by the Board with the three names with the most letters of nomination. One board member shall be from each of the seven U.S. Congressional Districts of the State. The members serve for three-year staggered terms and are limited to two consecutive terms. The Board meets at least twice a year. Board members do not receive any compensation but are allowed travel and per diem, not to exceed that paid to state employees, to attend Board meetings.

Duties

The principal duty of the Board is to promulgate rules and regulations that set forth professional standards for licensed certified social workers, licensed graduate social workers, and licensed bachelor social workers. The Board also certifies licensed social workers for private independent practice, establishes continuing education requirements, and makes rules pursuant to the Administrative Procedures Act. It also collects licensing fees, conducts disciplinary proceedings and performs certain other prescribed functions.

Financing

The Board is funded from the State Treasury from a Trust Fund of fees collected by the Board. The Board's expenses must not exceed the amount collected from fees and licenses.

Office Location

The Board's Office is located at 100 North Union Street, Suite 736, RSA Union Building, Montgomery, AL 36130-1620. The phone number is (334) 242-5860 fax number is (334) 242-0280. Rachel Dickinson is Executive Director. The website is: www.socialwork.alabama.gov.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL SOIL CLASSIFIERS

Creation and Authority

The State Board of Registration for Professional Soil Classifiers was created by the Legislature in 1981. See *Ala. Code* §§34-32-1 to 34-32-19.

Purpose

The purpose of the State Board of Registration for Professional Soil Classifiers is to regulate and register professional soil classifiers within the state.

Organization

The Board is composed of five people, four of whom are professional soil classifiers. The fifth member is the administrative officer of the board. The four soil classifiers shall serve five-year terms. The Board will meet at twice a year and three members constitute quorum.

The Alabama Soil and Water Conservation Committee administers the application process for professional soil classifiers.

Duties

The duties of the Board include developing criteria in addition to the statutory requirements for certifying soil classifiers, collecting and dispersing dues of the membership, handling complaints against a certified member, and revoking or renewing certificates. The Board shall also keep a record of its proceedings and of its membership.

Financing

The Board operates from the dues it collects kept by the State Treasury in the Soil Classifier's Fund.

Office Location

The address is RSA Union Building Suite 334, P.O. Box 304800, Montgomery, Alabama 36130-4800. The website is: <https://alconservationdistricts.gov/resources/professional-soil-classifiers/>. The phone number for the Alabama Soil and Water Conservation Committee is (334) 353-1969.

THE ALABAMA BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

Creation and Authority

The Board was established in 1975. See Ala. *Code* §§ 34-28A-40 to 34-28A-44.

Purpose

The Board examines and issues licenses to persons seeking to practice speech-language pathology and/or audiology.

Composition

The Board is comprised of seven members who are appointed by the Governor from names submitted to the Governor by the Speech and Hearing Association of Alabama. The members must have been rendering services to the public and/or teaching and/or conducting research in speech-language pathology and/or audiology for at least five years preceding their appointment. Three board members must be Speech-Language Pathologists, three must be Audiologists, and one must be a member of the consuming public or an allied professional.

The terms of those appointed to the first Board were arranged so that two members served one-year terms, two served two-year terms, two will serve three-year terms, and the fourth will serve a four-year term. Thereafter, members will serve three-year staggered terms, with no person being eligible to serve more than two consecutive terms. The Board meets each October for the purpose of an annual reorganization and in order to compile an annual report of business conducted during the previous year. At least one additional meeting must be held before the end of each year. Further meetings may be convened at the call of the Chairman or any two Board members. Four members constitute a quorum. Members are reimbursed for expenses as provided by law.

The Board selects a Chairman from its membership and it hires an Executive Secretary and a Secretary.

Duties

The Board examines and licenses all qualified persons who seek to practice speech-language pathology and/or audiology in Alabama; holds hearings to consider misconduct charges; and may revoke licenses. As a condition of license renewal, the Board requires attendance at continuing education programs. The Board shall adopt a program no later than October 1, 1990. It issues rules, bylaws, and regulations; keeps a list of licensees; and makes an annual report to the Governor. The Board is required to make a report of its actions during the program of an annual meeting of the Speech and Hearing Association of Alabama.

Organization

The Board selects a Chairman from its membership. The Board may employ, and at its pleasure discharge, an Executive Secretary and such officers and employees as may be necessary. Their duties and compensation are established by the Board.

Financing

The Board is financed from income accruing to it from fees, licenses, and other charges and funds collected by the Board.

Office Location

The office location for the Board is 400 South Union Street, Suite 435, Montgomery, AL 36104. The mailing address is P.O. Box 304760, Montgomery, AL 36130-4760. The phone number is (334) 269-1434. Ms. Wanda C. Rawlinson is the Executive Secretary to the Board. The email address is: abespa@abespa.alabama.gov and the website is: www.abespa.alabama.gov.

ALABAMA STATE BOARD OF VETERINARY MEDICAL EXAMINERS

Creation and Authority

From 1951 to 1986, the admission to, and practice of Veterinary Medicine in Alabama was governed by a State Board of Veterinary Medical Examiners. In 1986, the Legislature replaced the Board with a new "Alabama State Board of Veterinary Medical Examiners." See *Ala. Code* §§ 34-29-60 to 34-29-135.

Purpose

The purpose of the Board is to promote the public health, safety and welfare by safeguarding the people of Alabama against unqualified or incompetent practice of Veterinary Medicine by the licensing of persons possessed of specified personal and professional qualifications, and the discipline, or prohibition from practice, of Veterinarians not normally competent or qualified.

Composition

The Board consists of eight (6 DVMS, 1 LVT, 1 Consumer) members appointed by the Governor from a list of three persons nominated and submitted by the Alabama Veterinary Medical Association. Members serve four-year, staggered terms, with no person eligible to serve for more than thirteen years. Members serving one term or less, are eligible for reappointment for another four-year term then they must set off the Board for one-year before they can be reappointed for a third four-year term, they cannot serve more than a total of thirteen years. Members must be graduates of an accredited school of Veterinary Medicine, and legal residents of Alabama who are validly licensed to practice Veterinary Medicine in the State of Alabama. They must have been actively employed and licensed in the practice of Veterinary Medicine for the five years immediately prior to their appointment and must also continue at least thirty-five hours of their time in such practice while serving on the Board. Members may not continue their service if they move from the State, have their license rescinded, miss three consecutive meetings, are found guilty of misconduct or gross inefficiency, or become owners or employees of any wholesale or jobbing house dealing in supplies, equipment, or instruments used or useful in the practice of Veterinary Medicine.

Organization

The Board elects from its membership a President and Vice President, each of whom serve for one-year. It employs an Executive Director and sets the salary of that office. The Board must have at least two meetings each year called by the President and may hold special meetings on call of the President or Vice President. Ten days notice must be given for the two annual business meetings, and a majority of four members constitutes a quorum. The Board adopts by-laws, and the Executive Director submits semi-annual reports to the Board. Members receive \$200 a day when actually engaged in Board business, plus usual per diem expenses allowed to others in the service of State agencies.

Duties

The Board examines and determines qualifications and fitness of applications for a license to practice Veterinary Medicine in Alabama, conducts investigation for the purpose of determining violations of its

Professional Licensing Boards

standards, administers discipline for violations of Veterinary Medicine standards, promulgates the Alabama State Board of Veterinary Medical Examiners Administrative Code, and fixes minimum standards for Veterinary Medical Education. It inspects Veterinary Medicine hospitals and clinics, along with inspecting Registered Euthanasia Facilities, provides licenses for Licensed Veterinary Technicians, and Certified Euthanasia Technicians, and establishes annually a schedule of fees for licensing and/or registration for Veterinarians, Licensed Veterinary Technicians, Veterinary Premises, and Registered Euthanasia Facilities.

Financing

Revenues received by the Board for licenses are accepted by the Executive Director and deposited with the State Treasurer to be credited to the Board of Veterinary Medical Examiners Fund. The Funds are a continuing account and may not be diverted to the General Fund except when the fund balance at year's end exceeds the Board's budget by 200%.

Office Location

Offices of the Alabama State Board of Veterinary Medical Examiners are at 8 Commerce Street, Suite 910, Montgomery, Alabama 36130-5330. The phone number is (334) 262-8068, fax (334) 262-8716. Tammy S. Cargile and David Phillips serve as Executive Directors. The website is: www.asbvme.alabama.gov.

ALABAMA 21ST CENTURY AUTHORITY

Creation and Authority

The Alabama 21st Century Authority was created by Act 99-353 of the Legislature in 1999. See *Ala. Code* §§41-10-620 to 41-10-705.

Purpose

The Alabama 21st Century Authority is a public corporation created to issue bonds in limited amounts for purposes authorized in legislative acts and to receive and deposit revenues from the settlement of certain litigation between the state and the tobacco industry.

Composition

The Governor shall be President, the state Commissioner of Revenue shall be the Vice President, and the Director of Finance shall be the Secretary. The State Treasurer acts as custodian of the authority's funds. The members of the authority shall constitute all of the directors of the authority, and any two directors is quorum. Members are not compensated in addition to that authorized by law for any service rendered or for any duty performed in connection with the authority. All proceedings are in writing by the Secretary and are signed by at least two directors present at the proceedings. The proceedings are recorded, bound, and filed in the office of the Secretary of State.

Duties

The Authority is charged with selling and issuing bonds for the purpose of promoting economic development and industrial recruitment as specified by the Legislature in separate acts. The Authority will also receive and deposit tobacco revenues received from related litigation into a special fund, invest them, and use the revenue as payment of bonds issued by the authority. It can also transfer funds from the special fund to fund accounts in the State Treasury, including the Children First Trust Fund, Alabama Senior Services Trust Fund, and the State General Fund, as required by law. The Authority is also charged with practicing normal corporation business, for example, execute and deliver mortgages, security agreements, and trust indentures; arrange forms of security for payment of bonds; employ, appoint or contract as needed; conduct real property

transactions; and enter into financing agreements.

Financing

The Authority utilizes all administrative services which may be provided by the state Department of Finance.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union, 100 N. Union Street, Suite 224, Montgomery, AL 36130. The telephone number is (334) 353-3328.

ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD

Creation and Authority

The Board was established in 1937 by the Alabama Legislature. See *Ala. Code* §§ 28-3-40 to 28-3-55.

Purpose

The Alabama ABC Board was established to promote temperance, suppress the evils of intemperance and, to regulate and control the manufacture, purchase, consumption and use of alcoholic beverages. The Board also is responsible for regulating the retail sale of tobacco and tobacco products, issuing permits for such sales and enforcing laws prohibiting the sale of tobacco and tobacco products to minors.

Financing

The agency is financed from its own income, as directed by statute and legislative appropriations.

The Board

The Alabama ABC Board is comprised of three (3) members, appointed by the Governor with the advice and consent of the Alabama State Senate. One member is designated by the Governor to serve as Chairperson. Each member at the time of his or her appointment must be a resident of the State of Alabama, shall have resided in the State for a period of at least ten (10) years next preceding his or her appointment, and shall be a qualified voter therein. No person may be eligible for appointment or may hold the office of member of the Board or be appointed by the Board or hold any office or position under the Board who has any connection with any association, firm, person or corporation engaged in or conducting any alcoholic liquor business of any kind or who holds stocks or bonds therein or who has any pecuniary interest therein, nor may any such person receive any commission or profit whatsoever from, or have any interest whatsoever in any purchase or sales of any alcoholic liquors. Members of the Board serve six (6) year terms. Each member shall be eligible for reappointment at the discretion of the Governor. Board members may be suspended or removed by the Governor at his/her pleasure. The principal office of the Board is in Montgomery, Alabama. The Board meets at such times as the Board shall determine, generally once a month. A majority of the members constitute a quorum for the transaction of any business, the performance of any duty or the exercise of any power of the Board.

Duties

Control of Alcoholic Beverages. The Board controls the manufacture, possession, sale, consumption, importation, use, and delivery of alcoholic beverages in Alabama. The Board issues and regulates some twenty-four (24) types of licenses. The Board may appoint a Hearing Commission of not less than three members to conduct hearings involving contested applications for licenses or alleged violations by licensees. As penalties for violations, the Hearing Commission or the Board may fine licensees or suspend or revoke licenses. Final decisions of the Hearing Commission may be appealed to the three-person ABC Board. The ABC Board enforces those laws enacted by the State Legislature, and may promulgate such rules and regulations, consistent with the law, as are necessary to carry out its prescribed duties.

Sale of Alcoholic Beverages. The Board purchases and sells

alcoholic beverages and controls the possession, sale, transportation, and delivery thereof. With guidance from the Legislature, it establishes wholesale and retail prices for spirituous and vinous liquors sold in State ABC stores. The Board leases, furnishes and equips real property necessary for its operations, determines the localities for State ABC Stores and operates such stores, subject to liquor-approval elections and local zoning ordinances. The Board maintains warehouses for storage of alcoholic beverages and regulates deliveries therefrom. By law, the Board must make an Annual Report to the Governor concerning the status of its operations. Records of the Board are subject to regular and systematic review by the Examiners of Public Accounts.

Regulation of Tobacco Sales. The Board issues permits for the retail sale of tobacco and tobacco products and it regulates the permit holders. In this area, the ABC Board also enforces the laws enacted by the Legislature and may promulgate such rules and regulations, consistent with the law, as are necessary to carry out its prescribed duties. Procedures for hearings involving alleged violations of laws and ABC Rules and Regulations are similar to those used for alcoholic beverage licensees. As penalties for violations, permit holders may be fined or may have their licenses revoked or suspended. The Board also conducts a program which provides to retail tobacco merchants materials concerning laws prohibiting access to tobacco and tobacco products by minors and other appropriate information, and which provides consultation services for establishing programs to prevent the sale of tobacco to minors.

ADMINISTRATOR

The Board appoints an Administrator, who, under the supervision of the Board, carries out the day-to-day activities of the agency. At the time of his or her appointment, the Administrator must be at least thirty-five (35) years old, of good moral character, and a resident of Alabama having resided in the State continuously for at least five (5) years prior to his or her appointment. The Administrator must devote his or her entire time to the position. With the approval of the Board and subject to the provisions of the merit system, the Administrator appoints all necessary employees and fixes their duties.

Organization

The Administrator is assisted by an Assistant Administrator,

appointed by the Board. Also assisting the Board and the Administrator are a Legal Division and Auditing Division.

The Auditing Division is responsible for auditing business records of retail and wholesale licensees to ensure compliance with applicable statutes and Board Rules and Regulations. This Division collects taxes on sales of malt beverages, beer and table wine sales by private enterprise. State ABC stores are also subject to audit by this Division.

Enforcement, licensing and education are handled by the Compliance and Licensing Division, which is responsible for the issuance and renewal of ABC licenses and permits, as well as enforcing laws of Alabama and ABC Rules and Regulations. This Division ensures compliance with laws involving use and distribution of alcoholic beverages as well as laws involving the retail sales of tobacco and tobacco products. In addition, information and training is provided to vendors and to the public concerning responsible treatment of alcoholic beverages and tobacco and concerning the prevention of sales of such products to those who are underaged.

Product management and stores operations are handled by the Product Management Division, which oversees all functions necessary for wholesale and retail sales of alcoholic beverages by the Alabama ABC Board. This includes the operation of a central warehouse in Montgomery and of retail and wholesale outlets throughout Alabama.

Agency services and support are provided by the Accounting, Information Technology, Personnel and Real Estate Divisions.

Main Office Location

The Board's main office is situated at 2715 Gunter Park Drive West, Montgomery, AL 36109 and the telephone number is (334) 271-3840, fax (334) 277-2150. District offices are located throughout the State. The website is: www.abc.alabama.gov.

ALABAMA BUILDING RENOVATION FINANCE AUTHORITY

Creation and Authority

The Authority was authorized during the 1990 Regular Session of the Alabama Legislature. See *Ala. Code* §§ 41-10-450 to 41-10-477. It assumed some duties of the Alabama Building Finance Authority, which was dissolved during that same legislative session.

Purpose

The purpose of the Authority is to construct, renovate, operate, maintain, manage, supervise, repair, and improve public office buildings including those owned by the Authority and the State Capitol.

Composition and Organization

The Authority is composed of the Governor, the Director of Finance, and the State Treasurer. The Governor is president, the Director of Finance is secretary, and the state treasurer is treasurer. The members are also the Board of Directors, which is the governing body, and serve in that capacity without compensation. The Board acts by resolution, with all proceedings reduced in writing, signed by Authority members, and recorded in a bound book kept by the Director of Finance. A majority of directors is a quorum for the transaction of business.

Duties and Powers

The Authority may sue and be sued, make necessary bylaws, rules and regulations, receive, hold and transfer property, receive gifts, borrow money, issue bonds pursuant to its purposes, pledge and invest revenues, appoint and employ attorneys and other agents, and enter into contracts and leases for public space.

Financing

Proceeds of bonds are transferred to an account in the state treasury. Expenses of the Authority and its board are paid from bond proceeds and/or interest thereon.

Office Location

The Authority operates under aegis of the Service Division of the Department of Finance. The Division is headed by Mr. David Morrow, and is located at 425 South Union Street, Montgomery, Alabama 36130. The phone number is (334) 353-0371, fax number is (334) 240-3402.

ALABAMA HOUSING FINANCE AUTHORITY

Creation and Authority

The Authority was created in 1980. See *Ala. Code* §§ 24-1A-1 to 24-1A-21.

Purpose

The purpose of the Authority is to serve the housing needs of low and moderate income citizens for safe and sanitary single and multi-family dwelling units through affordable financing; allocating federal low-income housing tax credits; and other programs, present or future, which assist in providing housing.

Composition

The Authority is composed of one person from each of the seven congressional districts and one member appointed by the Governor from the State at large. In addition, the Speaker of the House of Representatives and the Lieutenant Governor each appoint two members to the Authority. Each member must be a citizen of Alabama and of good reputation. Two members must be engaged in the business of home building; two must be licensed real estate brokers, who are not in the business of home building; one must be engaged in the business of lending money on the security of mortgages on residential property; one must be an elected commissioner of a county in the State; and one must be an elected mayor of a municipality. At least one member must be a member of a minority race. Members serve for seven year staggered terms, with the Director of Finance, the State Treasurer, and the Superintendent of Banks serving as ex officio members.

Organization

The Board of the Authority elects from among its members a chairman, Vice Chairman, secretary, and treasurer and such other officers as it may deem necessary. The Board also may elect an assistant secretary and assistant treasurer, who need not be members of the Authority. Regular meetings shall be at such time as shall be fixed by resolution of the Board, with special meetings held on call of the chairman or request of three board members. Members may be reimbursed for necessary travel and other expenses, but may receive no compensation for service. Meetings are required to be open to the public. A legislative oversight committee exercises continuing jurisdiction over the Authority. The Committee is made up of seven members of the House of Representatives, one from each congressional district appointed by the Speaker, and seven members of the senate, one from each congressional district appointed by the Lieutenant Governor. The Governor, Lieutenant Governor and Speaker of the House serve as ex officio members.

Duties

Duties of the Authority include the purchase of mortgage loans from mortgage lenders; contracting with mortgage lenders for origination, or servicing, of mortgage loans; sale and issuance of bonds to provide funds; and the transfer of interests in any or all loans covered by mortgages. The Authority is authorized to invest Authority funds, to enter into management agreements with outside firms, and to enter contracts and leases as necessitated by its functions and duties. The Authority is the sole and exclusive issuer of Mortgage Credit Certificates in and for the state. Also, the Authority is authorized to administer other federal programs, present or future, which assist in the provision and financing of housing, including, but not limited to, allocation and issuance of Low Income Housing Tax Credits under federal law and regulations, and to take all other actions necessary or convenient to the implementation and administration of such programs.

Financing

Operation of the Authority is financed through its earnings.

Office Location

The Authority's Offices are located at 7460 Halcyon Pointe Drive, Suite 200, Montgomery, AL 36117 and the mailing address is P.O. Box 242967, Montgomery, AL 36124-2967. The phone number is (334) 244-9200, (800) 325-2432 and the fax is (334) 244-9214. The official records of the Authority are permanently maintained by the Authority. Mr. Robert Strickland serves as Executive Director. The website is: www.ahfa.com.

ALABAMA STATE PARKING DECK AUTHORITY

Creation and Authority

The Authority was created by the Legislature in 1990. See *Ala. Code* §§ 41-10-490 to 41-10-523.

Purpose

The purpose of the Authority is to issue bonds, acquire land, and otherwise provide for the construction, equipping, and leasing of facilities for parking needs of State agencies.

Organization

The Authority is a public corporation. It is governed by a Board of Directors, which consists of the State Finance Director, the State Budget Officer, one person appointed by the Governor, one person appointed by the Lieutenant Governor, and one person appointed by the Speaker of the House of Representatives. Those appointed by the Governor, Lieutenant Governor, and Speaker of the House serve at the appointing official's pleasure. A majority of the members constitutes a quorum for the transaction of business. Members may not receive any salary or compensation other than reimbursement for reasonable expenses in carrying out their responsibilities. The Finance Director serves as President, the State Budget Officer as Secretary, and the State Treasurer as Treasurer of the Authority. Proceedings must be reduced to writing by the Secretary, signed by all members, recorded in a substantially bound book, and filed in the Office of the State Finance Director.

Duties

The Authority is authorized to issue bonds in an amount not to exceed \$13,000,000, to acquire and hold property, to construct and lease facilities as provided in its enabling legislation, to employ attorneys and other officials, and perform other necessary acts and duties.

Financing

Operations and responsibilities of the Authority are financed through bond proceeds and other funds which may be received by the Authority. The State Treasurer is custodian of all funds.

Office Location

The Authority can be contacted through the, Department of Finance, Division of Debt Management, RSA Union Bldg., Room 224, 100 N. Union Street, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

ALABAMA STATE PORT AUTHORITY**Creation and Authority**

The State Docks Department was established in 1928, and its present form in 1955. See the 1901 *Ala. Const.* amend. 116 and 222 and *Ala. Code* §§ 33-1-1 to 33-3-6. From 1951 to 1955, the State's docks and harbors were under a State Docks Board, and before 1951 there were other provisions for regulating this field. In 2000, the Legislature restructured the agency and renamed it the Alabama State Port Authority.

Purpose

This is a statutory agency established to promote, supervise, control, manage, and direct the state docks and all other state lands and waterways within the jurisdiction of the agency. The Governor holds appointive authority and the Alabama Senate has confirming authority for the Alabama State Port Authority Board of Directors.

Financing

The expenses of the Authority are paid from revenue it collects. Bonds may also be issued for expansion of the state docks, and currently there are bonds for this purpose outstanding. These bonds are issued by and are general obligations of the State. The Authority is authorized to issue Alabama State Port Authority revenue bonds and has issued revenue bonds under this Authority.

PORT AUTHORITY BOARD OF DIRECTORS

Composition. Under present law the committee is composed of nine members. The Governor appoints eight members as follows: two from the southern, central, and northern region of the state and two from the state at large with all serving staggered, five-year terms of office. The Mayor of Mobile and the President of the Mobile County Commission shall serve in alternate years as the ninth ex officio member. Meetings shall be monthly at the call of the Chair. Members shall be compensated per diem or a fee consistent with those paid to similar sized ports across the country and reimbursed for necessary travel expenses.

Duties. The Board acts in an advisory capacity with respect to matters concerning the Authority and keeps a permanent record of its proceedings. They also appoint the Director/CEO of the Authority, and approve the yearly budget, policies, and strategic plans.

THE DIRECTOR AND CEO OF THE ALABAMA STATE PORT AUTHORITY

Director/CEO. The Director serves as chief executive officer of the Port Authority. He also oversees the executive level employees and the Human Resources Division.

Financial Services Division. The Financial Services Division is headed by the Authority's Secretary-Treasurer and Chief Financial Officer. There is a Sr. Vice President of Finance for this division with reporting responsibilities to the CFO. The Division oversees General Accounting, Internal Audit, Credit & Collections, Risk Management, and Information Technology.

Operations. This Division is headed by a Deputy Director and

Chief Operating Officer overseeing all operations for the Port Authority, including Bulk Materials Handling Plant, McDuffie Island, General Cargo & Intermodal, Terminal Railway, Central Maintenance, Port Police, Safety and fleet operations. The Harbormaster Office and a Sr. Vice President of Operations for this division also have reporting responsibilities to the DD/COO.

Trade & Development. This Division is headed by a Vice President of Trade & Development overseeing all carrier sales and trade for the entire post.

Marketing. This Division is headed by a Vice President of Marketing overseeing all community and public affairs, media relations, economic affairs, government affairs, real estate, fixed assets and Theodore Operations.

Technical Services. This Division is headed by the Vice President of Technical Services. This position oversees all engineering, mapping and program management for the public assets. The Technical Services Division Vice President also oversees all environmental programs and dredge materials management programs.

Port Security. The division is headed by Harbormaster overseeing the Port Authority's compliance with the Maritime Transportation Act of 2002. The Harbormaster serves as the Facility Security Officer for the Port and coordinates with the Port Authority Chief of Police, the U.S. Department of Homeland Security and other port-security and terrorism incident related jurisdictional agencies.

Office Location

The Office of the Alabama State Port Authority is at 250 N. Water St., Mobile, AL, 36602 and the mailing address is P.O. Box 1588, Mobile, AL 36633. The phone number is (251) 441-7200 and the fax is (251) 441-7216. Website: www.asdd.com.

ALABAMA TRUST FUND

Creation and Authority

The Alabama Trust Fund (ATF) was created in 1985 by

Amendment 450 to the Alabama Constitution of 1901.

Purpose

The ATF was established to capture future revenues from sales of offshore drilling rights and from royalties on the resulting natural gas production.

Composition

The Board of Trustees of the Fund consists of nine members—three ex officio members and six appointed members. These members include the Governor, Finance Director, State Treasurer, three trustees appointed by the Governor, two trustees appointed by the Lieutenant Governor and one trustee appointed by the Speaker of the House of Representatives.

Organization

The Trust Fund receives as principal, ninety-nine percent of all oil and gas payments paid to the State with the remaining one-percent going to the Department of Conservation-Land Division.

Oil and gas payments received are annually distributed from the ATF as follows:

Distribution	Recipient
33%	Payable through the Spending Policy
28%	Alabama Capital Improvement Trust Fund
7%	County and Municipal Government Capital Improvement Trust Fund
1%	Alabama Department of Conservation and Natural Resources
As necessary	Alabama National Guard Armory bond debt service payment
Remainder	ATF

Amendment 856, passed in 2012, revised the method for distributions from the ATF to make distributions more stable and predictable. Annual distributions according to the ATF Spending Policy are based on 33% of the amount of royalties received in the previous fiscal

year and 5% of the average market value of invested assets in the ATF as of the end of the three prior fiscal years. In addition, Amendment 856 also created the County & Municipal Government Improvement Trust Fund (CMT).

The annual distribution calculated under the Spending Policy is allocated as follows: 10% to cities, 10% to counties, 10% to the Forever Wild Land Trust (capped at \$15 million), 1% to the Alabama Senior Services Trust (capped at \$5 million) with the remainder going to the State General Fund.

In reliance on prudent standards for preservation of capital and maintenance of liquidity, the Board's investment portfolio objective is to earn the highest possible total rate of return consistent with defined tolerances for risk and sufficient to fund the required distributions. The ATF has a long-term investment horizon with asset allocation and diversification being the major determinants of positive investment performance.

Duties

The Trust Fund shall be under the management and control of the Board. All powers necessary for the management shall be vested solely in the Board to make, enter into and execute contracts and other agreements to accomplish the purpose of the Trust Fund and also to appoint, employ or contract with advisors, consultants and others that in its judgement is necessary or desirable and to fix their compensation.

Funding

Administrative expenses specifically required to make or dispose of particular investment shall be paid out of Trust income. Other expenses of operating the Trust shall be paid from appropriations, or as otherwise provided by the legislature.

Additional Information

The State Treasurer serves as Secretary of the Board of Trustees for the ATF and is located in Suite S-106 of the State Capitol, 600 Dexter Avenue, Montgomery, Alabama, 36104. Additional information on the Alabama Trust Fund can be found on the Treasurer's website,

treasury.alabama.gov/alabama-trust-fund. It includes this annual report, agendas and documentation from quarterly Board meetings, and supplemental reports concerning the ATF and its activities.

BEAR CREEK DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was created in 1965. See *Ala. Code* §§ 33-15-1 to 33-15-19.

Purpose

The Authority was created to develop a unified program for Bear Creek and its tributaries and watershed for the purpose of navigation, water conservation and supply, flood control, irrigation, industrial development, public recreation, and related purposes.

Organization

The Authority is composed of 14 members of whom one is appointed by the Governor from his staff or cabinet to serve during the Governor's term of office. Each of the governing bodies of Marion, Colbert, Franklin, and Winston counties appoints one member of the Authority to serve a six-year term. The chief executive officers of the municipalities of Red Bay, Vina, Hodges, Hackleburg, Phil Campbell, Russellville, Haleyville, Bear Creek, and Cherokee serve as members of the Authority as long as they remain chief executives. All members of the Authority serve without compensation except for expenses as provided by law. Officers of the Authority are elected by the membership, and meeting dates are established by the Chairman. Seven members constitute a quorum.

Duties

The Authority carries out its functions through surveys and studies, the purchase and sale of land and water, and contracts and cooperative agreements with different levels of governments and private organizations.

Financing

The Authority is financed through the sale of land, timber and permits and the collection of charges for services rendered.

Office Location

The Bear Creek Development Authority is located in Russellville, Alabama on the Little Bear Creek Reservoir. The address is 1111 County Road 88, Hodges, AL 35571; the phone number is (256) 332-4392, fax number (256) 332-4372. Mr. Shannon McKinney serves as Administrator of the Agency.

CHOCTAWHATCHEE, PEA, AND YELLOW RIVERS WATERSHED MANAGEMENT AUTHORITY

Creation and Authority

The Agency was created in 1991. See *Ala. Code* §§ 9-10A-1 to 9-10A-22.

Purpose

Proper management of watersheds is necessary to provide adequate supply of water for residential, agricultural, and industrial uses; flood prevention and control; soil erosion prevention and control; agricultural and timber land protection; and wildlife habitat protection. The Agency was created to protect and manage the Choctawhatchee, Pea and Yellow Rivers watersheds and to develop and execute plans and programs relating to water resource management for citizens within the river basin to ensure water resources are wisely developed, properly used and enhanced for present and future generations.

Composition

The Agency's Board of Directors is composed of sixteen (16) volunteer directors from the ten (10) southeastern Alabama counties (one Resident Director from each county and six at-large Directors). The Board of Directors governs the affairs of the Watershed Management Authority. Directors are appointed by the Soil and Water Conservation District Boards of Supervisors and serve four-year terms. The Directors serve without compensation. Members of the Agency elect officers from their membership and the Chairman sets the time and place of meetings. The Authority may also hire employees necessary to fulfill the missions and

duties of the Agency.

Duties

The Agency manages water resources of the Choctawhatchee, Pea and Yellow River basins. The Alabama portion of the river basins includes approximately 2.3 million acres and covers all or a portion of the counties of Barbour, Bullock, Coffee, Covington, Crenshaw, Dale, Henry, Houston, Geneva and Pike. The Agency develops plans and programs for water quality improvement, flood control and warning systems, water resource development and education of the public on all aspects of surface and ground water protection and management. The Agency may issue bonds, acquire lands or rights-of-way as are necessary for the exercise of any authorized function of the Authority. Additionally the Agency may borrow money, enter into contracts, and execute other instruments necessary and convenient to the exercise of its powers.

Financing

The Agency is funded out of the State of Alabama General Fund.

Office Location

The Agency office is located at 400 Pell Avenue, Collegeview Building, Troy, Alabama 36082. The phone number is (334) 670-3780, fax number (334) 670-3785. The Executive Director is Barbara Gibson. The e-mail is choctaw@troy.edu and the website is cpyrwma@alabama.gov.

COOSA VALLEY DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was established in 1969. See *Ala. Code* §§ 33-16-1 to 33-16-15.

Purpose

The Authority was created to develop a navigable waterway between Montgomery and Gadsden and to the Alabama-Georgia

boundary.

Organization

The Authority has seven members and is composed of the Governor, who is the President; the Lieutenant Governor, who is the Vice President; the Speaker of the House of Representatives; the Director of Finance, who is the Secretary; the Director of the Department of Transportation; the Director of the Alabama State Port Authority; and the President of the Coosa-Alabama River Improvement Association. The State Treasurer is the Treasurer of the Authority but is not a member of the Authority. The members of the Authority constitute all the members of the Board of Directors of the Authority; any four members of the Board constitute a quorum for the transaction of business. They serve without compensation.

Duties

In carrying out its function, the Authority may hold hearings; conduct studies and surveys of all problems, benefits, and other matters associated with development of the waterway, and make reports on its findings. It may acquire, hold and dispose of such money and property as may be provided for the proper performance of its function. It may exercise such other powers as may be appropriate to enable it to accomplish its function in the development of the waterway.

Financing

The Authority was authorized and has issued general obligation bonds not to exceed \$10 million.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union, 100 N. Union Street, Suite 224, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

ALABAMA ELK RIVER DEVELOPMENT AGENCY

Creation and Authority

The Agency was created in 1965. See *Ala. Code* §§ 33-12-1 to 33-12-10.

Purpose

The Agency was created to provide uniform development of the Alabama portion of the Elk River watershed and to cooperate with the Tennessee-Elk River Development Agency.

Composition

The Agency's Board of Directors is composed of six members: three from Lauderdale County and three from Limestone County. The governing body of each county nominates three persons from their respective county, from which the Governor appoints one person for each vacancy to be filled for a six-year term. The third member of the Board from each county is a mayor. The county commissioners of Lauderdale and Limestone Counties each nominate three incumbent mayors of the incorporated cities and towns within their respective counties and forward such nominations to the Governor, who appoints one mayor from each county to serve as a director for a term of four years or during his continuance in office as mayor. Members of the Agency elect officers from their membership and set the time and place of meetings.

Duties

The Agency investigates resources of the Alabama portion of the Elk River. It may acquire and sell land, develop comprehensive plans, enter into contracts with any municipality, corporation or political subdivision, provide for construction of water resource structures, and cooperate with the Tennessee-Elk River Development Agency to further develop this area.

Financing

The Administration is financed by business, local governments, and an appropriation by the State. The Agency is authorized to finance

capital projects by the sale of bonds.

Office Location

The agency is headquartered in Elkmont, Alabama. The address is 18635 Bob Jones Hwy. and the mailing address is P. O. Box Number 127, Elkmont, Alabama 35620. The phone number is (256) 732-4500. Mrs. Tanya Farris serves as Director of the Authority. The email is: aerdagency@gmail.com.

TOMBIGBEE VALLEY DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was created in 1967. See *Ala. Code* §§ 33-17-1 to 33-17-15.

Purpose

The Authority was created to facilitate construction of the Tennessee-Tombigbee Waterway and to develop water resources of the Tombigbee River and watershed.

Organization

The Authority consists of six members who comprise a public corporation. These are the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, the Director of Finance, the Director of The Department of Transportation and the Director of the Alabama State Port Authority. The Governor serves as President of the Authority; the Lieutenant Governor serves as Vice President of the Authority; the Director of Finance serves as Secretary of the Authority; and the State Treasurer serves as Treasurer of the Authority, though not a member of the Authority. Members of the Authority receive no compensation for their services. Any four members constitute a quorum, and meetings may be called at the members' discretion.

The Authority may appoint an administrator and supporting staff, and employ other agents and attorneys as needed. It may enter into

Waterway Development Authorities

contracts with the Tennessee-Tombigbee Waterway Development Authority for performance of administrative functions, and may delegate its duties to other agencies, including the State Highway Department and the State Docks Department.

Duties

The Authority may exercise the right of eminent domain; enter into contracts with national, state or local governments, contract with private interests; and cooperate with existing authorities concerned with the Tennessee-Tombigbee Waterway.

Financing

The Authority has authorized and has issued general obligation bonds in an amount not to exceed \$35,000,000.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., 100 N. Union Street, Room 224, Montgomery, Alabama 36130. The phone number is (334) 353-3328.

INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

Creation and Authority

The Interstate Commission for Adult Offender Supervision was created by an interstate Compact of the same name by the United States Congress. *See* 4 U.S.C. § 112 (1965). The Alabama State Legislature adopted the Compact in 2002. *See Ala. Code* §§ 15-22-1.1 to 1.2 and Act No. 2002-413.

Purpose

The purpose of the Compact is to supervise and regulate the interstate movement of offenders among the compacting states.

Organization

The Interstate Commission is a joint agency of the compacting states. Membership consists of the commissioners selected and appointed by the resident members of a State Council for Interstate Adult Offender Supervision for each state as voting members. Non-voting members include members of interested organizations such as governors, state chief justices, attorney generals, and crime victims. Each compacting state is entitled to one vote, and a majority of compacting states present constitute quorum. Meetings shall be at least yearly and also upon the request of twenty-seven or more compacting states. The Interstate Commission shall establish an executive committee which shall include commission officers, members, and others as determined by its bylaws. The executive committee will oversee day to day activities administered by its Executive Director.

Each member state will also create a State Council for Interstate Adult Offender Supervision responsible for appointing the commissioner from that particular state. In Alabama, the State Council is composed of nine members, as follows: three members appointed by the Governor representing the executive branch, a crime victim's organization, and one at large; one judge appointed by the Chief Justice of the Supreme Court; one member appointed by the Attorney General; one member appointed by the Lieutenant Governor; one member appointed by the Speaker of the House of Representatives; and one member appointed by the

Commissioner of the Department of Corrections. The ninth member is a parole officer, level V or higher, with at least ten years of service who also serves as the Compact Administrator and Chair of the State Council for Interstate Adult Supervision. Members serve four-year terms and shall meet at least twice a year.

Duties

The duties of the Interstate Commission include overseeing, supervising, tracking, coordinating, rehabilitating, and enforcing compliance of interstate movement of offender's subject to the terms of this Compact. The latest developments in ICAOS are to enhance community safety by holding interstate probationers and parolees accountable for their behavior. To realizes; to realize and implement the single standard of supervision; to promote the use of incentives and graduated sanctions in all states consistent with the principles of evidence-based-practice and documentation of supervision practices in ICOTS.

The Commission also establishes uniform procedures to manage the movement between states and ensure an opportunity for input and timely notice to victims and to jurisdictions where defined offenders are authorized to travel or to relocate across state lines. In 2008, The Commission established a uniform data collection system for access to information on active cases by authorized criminal justice officials. The Interstate Compact Offender Tracking System (ICOTS) is a web-based system that facilitates the transfer of supervision for probationers and parolees from one state to another. Each year, the 50 states and 3 territories that comprise the Interstate Compact for Adult Offender Supervision (ICAOS) use ICOTS for notifications of departures, arrivals, progress, violations, and case closures. ICOTS also serves as a conduit for miscellaneous communication exchanges and helps to promote effective supervision strategies for offenders under supervision in another state. Each state is responsible for implementing and administering ICOTS in its jurisdiction. Although a few states limit access of ICOTS to the compact office staff, most states give probation/parole officers and institution staff the permissions necessary to process transfer requests and manage offender data. In addition to serving as the main communication tool for processing compact transfer requests, ICOTS serves as a clearinghouse for compact offender information. ICOTS data is accessible as either active case information or as historical record. The implementation of ICOTS

promotes public safety by providing an electronic method for processing transfer requests and the tracking of compact offenders.

Financing

The Commission is funded by an annual assessment from each of the compacting states to cover the cost of internal operations.

Office Location

The National Office address is ICAOS, P.O. Box 11910, Lexington, KY 40578-1910. The telephone number is (859) 721-1052. The Alabama office address is P.O. Box 302405, Montgomery, Alabama, 36130-2405 and the telephone number is (334) 242-1695.

APPALACHIAN REGIONAL COMMISSION

Creation and Authority

The Commission is authorized under the Appalachian Regional Development Act of 1965, as amended. See P. L. 92-65; 42 U.S.C. § 3131.

Mission

ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia.

Investment Goals. The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. ARC invests in activities that address the five goals identified in the Commission's strategic plan:

Goal 1: Economic Opportunities

Invest in entrepreneurial and business development strategies that strengthen Appalachia's economy.

Goal 2: Ready Workforce

Increase the education, knowledge, skills, and health of residents to work and succeed in Appalachia.

Goal 3: Critical Infrastructure

Invest in critical infrastructure—especially broadband; transportation, including the Appalachian Development Highway System; and water/wastewater systems.

Goal 4: Natural and Cultural Assets

Strengthen Appalachia's community and economic development potential by leveraging the Region's natural and cultural heritage assets.

Goal 5: Leadership and Community Capacity

Build the capacity and skills of current and next-generation leaders and organizations to innovate, collaborate, and advance community and economic development.

Each year ARC provides funding for several hundred investments in the Appalachian Region, in areas such as business development, education and job training, telecommunications, infrastructure, community development, housing, and transportation. These projects create thousands of new jobs; improve local water and sewer systems; increase school readiness; expand access to health care; assist local communities with strategic planning; and provide technical and managerial assistance to emerging businesses.

Composition

ARC's structure was designed to ensure an active federal-state partnership. There are 14 Commission members: the governors of the 13 Appalachian states and a federal co-chair. The federal co-chair is appointed by the president and is subject to Senate confirmation. Each year the 13 governors elect one of their number to serve as states' co-chair of the Commission. The Commission staff is headed by an executive director. The staff comprises about 50 people, most of whom serve as program and financial analysts and researchers. The staff implements the program and policies determined by the federal-state partners

Organization

In Alabama, the Commission's function and responsibility is assigned by the Governor to the Alabama Department of Economic and Community Affairs (ADECA). The Governor is the State Member and the Director of ADECA is the Alternate.

Financing

The federal portion is funded by annual congressional appropriations. Each state funds its own operation with state appropriations.

Office Location

The Alabama ARC Program office is located at the Alabama Center for Commerce, 401 Adams Avenue, Suite 592, Montgomery, AL 36104. The mailing address is P.O. Box 5690, Montgomery, AL 36103-5690. Alabama's ARC Program Manager is Kelly Chasteen and can be reached at (334) 353-2909 or kelly.chasteen@adeca.alabama.gov. The ARC website is www.arc.gov and the Alabama ARC website is <http://adeca.alabama.gov/Divisions/ced/Pages/Appalachian-Regional-Commission.aspx>

INTERSTATE CORRECTIONS COMPACT

Creation and Authority

The Compact was created in 1985. See *Ala. Code* §§ 14-13-1 to 14-13-3.

Purpose

The Legislature's purpose in joining the Compact was to provide a vehicle by which states might come together for the purpose of developing mutual cooperative programs for the confinement, treatment and rehabilitation of offenders with the most economical use of human and material resources.

Composition

The Compact is composed of Alabama and other party states.

Organization

The Commissioner of the Department of Corrections is authorized and directed to do those things necessary or incidental to the

implementation of the Compact. The Commissioner is expressly authorized to enter into contracts with other states that have legally joined into the Interstate Corrections Compact. Such contracts will be negotiated between the Commissioner and such authority as the other state may legally designate. The Commissioner of the Alabama Department of Corrections is empowered to sign, obligate, or otherwise consummate such contracts for the State of Alabama.

Financing

Financing shall be through the Department of Corrections.

Office Location

The Compact is operated under aegis of the Alabama Department of Corrections. The Department is located at 301 South Ripley, Montgomery, Alabama with a mailing address of P.O. Box 301501, Montgomery, AL 36130, and the phone number is (334) 353-3883, fax number 334-353-9735.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT

Creation and Authority

The Emergency Management Assistance Compact was created by the U.S. Congress and adopted by the Alabama Legislature in 2002. See *Ala. Code* §§ 31-9-40 and P. L. 104-321 (1996).

Purpose

The purpose of the Emergency Management Assistance Compact is to provide for mutual assistance between the states entering into this compact for sharing resources for any emergency or disaster that is duly declared by the governor of the affected state or states, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

Composition

To include all fifty states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions upon adoption by each state's legislature.

Duties

Each party state is to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed: reviewing individual state hazards, developing emergency plans, and procedures for cross boundary hazards and disasters. States are also to cooperate in emergency-related exercises, testing, or other training activities between states in preparation of sharing resources from all jurisdictions within the state with other EMAC member states during emergencies or disasters.

Office Location

The mailing address is: National Emergency Management Association, P. O. Box 11910, Lexington, KY 40578. The phone number is (859) 244-8000 and the fax number is (859) 244-8239.

Alabama's participation in the Compact is coordinated by the Logistics Section of the Alabama Emergency Management Agency. Its phone number is (205) 280-2312. Its website is: www.ema.alabama.gov.

GULF STATES MARINE FISHERIES COMMISSION

Creation and Authority

The Gulf States Marine Fisheries Commission was created in 1949 by an interstate compact with the states of Florida, Alabama, Mississippi, Louisiana, and Texas. See *Ala. Code* §§ 9-12-180 to 9-12-184.

Purpose

The Commission was created to promote the better utilization of

the fisheries of the seaboard of the Gulf of Mexico, to protect such fisheries, and to prevent physical waste of the fisheries from any source.

Composition

Each state participating in the Commission appoints three representatives. Within Alabama, the Commissioner of Conservation and Natural Resources serves as an ex officio member. One representative is appointed by the Legislature for a four-year term. The other member is appointed by the Governor for a four-year term and must be a citizen having a knowledge of marine fisheries' problems. The Commission elects its own officers and determines its compensation. The Commission determines the time and place of all meetings, but is required to meet at least once a year.

Duties

The Commission makes inquiries to determine the methods, practices, circumstances and conditions necessary to implement conservation and prevent depletion and physical waste of the fisheries. The Commission recommends to the respective states measures which will promote the preservation of the fisheries. The Commission prepares written reports of its recommendations to the governors and legislatures of the respective states and consults and advises pertinent state agencies in regard to the fisheries problem. The Commission has the power to employ and dismiss personnel.

Financing

The Commission's activities are funded through dues from its member states, federal grants, and special contracts.

Office Location

The Gulf States Marine Fisheries Commission operates under aegis of the Commission of the Department of Conservation Marine Resources Division of the Department of Conservation and Natural Resources. The Division's office address is P.O. Box 189, Dauphin Island, AL 36528, and the phone number is (251) 861-2882. Staff support is provided by Colonel M. Scott Bannon, Director of the Marine Resources Division. The Commission's official office address is at 2404 Government Street, Ocean

Springs, MS 39564; and the phone number there is (228) 875-5912. Serving as Executive Director is Dave Donaldson. FAX (228-875-6604). Website: www.gsmfc.org

INTERSTATE COMPACT ON JUVENILES

Creation and Authority

The Compact was authorized by the Legislature in 1965 and updated in 2003. See *Ala. Code*, §§ 44-2-1 to 44-2-8.

Purpose

The purpose of the Compact is to provide for the return of juveniles who have run away or escaped to other states through cooperation with officials of other states and for supervision of other state probationers and parolees.

Composition

The State of Alabama, under supervision of the Director of Youth Services, enters into reciprocal agreements with officials of other states. The Compact is executed on behalf of Alabama by the Governor.

Organization

The Compact is administered by the State Director of Youth Services. The Director, acting jointly with like officers of other party states, promulgates rules and regulations to carry out the terms of the Compact. The Director is authorized to cooperate with all departments, agencies and officers of and in the government of Alabama in facilitating the Compact's administration. The Director makes necessary financial arrangements to discharge Compact obligations; and the courts, departments, and agencies of the State of Alabama are empowered to enforce its provisions.

Duties

Duties under the Compact include (1) general administration of the Compact, (2) findings of fact as to specific individuals falling within its

provisions, (3) return of escapees and absconders to the state, (4) cooperative supervision of probationers and parolees in party states, and (5) acceptance and administration of funds for effectuation of the Compact.

Financing

The Compact provides for funding from state and federal sources, and from donations, grants and gifts.

Office Location

Administration of the Compact is through the Department of Youth Services. Offices of the Department are at P.O. Box 66, Mt. Meigs, AL 36057 and the phone number is (334) 215-3820, fax (334) 215-1410. Mr. Steven L. Lafreniere serves as the Director. Website: www.dys.alabama.gov or the ICJ website: www.juvenilecompact.org.

INTERSTATE LIBRARY COMPACT

Creation and Authority

The Compact was authorized by the Legislature in 1973. See *Ala. Code* §§ 41-8-20 to 41-8-25.

Purpose

The purpose of the Compact is to authorize cooperation and sharing across state lines of those types of library facilities and services which can be more economically or efficiently developed on a cooperative basis, and to provide joint or cooperative services for those areas where distribution of population or existing library resources makes interstate cooperation the most effective way of providing services.

Composition

Under the enabling legislation, public library agencies of a party state, such as the Alabama Public Library Service, are authorized to establish an "interstate library district" to cooperate with agencies in other states and execute a "library agreement" for ongoing, joint or cooperative

services. The district is required to have a governing board with representatives of each participating public library agency in the district. Any private library agency or agencies party to a library agreement may be represented on or advise with the Board.

Organization

The governing board of the library district directs affairs of the district in accordance with the library agreement and is required to meet at least twice a year. The state library agencies of party states are authorized to conduct joint or cooperative programs; and any public or private library agencies may enter into "library agreements," which must be submitted to the Attorney General and filed with the Compact Administrator. Each state must designate a Compact Administrator; in Alabama, the Compact Administrator is the Director of the Alabama Public Library Service. The Director may appoint one or more deputy compact administrators.

Duties

Pursuant to a "library agreement," party states are authorized to jointly establish and maintain library facilities, undertake programs for securing, lending, or servicing books and other publications, accept grants and donations from state and federal agencies and private sources and dispose of same, operate mobile facilities, employ professional, technical and administrative personnel, and to acquire property and construct facilities for library purposes.

Financing

Under the Compact, financing may be from state, federal, and private sources.

Office Location

The Compact operates under aegis of, and is administered by, The Alabama Public Library Service and its Director. Offices of the Service are at 6030 Monticello Drive, Montgomery, AL 36130. The phone number is (334) 213-3900, fax (334) 213-3993. The website is: www.apls.state.al.us.

NORTHEAST MISSISSIPPI-NORTHWEST ALABAMA RAILROAD AUTHORITY COMPACT

Creation and Authority

Alabama's participation in the Authority was authorized by the Legislature in 1992. See *Ala. Code* § 37-11A-1.

Purpose

The purpose of the Compact is to develop and facilitate industry, trade, commerce and employment opportunities in Northeast Mississippi and Northwest Alabama through the establishment of an interstate authority to acquire railroad properties. The properties and facilities are to be acquired from operators who have notified the Interstate Commerce Commission of an intention to abandon said properties. The properties must be located in the Alabama counties of Franklin, Marion or Winston or in the Mississippi counties of Alcorn or Tishomingo.

Composition

The Authority shall be governed by a board of directors consisting of the Mayor of Belmont, Mississippi; the Mayor of Red Bay, Alabama; and two other citizens of each state appointed by the governing bodies of their respective cities. The appointed members of the board shall serve four-year terms.

Organization

The officers of the authority shall consist of a chair, a Vice Chair, a secretary, a treasurer and other officers as the board deems necessary. The chair and the Vice Chair shall be elected by the board from its membership with the chair rotating each year among the party states. The remaining officers shall serve one-year terms and shall be eligible for reelection.

Duties

The Authority has the power of acquiring property of every description and to develop any property necessary to carry out the purpose of the compact. The Authority also has the power to make available to

others of properties and facilities, in the furtherance of the goals of the compact, at tolls or rates the board deems appropriate.

Financing

Funds are received from fees collected by users of the rail facilities. The Authority also has the power to issue bonds, enter loans, collect gifts and donations and receive appropriations made available by member states.

Office Location

The Authority may be reached by contacting the Mayor of the City of Red Bay, Alabama. The mailing address is P.O. Box 2002, Red Bay, AL 35582. The phone number is (256) 356-4473, fax (256) 356-3105. Mrs. Charlene Fancher is the Mayor of Red Bay. Web address is www.cityofredbay.org

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN

Creation and Authority

The Compact was authorized by the Legislature in 1979. See *Ala. Code* §§ 44-2-20 to 44-2-26.

Purpose

The purpose of the Compact is to cooperate with other states in the interstate placement of dependent children to the end that each child receives maximum opportunity to be placed in a suitable environment and to be availed of facilities that assure a necessary degree and type of care.

Composition

The State of Alabama enters into reciprocal agreements with other states, with the Governor of Alabama and of each member state designating an administrator to act jointly with other states in promulgating rules and carrying out provisions of the Compact.

Organization

The Commissioner of the Department of Human Resources is designated as the administrator of the Compact in Alabama. The Commissioner, with support from the Department and other agencies, carries out provisions of the Compact, as provided by the enabling legislation.

Duties

Duties under the Compact include general administration of the Compact, ascertaining the conditions for placement, and assuring appropriate financing to effect the Compact's provisions.

Financing

The Compact's financing is through the Department of Human Resources.

Office Location

The Compact is administered through the Department of Human Resources. The Department is located at S. Gordon Persons Building, 50 Ripley Street, Montgomery, AL 36130-4000; and the phone number is (334) 242-9500, and the fax is (334) 242-0939.

SOUTHEAST INTERSTATE LOW-LEVEL RADIOACTIVE WASTE COMMISSION

Creation and Authority

Alabama's participation in the Southeast Interstate Low-Level Radioactive Waste Commission was authorized in 1982. See *Ala. Code* §§ 22-32-1 to 22-32-9.

Purpose

The mission of the Commission is to ensure that adequate, reliable, and appropriate services are available, now and in the foreseeable future,

such that low-level radioactive waste generated in the Southeast Region can be safely managed in an efficient, equitable, economical, and environmentally responsible manner in order that each party state may meet its responsibility for providing for the availability of capacity either within or outside the State for disposal of low-level radioactive waste generated within its borders.

Composition

The Commission shall consist of two voting members from each party state to be appointed according to laws of each state. The Director of the Office of Radiation Control, Alabama Department of Public Health and the Energy Division Chief, Alabama Department of Economic and Community Affairs shall serve as members of the Commission. As directors of departments or agencies of the state, they may designate a subordinate officer or employee of their department or agency to serve in their stead.

Organization

The Commission shall meet at least twice a year and shall also meet upon the call of the presiding officer, by petition of a majority of the party states, or upon the call of a host state. All meetings are open to the public. Each Commission member shall be entitled to one vote. No action of the Commission shall be binding unless a majority of the total membership cast their vote in the affirmative. The Commission shall elect a Chairman, a Chairman-Elect, and a Secretary/Treasurer. The Chairman and the Chairman-Elect shall not be from the same party state. The Commission shall adopt by-laws not inconsistent with the Compact. The Commission may appoint, contract for, and compensate such limited staff necessary to carry out its duties and functions.

Duties

Duties of the Commission include receipt and approval of applications of nonparty states to become eligible states and of eligible states to become party states, submission of an annual report and other communications to the governor and presiding officers of each body of the legislature of the party states, determination of the type and number of regional facilities and their locations necessary to manage waste generated

within the region, and adoption of procedures and criteria for identifying a party state as a host state for a regional disposal facility.

Financing

Alabama's initial contribution to the work of the Commission was \$25,000. Annual operating funds shall come from disposal fees paid by users of the Southeast Region's disposal facility.

Office Location

Alabama's participation in the Commission is through its designated Commissioners from the following departments: Director, Office of Radiation Control, Alabama Department of Public Health, RSA Tower, Montgomery, AL 36130-1701, telephone (334) 206-5391, facsimile (334) 206-5387; and Energy Division Chief, Alabama Department of Economic and Community Affairs, 401 Adams Avenue, P.O. Box 5690, Montgomery, AL 36103-5690, telephone (334) 242-5292, fax (334) 242-0552.

SOUTHERN GROWTH POLICIES BOARD

(Based on information provided for the 2010 Edition)

Creation and Authority

Alabama's participation is provided for in *Ala. Code* §§ 41-18-1 to 41-18-3.

Purpose

The purpose is to aid the several southern states in providing: (1) improved facilities and procedures for study, analysis and planning of governmental policies, programs, and activities of regional significance; (2) assistance in the prevention of interstate conflict and the promotion of regional cooperation; and (3) mechanisms for coordination of state and local interests on a regional basis.

Composition

Five members are named from each participating state, as follows:

(1) the Governor; (2) two members of the state legislature, one of whom is appointed by the presiding officer of each house or in such manner as the legislature may specify; and (3) two residents of the state, appointed by the Governor.

Financing

The Board is supported through private contributions and dues from each member state in accordance with the following formula: (1) one third in equal shares; (2) one third in the proportion that the population of a member state bears to the population of all member states; and (3) one third in the proportion that per capita income in a member state bears to the per capita income in all member states.

Office Location

The Southern Growth Policies Board has no known address. Its last known phone number and website have been disconnected.

SOUTHERN RAIL COMMISSION

Creation and Authority

Alabama's participation in the Commission was authorized by the Legislature in 1982. See *Ala. Code*, § 37-11-1.

Purpose

Purpose of the Commission is to administer a Compact to study the feasibility of rapid rail transit service between the states of Mississippi, Louisiana and Alabama.

Composition

Membership of the Commission shall consist of the Governor of each party state, one representative each from the Mississippi Energy and Transportation Board, or its successor, the Office of Aviation and Public Transportation of the Louisiana Department of Transportation and Development, or its successor, and the State Department of Transportation, or its successor, five other citizens of each party state,

appointed by the governor thereof. Appointive members serve four-year terms.

Organization

The Commission is to choose annually a chairman and a Vice Chairman from among its members, with the chairmanship rotating each year among party members in order of acceptance of the Compact. Members are not compensated for service, though each appointed member is entitled to actual and reasonable expense incurred in Commission business. Members hold regular quarterly meetings and such special meetings as business shall require.

Duties

It is the duty of the Commission to study the feasibility of providing interstate rapid rail transit service between party states. The Commissioner has the power to hold hearings, to conduct studies and surveys associated with such service and to report thereon. The Commission is to cooperate with other regional and national groups with similar purposes.

Financing

Funds for establishment and operation of the Commission are to be provided by the respective state legislatures of party states.

Office Location

The Southern Rail Commission currently operates in partnership with the Alabama Department of Transportation and the Alabama Department of Economic and Community Affairs. Its website is www.SouthernRailCommission.org.

SOUTHERN STATES ENERGY COMPACT

Creation and Authority

The Board was made operative in Alabama in 1980. See *Ala. Code* §§ 9-18A-1 to 9-18A-4.

Purpose

The purpose of the Board is to administer a regional energy compact which provides the framework for cooperative efforts by member states for the proper employment and conservation of energy and the employment of energy-related facilities, materials, and products with reasonable regard for the environment, to improve the economy of the south, and to contribute to the individual and general wellbeing of the people of the southern region. Through the cooperation of member states, the Board assists in the creation and implementation of programs in the fields of energy and environment.

Composition

There is hereby created an agency of the party states to be known as the “Southern States Energy Board” (hereinafter called the Board). The Board shall consist of three members from each participating state. One member is appointed by the Governor, one appointed by the presiding officer of the State House of Representatives and one appointed by the presiding officer of the State Senate.

Duties

The Board provides policy advice on energy and environmental matters to state officials. The Board serves each member jurisdiction and the region by representing their interests before governmental agencies at all levels, by working with other regional groups, organizations and the public, and by implementing region wide programs.

Organization

Nineteen jurisdictions are eligible to join. The eighteen present members are: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands, and West Virginia. The eligible jurisdiction that has not joined is Delaware.

Financing

Funding is provided by member jurisdictions on a formula basis. One half of the costs of the Board are prorated in equal shares to each

jurisdiction. One quarter is based on the ratio of the member jurisdiction's population to the total population of all member jurisdictions. One quarter is based on the member jurisdiction's per capita income.

Office Location

Alabama Offices for the Board are located in the State Capitol. The address is State Capitol, Suite N-104; 600 Dexter Avenue; Montgomery, Alabama, 36130. The phone number is (334) 242-7100. Website: www.sseb.org

TENNESSEE-TOMBIGBEE WATERWAY DEVELOPMENT AUTHORITY

Creation and Authority

The Authority was established in 1957. See *Ala. Code* §§ 33-8-1 to 33-8-4. The Authority's power is based on an interstate compact between Alabama, Mississippi, Tennessee, and Kentucky, which was approved by the Congress in 1958.

Purpose

The purpose of the Authority is to promote trade and economic development of a navigable waterway from the Tombigbee-Warrior River junction at Demopolis, Alabama to the Yellow Creek-Tennessee River Junction at Pickwick Pool in Mississippi, near the common boundaries of Alabama, Mississippi, and Tennessee, and its impacted area comprised of the four states which the Authority serves.

Composition

The Authority has 24 members equally divided among the four states. The Governor of Alabama and five members appointed by him or her represent the State of Alabama, while the Governors of Mississippi, Tennessee, and Kentucky and five members appointed by each of them represent their states. The appointed members must be persons interested in promotion and development of waterways and water transportation. Members serve four-year terms, and their compensation consists of expenses as provided by law. The Authority is required to meet once each

quarter, and additional meetings may be held. The number of members who will constitute a quorum, as well as date, time, and place of meeting, are determined by the Authority.

Duties

The Authority promotes, encourages, and coordinates the efforts of the compact states to secure development of the Tennessee-Tombigbee Waterway and its impacted region. It may hold hearings and may conduct studies and surveys of all problems, benefits, and other matters related to the development program. It may acquire, hold, and dispose of money and property and cooperate with other public groups interested in waterways development. The Authority adopts rules and regulations for the conduct of its affairs, keeps a record of proceedings, and exercises any other necessary powers for accomplishing purposes of the compact.

Organization

The Authority elects a Chairman, Vice Chairman, and Treasurer from its members and appoints a Secretary, who serves at its pleasure. The chairmanship of the Authority rotates each year among the member states.

Financing

Each party state contributes money toward the financing of the Authority's work and programs. Appropriations made to the Authority by the State of Alabama come from the General Fund.

Office Location

The Authority's office is located in Columbus, Mississippi. The Box Drawer is 671, Columbus, Mississippi 39703; and the phone number is (662) 328-3286, fax (662) 328-0363. Mr. Mitchell Mays serves as Administrator of the Authority. Email: mays@tenntom.org. The website is: www.tenntom.org.

THE LEGISLATIVE BRANCH

ALABAMA LEGISLATURE

Creation and Authority

The Legislature was established in 1819. See the *Alabama Constitution*, Article IV, §§ 41 to 111, 196-203, and 279; and Amendments 57, 97 and 159; Ala. *Code* §§ 17-2-1 to 17-2-3; 29-1-1 to 29-1-25; 29-2-1 to 29-2-190; 29-3-1 to 29-3-16.

Purpose

The Legislature is one of the three major branches of government created by the Constitution. The Legislature is primarily responsible for exercising the law-making power of the State. Some of its general powers include the power to tax, make appropriations, propose constitutional amendments, participate in the impeachment process, establish or abolish governmental units and agencies subject to certain constitutional limitations, investigate governmental operations, hold hearings, and create corporate bodies. Unlike most of the other agencies found in this Manual, the powers of the Legislature are not specifically listed in the Constitution or Code. Rather, the Constitution assumes that the general law-making power rests with the Legislature, and hence most of the constitutional provisions are in the nature of restrictions on that law-making power rather than specific grants of power.

Financing

The Legislature receives annual appropriations from the General Fund and the Alabama Education Trust Fund.

Sessions

Quadrennially, the Legislature holds a ten-day organizational session on the second Tuesday in January following the election of its members. Regular sessions of the Legislature are held annually and are limited to 30 legislative days within 105 calendar days.

Special sessions of the Legislature convened in the manner provided by the *Constitution* are limited to 12 legislative days within 30 calendar days. A quorum consists of a majority of each House. Similarly, a simple majority vote is required for the enactment of legislation, except

for certain legislative acts such as a proposed constitutional amendment, which requires passage by a three-fifths vote of all elected members of each House. Appropriations to non-public schools, such as Marion Military Institute and Tuskegee Institute, require a vote of two thirds of those elected.

Since the passage and ratification of the Budget Isolation Amendment (No. 448), a vote of three-fifths of a quorum present on a resolution declaring that the provisions of "paragraph (C)" shall not be applicable is required before a bill can be brought before either house. "Paragraph (C)" specifies that no bill other than a bill making any of the Basic Appropriations shall be signed by either the presiding officer of the House or Senate and transmitted to the other house until bills making the Basic Appropriations for the then ensuing Budget Period shall have been signed by the presiding officer of each house of the Legislature and presented to the Governor.

HOUSE OF REPRESENTATIVES

Composition

The House has 105 members elected from single-member districts. The 105 single-member districts are based strictly on population as determined by census tracts, enumeration districts and block groups. (See map of House districts). Representatives must be at least 21 years of age and a resident of the district from which elected.

The term of office, method of removal, and compensation for the House of Representatives are the same as for the Senate. As is the case in the Senate, provision is made for Emergency Interim Successors. See the description of this office under the discussion of the composition of the Senate.

Duties

The House of Representatives determines its rules of procedure. It protects itself from violence and corruption and, on concurrence of two-thirds of its membership, enforces the expulsion of a member. The House keeps a journal of its proceedings, originates all revenue bills, and considers measures introduced in the proper form by its members. It

provides for committee consideration of such measures and, if deemed appropriate, debates such measures and votes on their passage.

Organization

Committees. The House of Representatives has the following Standing Committees: Rules; Ways and Means Education, Ways and Means General Fund; Judiciary; County and Municipal Government; Commerce and Small_Business; Health; Insurance; Financial Services; Education Policy; Agriculture and Forestry; Public Safety and Homeland Security; Constitution, Campaigns and Elections; State Government; Economic Development and Tourism; Local Legislation; Boards, Agencies and Commissions; Internal Affairs; Transportation, Utilities, and Infrastructure; Technology and Research; Military and Veterans Affairs; Children and Senior Advocacy; Ethics and Campaign Finance; Urban and Rural Development; and Fiscal Responsibility. Committees are proposed by the Speaker and formally established in the House Rules.

Officers and Personnel. The House elects a Speaker from its own membership to preside over its deliberations. By statute, the Speaker serves on, and appoints members to, a number of state boards and commissions. He is authorized to employ staff. A Speaker pro tempore is elected also, though no provisions are made for such election in the Constitution or the Alabama Code. The House also elects a Clerk of the House, who can hire staff with the approval of the House Legislative Council, and who serves as the House parliamentarian.

Office Location

The Office of the Clerk of the House of Representatives is located on the Fifth Floor of the Alabama State House Building, Montgomery, AL 36130. The phone number is (334) 242-7609, fax (334) 242-2488. Mr. Jeff Woodard serves as Clerk. Website: www.legislature.state.al.us.

SENATE

Composition

The Senate has 35 members elected from single-member districts. A Senator must be 25 years of age, a citizen and resident of Alabama for

at least three years, and a resident of the district from which elected for at least one-year preceding election and during the term of office. Senators serve four-year terms of office and may be removed by expulsion. The annual basic compensation of a Senator shall be the median annual household income in Alabama, as ascertained and adjusted each year by the State Personnel Board to take effect on the first day of January of each year. Subject to approval by the President of the Senate, a Senator may be reimbursed for expenses incurred for travel on official business in the same amounts or at the same rates as for state employees traveling in the service of the state as provided by state law, rules, and policies, provided that, the travel is to a place outside his or her district. A Senator also can request reimbursement of actual expenses other than travel expenses incurred in the performance of official duties. Except for the expenses of transportation, no member of the Legislature who resides less than 50 miles from the seat of government may be reimbursed for any travel expenses for travel between his or her place of residence and the seat of government.

Duties

The Senate considers bills and resolutions introduced in the proper form by members of the Legislature, provides for committee consideration of such measures, and, if deemed appropriate, debates such measures and votes on their passage. The Senate keeps a daily journal of its transactions as a summary of actions taken by the Senate on each legislative day. It also considers appointments made by the Governor when such appointments are subject to Senate approval or confirmation. The Senate determines its rules of procedure. It provides for disciplinary action against members and upon concurrence of two-thirds vote of its membership, it may expel a member.

Organization

Committees. The Senate Committee on Assignments determines the chair, Vice Chair, and membership of each standing committee during the Organizational Session at the beginning of each quadrennium. The current Standing Committees of the Senate are: Rules; Finance and Taxation Education; Finance and Taxation General Fund; Confirmations; Fiscal Responsibility and Economic Development; Judiciary; Governmental Affairs; Education and Youth Affairs; Constitution, Ethics, and Elections; Agriculture, Conservation and Forestry; Banking and

Insurance; Health and Human Services; Tourism and Marketing; Veterans and Military Affairs; Transportation and Energy; County and Municipal Government; and Five Local Legislation Committees—one each for Jefferson, Madison, Mobile, and Shelby Counties and another for the rest of the state. The role of the committees is to consider, in formal meetings, bills that are assigned to them. A favorable report by a committee forwards the bill for possible consideration by the full Senate.

Officers and Personnel. The Lieutenant Governor is a member of the Executive Branch of Government and presides over the Senate when in session. A President *pro tempore* is elected by the entire Senate to preside over its deliberations when the President is absent. The Senate elects the Secretary of the Senate who supervises the Senate staff as directed by the body. Other officers and staff of the Senate are an Administrative Assistant, Chief Clerk, a Reading Clerk, Doorkeepers, Data Processing Personnel, and clerical personnel. An Information Technology staff jointly serves the Senate and the House of Representatives. The Secretary has custody, control, and care of the space in the Alabama State House designated for the use of the Senate.

Office Location

The Office of the Secretary of the Senate is located on the Seventh Floor of the Alabama State House, Montgomery, AL 36130-4600. The phone number is (334) 242-7803, fax (334) 242-7544. Website: www.legislature.state.al.us.

LEGISLATIVE COUNCIL

Creation and Authority

The Legislative Council was established in 1945. See *Ala. Code* §§ 29-6-1 to 29-6-7.2.

Purpose

The Council coordinates and oversees the administration of the joint duties of the Legislative Branch of Government.

Composition

The Council consists of the Speaker of the House, the House Majority Leader, the House Minority Leader, the Chairs of the Ways and Means General Fund and Ways and Means Education Committees, two members of the House appointed by the Speaker, two members of the House elected by the House, and one member of the House elected by members of the House who are not members of the majority party, who constitute the House Legislative Council, and the President Pro Tempore of the Senate, the Senate Majority Leader, the Senate Minority Leader, the Chairs of the Finance and Taxation General Fund and Finance and Taxation Education Committees, two Senators appointed by the President Pro Tempore, two members of the Senate elected by the Senate, and one member of the Senate elected by members of the Senate who are not members of the majority party, who constitute the Senate Legislative Council. Members may not be elected to more than two consecutive four-year terms and no member may be appointed to more than two consecutive four-year terms. Any member serving ex officio may remain on the Legislative Council as long as the member holds the office qualifying the member for membership. The elected House and Senate members are elected at the first regular session of each quadrennium.

Members of the Legislative Council, House Legislative Council, and Senate Legislative Council receive expenses for attendance of each meeting of the respective council as provided for in Amendment 871 to the Constitution of Alabama of 1901. The Council holds meetings at the request of the chair or as its members determine, in both cases upon written notice to each member of the council. If the chair declines to call a meeting or is unable to call a meeting, the Speaker of the House, the President Pro Tempore of the Senate, or a majority of the council may call a meeting of the council. Any decision of the Legislative Council is required to be made by a majority vote of the council members from the Senate and a majority vote of the council members from the House of Representatives.

Duties

The Legislative Council appoints the Director of the Legislative Services Agency and submits research studies and other legislative requests to the agency. The Council has the authority to approve budget requests, provide accounting and human resource services, provide building maintenance services, allocate space in the Alabama State House,

and oversee other administrative tasks for the Legislature. The Council examines the effects of constitutional provisions and statutes and the effectiveness of state and local governmental operations and reviews administrative rules under the Administrative Procedure Act, as the Joint Committee on Administrative Regulation Review. The Council also directs and approves printing contracts relating to the publishing of the Code of Alabama 1975.

Organization

The Director of the Legislative Services Agency is ex officio the Secretary to the Council. The Council elects a Chair and Vice Chair from its membership. The position of Chair alternates between a member of the Senate and a member of the House of Representatives every two years.

Financing

The Legislative Council receives annual appropriations from the General Fund.

Office Location

The Staff Agency for the Legislative Council is the Alabama Legislative Services Agency. The agency is located at 11 South Union Street, Room 620 of the Alabama State House, Montgomery, AL 36130. The phone number is (334) 242-7950, fax (334) 242-4708. Mr. Othni Latham is the Director of the Legislative Services Agency. Website: www.lsa.state.al.us

DEPARTMENT OF EXAMINERS OF PUBLIC ACCOUNTS

Creation and Authority

The Department was established in 1947 as part of the Legislative Branch. See *Ala. Code* §§ 41-5A-1 to 41-5A-22. Prior to 1947, it existed as a Division of the Department of Finance.

Purpose

The Department of Examiners of Public Accounts examines and audits the books, accounts, and records of all State and county offices, officers, bureaus, boards, commissioners, corporations, departments, and other agencies, including the State's two-year and four-year colleges and universities. Additionally, the Department may perform investigations or assist federal, state and local law enforcement agencies by performing audits, examinations or providing technical assistance. Reports of the Department are *prima facie* evidence in court proceedings.

Financing

The Department receives annual appropriations from the General Fund, Education Trust Fund and revenues from federal compliance audits.

Chief Examiner of Public Accounts

The Chief Examiner is appointed by the Legislative Committee on Public Accounts. The Chief Examiner serves a five-year term of office and may be reappointed for as many terms as are deemed appropriate. The appointment must be confirmed by the Senate, but this does not affect the power to act pending confirmation. The Chief Examiner may be removed by joint resolution of the Legislature for cause provided in writing and supported by sufficient, competent evidence referred by the Legislative Committee of Public Accounts.

Duties

The Chief Examiner serves as executive and administrative head of the Department; exercises general supervision over and makes regulations for governing the Department and appoints necessary personnel; prescribes uniform rules pertaining to investigations, examinations, audits, and departmental hearings; supervises the fiscal affairs and responsibilities of the Department; keeps an accurate record of departmental proceedings; and issues an annual report to the Governor and the Legislative Committee on Public Accounts concerning the condition, operation, functioning, and findings of the Department.

The Chief Examiner and personnel of the Department examines all state and county books, accounts, and records and prepares such accounting and reporting systems, procedures, records, and forms as are

necessary for uniform accounting in State and county offices. The Chief Examiner may issue subpoenas and conduct hearings. The Chief Examiner keeps a docket listing the settlement of charges and exercises all other necessary powers to accomplish the purpose of the Department. Unpaid charges are certified to the Attorney General or district attorney for suit.

The Chief Examiner may contract with recovery auditors to conduct recovery audits of payments made by state entities to individuals, vendors, service providers and other entities.

Organization of the Department

The Chief Examiner may appoint Assistant Chief Examiner, Chief Legal Counsel, and other personnel, subject to the State Merit System, deemed necessary. The Department is divided into the State Audit Division, Operational Audit Division, Education Audit Division, County Audit Division, Legal Division and Administrative Division.

Office Location

The Office of the Department is located at 50 N. Ripley Street, Room 3201, Montgomery, AL 36130-3833. The mailing address is P.O. Box 302251, Montgomery, AL 36130-2251. The phone number is (334) 242-9200, fax (334) 242-1775. Mrs. Rachel Laurie Riddle serves as Chief Examiner. Website: www.examiners.alabama.gov.

LEGISLATIVE SERVICES AGENCY

Creation and Authority

The Legislative Services Agency was established in 2017. The agency succeeds to, and is vested with, all powers and duties of the Alabama Law Institute, the Legislative Fiscal Office, and the Legislative Reference Service. See *Ala. Code* §§ 29-5A-1 to 29-5A-64.

Purpose

The Legislative Services Agency provides non-partisan professional services and support to the Alabama Legislature, including legal, fiscal, and code revision services.

Organization

The Director of the Legislative Services Agency is the head of the agency and is appointed by the Legislative Council. The Legislative Council determines the salary of the Director. The Director also serves as the Code Commissioner, the Secretary of the Legislative Council, and as a member of the Uniform Law Commission and the Council of the Alabama Law Institute.

The Legislative Services Agency is composed of three divisions: The Alabama Law Institute, the Fiscal Division, and the Legal Division.

Law Revision Division (Alabama Law Institute)

The Alabama Law Institute's primary purpose is to clarify and simplify the laws of Alabama, revise laws that are out-of-date, and to fill gaps in the law where there exists legal confusion. This work is accomplished through volunteer expert committees formed from the Institute's membership, which review such issues and draft bills to correct them. Additionally, the Institute provides legal education through conferences and handbooks for a number of different groups including probate judges, sheriffs, and the Alabama Legislature. Finally, the Institute also assists the Legislature in its work by providing legal counsel and interns to a number of legislative committees.

The Deputy Director of The Alabama Law Institute is appointed by the Director as the head of the division and serves at the pleasure of the Director. The deputy director must be a licensed attorney.

Fiscal Division

The Fiscal Division provides fiscal information to House and Senate Committees, including information regarding the budget, appropriation bills, and other bills authorizing or providing budget authority or tax expenditures; and information with respect to revenues, receipts, estimated future revenues, and changing revenue conditions. The Fiscal Division provides a fiscal note on all general bills that are considered by legislative committees. The fiscal note is printed on the House or Senate calendar.

The Legislative Branch

The Deputy Director of the Fiscal Division is appointed by the Director as the head of the division and serves at the pleasure of the Director.

Legal Division

The Legal Division responds to questions concerning the organization and administration of state government and the operation of constitutional and statutory law; drafts legislation; completes studies and reports relating to state and local governments; and makes a continuous analysis of the scope, effect, and methods of federal, state, and local government operations and offers recommendations to members of the Legislature and the Legislative Council. The division also compiles and codifies the statutory laws of Alabama, is the filing office for rules adopted under the Alabama Administrative Procedure Act and publishes the Alabama Administrative Monthly and the Alabama Administrative Code.

The Deputy Director of the Legal Division is appointed by the Director as the head of the division and serves at the pleasure of the Director. The deputy director must be a licensed attorney.

Financing

The Legislative Services Agency receives annual appropriations from the General Fund, the Education Trust Fund, and self-generated funds.

Office Location

The Legislative Services Agency is located in Suite 207 of the Alabama State House, Montgomery, AL 36130. The phone number is (334) 261-0600. Website: www.lsa.state.al.us. Email addresses are available on the website. Mr. Othni Latham serves as Director.

LEGISLATIVE COMMITTEE ON PUBLIC ACCOUNTS

Composition

The Committee is a joint Senate-House Committee which has twelve members. The House and the Senate each elect five members from their membership. The President Pro Tempore of the Senate is a member and Chairman of the Committee, and the Speaker of the House is a member and Vice Chairman. Beginning January 1, 2020, the President Pro Tempore of the Senate and the Speaker of the House will alternate service as chair and Vice Chair. Members serve four-year terms of office and are entitled to their legislative per diem and travel expenses and other expenses of attending meetings as provided by law. The Committee holds annual meetings in Montgomery for no longer than ten days. Special meetings, not to exceed ten days in any year, may be held on call of the Chair, upon written request by the Governor, Chief Examiner, or a majority of the Committee.

Duties

The Legislative Committee on Public Accounts exercises general supervision and control over the actions of the Chief Examiner of Public Accounts and the Department of Examiners of Public Accounts. It appoints the Chief Examiner and approves the selection of an Assistant Chief Examiner. The Committee receives recommendations and reports from the Chief Examiner and the Department and reports to the Legislature and the Governor concerning the Department's activities and the Committee's recommendations. *See Department of Examiners of Public Accounts.*

Office Location

The office is located in the Alabama State House office of legislative member serving as Chairman.

THE JUDICIAL BRANCH

SUPREME COURT

Creation and Authority

The Alabama Supreme Court was established in 1819. See the *Alabama Constitution of 1901*, Article VI of Amendment No. 328 (now *Ala. Const. Art. VI, § 140*), and *Ala. Code §§ 12-2-1 to 12-2-160*.

Purpose

The Supreme Court is the highest court in the State. It has original and appellate jurisdiction and supervises the lower courts.

Composition

Justices. The Supreme Court is composed of a Chief Justice and eight Associate Justices. They are selected by popular election. They must be licensed to practice law in this State and must have been licensed in this State or any other state for a combined total of 10 years.

Justices serve six-year staggered terms and may be removed by impeachment or by the Court of the Judiciary. The Supreme Court has its regular term from the first Monday in October through the last day in June and a special term from July 1 to the first Monday in October. A quorum consists of a majority of the Justices.

Duties

The Supreme Court hears cases appealed from the lower courts and exercises original jurisdiction in cases in which no other court has jurisdiction. Upon request, it renders advisory opinions on important constitutional questions from the Governor or the Legislature. It also establishes rules of practice before the Supreme Court, the Alabama Court of Criminal Appeals, the Alabama Court of Civil Appeals, and the lower courts of record, and it supervises lower courts. The Chief Justice may order special sessions of the circuit court and may order judges to hold court away from their regular circuits when the public good requires it. The Chief Justice appoints special judges or district attorneys in the absence of regular judges or district attorneys and supervises the custody of prisoners to prevent the holding of a person without prompt trial. The Chief Justice administers the judicial system in such a way that all courts

give proper dispatch to court business. The Chief Justice also serves as a member of the State Safety Coordinating Committee.

Under the Judicial Article approved by the people (now §§ 139-162 of the Alabama Constitution) the Supreme Court has rule-making power and has authority to promulgate administrative regulations to ensure the efficient and speedy administration of justice.

Organization

The Court may sit, hear, consider, and determine causes in divisions. The Court sits in two divisions of five Justices each, which are headed by the two most senior Associate Justices. Each division consists of four Associate Justices and the Chief Justice, who sits in both divisions. The Court sits en banc for oral arguments and in capital cases involving a sentence of death, cases reversing a judgment of the Court of Civil Appeals or the Court of Criminal Appeals, cases challenging the constitutionality of a statute, disbarment proceedings, utility-rate cases, certified questions accepted from federal courts, advisory opinions, and cases seeking to overrule prior decisions of the Court.

Officers and personnel of the Supreme Court may include the following: clerk, marshal, librarian, reporter of decisions, deputy clerk, assistant clerk, assistant reporter of decisions, administrative assistants, executive assistants, assistant librarians, deputy marshals, law clerks, staff attorneys, secretaries, docket clerks, accountants, computer analyst/programmers, and clerical aides.

Financing

The Supreme Court receives annual appropriations from the General Fund.

Office Location

The Supreme Court and its offices are located in the Heflin-Torbert Judicial Building, 300 Dexter Avenue, Montgomery, AL 36104. The phone number is (334) 229-0700, fax (334) 229-0522. Ms. Julia Jordan Weller serves as Clerk of the Court. Website: www.judicial.alabama.gov.

COURT OF CRIMINAL APPEALS

Creation and Authority

A Court of Appeals was established in 1911. See the 1901 *Ala. Const.* new Article VI, Amendment No. 328; *Ala. Code* §§ 12-3-1 to 12-3-36.

In 1969, the Legislature abolished the existing Court of Appeals and established two specialized courts of appeal, the Court of Criminal Appeals and the Court of Civil Appeals.

Purpose

The Court of Criminal Appeals exercises exclusive appellate jurisdiction over all criminal convictions and delinquency adjudication in juvenile court and over judgments on all post-conviction writs in criminal cases.

Composition

Judges. The Court of Criminal Appeals has five judges. A Presiding Judge is elected by a majority of the judges on the Court. Judges are selected by statewide popular election. They must be licensed to practice law in this State. Prior to beginning a term of office, they must have been licensed to practice law in this state or any other state for a combined total of 10 years or more. See *Ala. Code* § 12-3-1. They serve six-year terms of office and their compensation is fixed by law. The Court meets for one-year terms, which start on the first Monday in October of each year. A quorum consists of a majority of the judges.

Duties

The Court of Criminal Appeals exercises appellate jurisdiction under such terms and conditions as are prescribed by law and by procedural rules adopted by the Supreme Court. It has jurisdiction to issue certain writs relating to matters over which it has appellate jurisdiction and to issue such remedial writs as are necessary to give it superintendence and control of trial courts exercising jurisdiction over cases and matters within the appellate jurisdiction of the Court of Criminal Appeals. Decisions of the Court of Criminal Appeals are subject to discretionary

review by the Alabama Supreme Court.

Personnel

Each judge is authorized to appoint an executive assistant and three staff attorneys to assist in the performance of his or her duties. In addition, the Court is authorized to employ a clerk, an assistant clerk, and such other staff as the court deems necessary.

The Marshal and the Librarian of the Supreme Court also serve as Marshal and Librarian for the Court of Criminal Appeals. The Reporter of Decisions of the Supreme Court also serves as Reporter of Decisions of the Court of Criminal Appeals.

Financing

Financing for the Court of Criminal Appeals is provided by way of annual appropriations from the General Fund.

Office Location

The Court of Criminal Appeals is located in the Judicial Building, 300 Dexter Avenue, P.O. Box 301555, Montgomery, AL 36130-1555. The phone number is (334) 229-0751, fax (334) 229-0521. Scott Mitchell serves as Clerk of the Court. Website: www.judicial.state.al.us/criminal.cfm.

COURT OF CIVIL APPEALS

Creation and Authority

A Court of Appeals was established in 1911. See the 1901 *Ala. Const.*, new Article VI, Amendment No. 328; *Ala. Code* §§ 12-3-1 to 12-3-33.

In 1969 the legislature established two appellate courts. The existing Court of Appeals was converted into the Court of Criminal Appeals, and another appellate court known as the Court of Civil Appeals was also created. Since 1973, the courts are Constitutional Courts under Article VI.

Legislation enacted during the 1993 Regular Session of the Legislature increased the number of judges from three to five and expanded the jurisdiction of the Court of Civil Appeals. See *Ala. Code* §§ 12-3-1, 12-3-10. This law further expanded the Court's jurisdiction by enlarging the scope of cases which it may receive on deflection from the Alabama Supreme Court. See *Ala. Code* §12-2-7(b).

Purpose

Effective January 1, 1995, the Court of Civil Appeals has exclusive jurisdiction of appeals in all suits where the amount involved, exclusive of interests and costs, does not exceed \$50,000, as well as cases deflected from the Supreme Court. (The pre-January 1, 1995 monetary limit was \$10,000.) With limited exceptions the Supreme Court can deflect all direct appeals to the Court of Civil Appeals. The Court also has exclusive jurisdiction over all appeals from administrative agencies except the Alabama Public Service Commission; all appeals in domestic relations cases; all appeals in workers' compensation cases; appeals of a civil nature from juvenile court; and all extraordinary writs arising from appeals in these cases.

Composition

Judges. Effective January 1, 1995, the Court is composed of five judges, the judge having the greatest length of service being designated the Presiding Judge. Judges are selected by popular election and have six-year staggered terms with one-third of the members being elected each second year. Currently, judges must have been licensed to practice law for 10 years in this state as a qualification to run for an appellate judgeship.

Duties

The Court of Civil Appeals hears on appeal those cases which come within its jurisdiction. It exercises original jurisdiction in the issuance and determination of certain writs relating to matters over which it has appellate jurisdiction. The Court issues remedial writs for superintendence and control of courts inferior to the Court of Civil Appeals; it follows and is governed by Supreme Court decisions.

Personnel

Each judge is authorized to appoint a confidential secretary, a law clerk, and sufficient employees to carry out their constitutional duties. The Marshal and Librarian of the Supreme Court serves also as Marshal and Librarian of the Court of Civil Appeals. The Reporter of Decisions of the Supreme Court also serves as Reporter of Decisions of the Court of Civil Appeals. The judges on the Court of Civil Appeals are authorized to appoint and employ a clerk. The clerk is authorized to appoint and employ such additional employees as are needed to adequately operate the clerk's office.

Financing

Annual appropriations for the Court of Civil Appeals are made from the General Fund.

Office Location

The Court is located at 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 229-0733, fax (334) 229-0530. Website: www.judicial.alabama.gov Clerk of the Court is Rebecca C. Oates.

CIRCUIT COURTS

Creation and Authority

The circuit courts were established in 1819. Amendment 328 to the 1901 *Ala. Const.* was ratified in 1978 and retained the circuit courts as the court of general jurisdiction in Alabama. See *Ala. Code* §§ 12-11-1 to 12-11-61. On October 1, 1977 circuit courts began to exercise jurisdiction and function under the legislation implementing the Judicial Article.

Purpose

Circuit courts operate as general trial courts and hear cases at law and in equity. The circuit courts also have appellate jurisdiction over inferior courts within the circuit, including appeals from district court, municipal court, and some matters arising in probate courts.

Composition

Judges. Each circuit judge elected by popular vote from the residents of a judicial circuit. In order to qualify for judicial office, a person must be licensed to practice law in this state and have such other qualifications established by the Alabama Legislature. Further, a person seeking judicial office must have resided in the circuit for at least one year immediately preceding election. A judge must continue to live in the judicial circuit while holding office. Circuit judges serve six-year terms of office. The salary for circuit judges is fixed by law, but under a grandfather clause in the Uniform Judicial Pay Plan (§§ 12-10A-1 to 12-10A-6, Code of Alabama), some counties are authorized to continue supplementing the salaries of judges who were in office prior to 2001 from county funds.

Supernumerary Judges. All persons who were eligible to assume the duties and obligations and to receive benefits as supernumerary judges as of September 18, 1973, had the option to continue eligibility as supernumeraries, or to participate in the judicial retirement fund. After that time, supernumerary status for judges was eliminated, and all circuit judges come under the judicial retirement provisions established by statute. See Title 12, Chapter 18, Code of Alabama.

Duties

Circuit courts, as courts of general jurisdiction hear both criminal and civil cases. The state is divided into 41 judicial circuits, ranging in size from between one and five counties. The circuit court is required by law to hold court in each county regardless of the number of counties which make up the circuit.

The circuit courts have exclusive original jurisdiction of all civil matters where the amount in controversy exceeds \$10,000 exclusive of interest and costs and all criminal prosecutions involving felony offenses (§12-11-30, Code of Alabama). Circuit courts also have original jurisdiction concurrent with the district courts in all civil matters where the amount in controversy exceeds \$6,000, exclusive of interest or costs.

Circuit courts exercise appellate jurisdiction over cases appealed from district and municipal courts, unless a direct appeal to the courts of

civil or criminal appeals is provided by law or rule. Appeals to the circuit court are tried as an original proceeding either with or without a jury.

Circuit courts grant writs of certiorari, supersedeas, quo warranto, mandamus, and all other remedial and original writs grantable by judges at common law. They grant writs of injunction and ne exeat, administer oaths, take acknowledgments and affidavits, and exercise such other powers as may be granted by law.

The circuit courts have the power to punish for contempt by fines or by imprisonment. In circuits having more than one judge, the court selects a presiding judge. The presiding judge is the administrative head of the circuit, and as such may temporarily assign circuit and district court judges to serve either in the circuit or district courts within the circuit.

Organization

Judicial Circuits. The State is divided into judicial circuits, which are established by the Legislature within the limits prescribed by the *Constitution*. The circuit number, number of judges, and names of the counties in each circuit are as follows:

First Circuit, two judges, Choctaw, Clarke, and Washington.
Second Circuit, one judge, Butler, Crenshaw, and Lowndes.
Third Circuit, one judge, Barbour and Bullock.
Fourth Circuit, three judges, Bibb, Dallas, Hale, Perry and Wilcox.
Fifth Circuit, three judges, Chambers, Macon, Randolph, and Tallapoosa.
Sixth Circuit, six judges, Tuscaloosa.
Seventh Circuit, five judges, Calhoun and Cleburne.
Eighth Circuit, three judges, Morgan.
Ninth Circuit, three judges, Cherokee and DeKalb.
Tenth Circuit, twenty-seven judges, Jefferson.
Eleventh Circuit, three judges, Lauderdale.
Twelfth Circuit, three judges, Coffee and Pike.
Thirteenth Circuit, eleven judges, Mobile.
Fourteenth Circuit, three judges, Walker.
Fifteenth Circuit, nine judges, Montgomery.
Sixteenth Circuit, four judges, Etowah.
Seventeenth Circuit, one judge, Marengo, Greene, and Sumter.
Eighteenth Circuit, four judges, Shelby.

Nineteenth Circuit, three judges, Autauga, Chilton, and Elmore.
Twentieth Circuit, five judges, Henry and Houston.
Twenty-first Circuit, two judges, Escambia.
Twenty-second Circuit, two judges, Covington.
Twenty-third Circuit, seven judges, Madison.
Twenty-fourth Circuit, one judge, Fayette, Lamar, and Pickens.
Twenty-fifth Circuit, two judges, Marion and Winston.
Twenty-sixth Circuit, two judges, Russell.
Twenty-seventh Circuit, three judges, Marshall.
Twenty-eighth Circuit, five judges, Baldwin.
Twenty-ninth Circuit, two judges, Talladega.
Thirtieth Circuit, two judges, St. Clair.
Thirty-first Circuit, two judges, Colbert.
Thirty-second Circuit, two judges, Cullman.
Thirty-third Circuit, two judges, Dale and Geneva.
Thirty-fourth Circuit, one judge, Franklin.
Thirty-fifth Circuit, one judge, Conecuh and Monroe.
Thirty-sixth Circuit, one judge, Lawrence.
Thirty-seventh Circuit, three judges, Lee.
Thirty-eighth Circuit, two judges, Jackson.
Thirty-ninth Circuit, two judges, Limestone.
Fortieth Circuit, one judge, Clay and Coosa.
Forty-First Circuit, one judge, Blount.

Personnel. Court personnel include the court reporters, register in equity, circuit clerk, bailiffs, and, in some counties, other personnel.

Financing

Circuit courts receive annual appropriations from the State General Fund. However, counties may, through local legislation, supplement the salaries of some court officials.

Office Location

Information regarding the Circuit Courts may be obtained through the Administrative Office of the Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, or toll-free 1-866-954-9411. The e-mail address is ajs@alacourt.gov and the web page is located at <http://www.alacourt.gov>. Mr. Randy Helms is the Administrative Director of Courts.

DISTRICT COURTS

Creation and Authority

Amendment 328 to the 1901 *Ala. Const.* and Act 1975-1205 established the district courts in Alabama. See *Ala. Code* §§ 12-12-1 to 12-12-73.

Purpose

The district courts are trial courts with limited civil and criminal jurisdiction.

Composition

Each district court has at least one judge who is elected by the residents of the county. A judge must have resided in the district from which elected for at least 12 months preceding election. Term of office is six years and he or she must be licensed to practice law in the State of Alabama. Each district judge receives a salary in the amount established by the Judicial Compensation Commission or by the Legislature pursuant to Constitutional Amendment No. 328. See Uniform Judicial Pay Plan, §§ 12-10A-1 to 12-10A-6, Code of Alabama.

Duties

The district court is a court of record but neither reports nor transcripts of the proceedings are required except as provided by law or rule. However, any party may employ a reporter or provide a transcript of proceedings on his own account.

All cases in the district court are tried by the judge, who determines all issues of law and fact without a jury.

The district court may punish for contempt in the same manner as circuit courts and may issue all writs necessary to enforce its jurisdiction.

Organization

Counties with one judge include Blount, Colbert, Covington, Escambia, Franklin, Jackson, Lauderdale, and Lawrence Counties.

The Judicial Branch

Counties with two judges include Baldwin, Barbour, Bullock, Cherokee, DeKalb, Clay, Coosa, Coffee, Pike, Conecuh, Monroe, Cullman, Etowah, Lee, Limestone, Marion, Winston, Marshall, Russell, Shelby, St. Clair, Talladega, Tuscaloosa, and Walker Counties.

Counties with three judges include Butler, Crenshaw, Lowndes, Choctaw, Clarke, Washington, Dale, Geneva, Fayette, Lamar, Pickens, Greene, Marengo, Sumter, Henry, Houston, Montgomery, and Morgan Counties.

Counties with four judges include Autauga, Clinton, Elmore, Calhoun, Cleburne, Chamber, Macon, Randolph, Tallapoosa, and Madison Counties.

Counties with five judges include Bibb, Dallas, Hale, Perry, Wilcox, and Mobile Counties.

Counties with twelve judges include Jefferson (three-Bessemer, nine-Birmingham).

The district attorney of the circuit in which the district court is located is responsible for prosecutions in the district court.

The presiding judge of each circuit has general supervision over the administrative operation of the district courts within the circuit, subject to rules of the Supreme Court and the administrative authority of the Chief Justice. However, counties with more than one district judge are authorized by Rule 6 of the Alabama Rules of Judicial Administration to have a presiding district judge appointed by the presiding circuit judge.

The Alabama Rules of Civil Procedure are applicable to all civil actions brought in the district court, except where they are inconsistent with Title 12, Chapter 12, *Code of Alabama*, and except where the Supreme Court may otherwise provide by rule.

The original civil jurisdiction of the district courts of Alabama is uniform throughout the State and includes all civil actions in which the matter in controversy does not exceed \$10,000. There are certain exceptions to this general provision including certain actions seeking equitable relief, most actions enumerated in Rule 81 of the Alabama Rules

of Civil Procedure, actions seeking declaratory judgments, and appeals from probate or municipal courts. (See *Ala. Code* § 12-12-30.)

The district court also exercises exclusive jurisdiction over all civil actions in which the matter in controversy does not exceed \$6,000 exclusive of interests or costs. These actions are placed on a small claim docket and processed according to the unified rules of simplified civil procedure.

In criminal cases, the district court also has exclusive original trial jurisdiction over misdemeanors, including traffic infractions with certain minor exceptions.

In addition, it has original jurisdiction concurrent with the circuit court to receive pleas of guilty in the prosecutions of felonies not punishable by a sentence of death. District courts have jurisdiction over preliminary hearings in prosecutions for felonies as provided for in Title 15 of the *Ala. Code*.

The district court has jurisdiction over demands for extradition made by another jurisdiction and has juvenile jurisdiction exercised concurrently with the circuit court.

Adoption proceedings may be transferred from the probate court to the district court on the motion of one of the parties.

Any party may appeal judgments of the district court in both civil and criminal cases. Ordinarily these appeals are to circuit court for trial *de novo*. However, an appellant shall not be entitled to a jury trial in the circuit court unless it is demanded in a notice of appeal.

Office Location

Information regarding the District Courts may be obtained through the Administrative Office of the Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, or toll-free 1-866-954-9411. The e-mail address is justice@alacourt.gov and the web page is located at <http://www.alacourt.org>. Mr. <http://www.alacourt.org>. Mr. Randy Helms is the Administrative Director of Courts.

COURT OF THE JUDICIARY

Creation and Authority

The Court of the Judiciary was created by the Judicial Article in 1973. See the 1901 *Ala. Const.*, amend. 328. In 1996, 1901 *Ala. Const.* Amendment 581 added one member of district courts to the Court of the Judiciary.

Purpose

The Court of the Judiciary hears complaints filed by the Judicial Inquiry Commission.

Composition

The Court of the Judiciary is composed of one judge of an appellate court, other than the Supreme Court, who is selected by the Supreme Court and who serves as the Chief Judge of the Court of the Judiciary; two judges of the circuit courts, who are selected by the Circuit Judges' Association; and two members of the State Bar, who are selected by the governing body of the Alabama State Bar, and one district judge selected by the District Judges' Association. The Court shall also consist of three persons who are not lawyers who shall be appointed by the Governor. The Supreme Court adopts rules governing the proceedings before the Court of the Judiciary. See Article 6 § 157 (Vol. 1, at 564 of Code).

Duties

In carrying out its purpose, the Court of the Judiciary has the authority, after notice and public hearing (1) to remove from office, suspend without pay, or censure a judge, or to apply such other sanction as may be prescribed by law for the violation of a canon of judicial ethics, misconduct in office, or failure to perform his duties; or (2) to suspend with or without pay, or to retire a judge who is physically or mentally unable to perform his duties.

Office Location

The Court of the Judiciary's Secretary's office location is at 300 Dexter Avenue, Montgomery, AL 36104-3741; the phone number is (334) 229-0733. Mrs. Rebecca C. Oates is the Secretary.

ADMINISTRATIVE OFFICE OF COURTS

Creation and Authority

The Administrative Office of Courts was established in 1975. See *Ala. Code* §§ 12-5-1 to 12-5-21.

Purpose

The Administrative Office of Courts was established to assist the Chief Justice of the Supreme Court of Alabama in connection with her duties as chief administrative officer of all the trial courts of Alabama.

Duties

The Administrative Office of Courts assists the Chief Justice with her administrative responsibilities of ensuring that the trial courts operate efficiently and effectively and that dockets are not permitted to become congested or cases delayed. The Administrative Director of Courts, who heads the Administrative Office of Courts, is appointed by the Chief Justice to carry out these administrative duties. The staff is comprised of lawyers, IT professionals, accountants and other professionals experienced in court planning, public information services, personnel administration, information systems, education, and fiscal procedures. The Administrative Office of Courts provides a broad spectrum of court-related administrative services. These services include state-wide budgeting, fiscal control, personnel administration, purchasing, property control, judge assignment, development and operation of detailed information systems including case, jury and records management, technical support, legal research and assistance, certification and supervision of alcohol and drug court referral offices and education programs, and provides continuing educational programs for judges, clerks, and court personnel through the Alabama Judicial College.

Financing and Budget

The Administrative Office of Courts, with exception of the State's appellate courts, administers the budget for the Judicial Branch of government appropriated by the Legislature from the General Fund. Approximately 60 to 62% of the revenue generated by court costs, fines and forfeitures is earmarked to the State General Fund, with the remainder going to local county general funds, local district attorney funds, and other miscellaneous local funds.

Office Location

The Administrative Office of Courts is located at 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, or toll-free 1-866-954-9411. The e-mail address is ajs@alalinc.gov and the web page is located at <http://www.alacourt.gov>. Mr. Randy Helms is the Administrative Director of Courts.

MAGISTRATES AGENCY OF ALABAMA

Creation and Authority

The agency was created under the authority of Section 6.01 of Amendment 328 to the 1901 Constitution of Alabama (now § 139) and *Ala. Code* §§ 12-17-250 to 12-17-253 and §§ 12-14-50 to 12-14-52 and Rule 18, Alabama Rules of Judicial Administration.

Purpose

The Division provides expeditious service in connection with administrative adjudication of ordinance violations and minor misdemeanors, the issuance of warrants, the handling of uniform traffic tickets, and other powers provided by law.

Composition

The Agency is composed of a District Court Magistrates Agency Division and a Municipal Court Magistrates Agency Division. The District Court Division includes: (1) all clerks of the district courts and any person within the clerk's office appointed by the clerk to serve as a magistrate or

warrant clerk; (2) all persons serving as full-time magistrates or warrant clerks on September 1, 1976; (3) all persons appointed to serve as magistrates by the Administrative Director of Courts, upon the written recommendation and nomination by the judge or judges and the clerk of the district court; and (4) persons appointed by ADC to serve as district court warrant clerks upon the written recommendation of the district court judge(s) and the clerk of the district court. The ADC may appoint a city clerk of a municipality with a population of 1,000 or more to serve as district warrant clerk. The Municipal Division is composed of (1) all clerks of municipal courts and any person within the clerk's office designated by the ADC, upon written recommendation of the clerk, to serve as a magistrate and (2) all persons appointed to serve as magistrates by the ADC, on written recommendation by the municipal judge(s).

Duties

Duties of District Court Magistrates are limited to: (1) issuance of arrest warrants, and where the magistrate is licensed to practice law in Alabama, issuance of search warrants; (2) setting bail in accordance with the discretionary bail schedule; (3) approving surety bonds and receiving cash bail in criminal prosecutions; (4) authorizing the release of defendants on their personal recognizance in misdemeanor prosecutions; and (5) receiving pleas of guilty in misdemeanor cases where a schedule of fines has been prescribed pursuant to Rule 20, Alabama Rules of Judicial Administration.

Duties of Municipal Court Magistrates are limited to: (1) issuance of arrest warrants for municipal ordinance violations; (2) setting bail in accordance with the discretionary bail schedule; (3) approving property, cash, and proportional surety bonds upon a municipal judge's approval in municipal ordinance prosecutions; (4) releasing defendants charged with municipal ordinance violations on their personal recognizance; (5) receiving pleas of guilty in municipal ordinance cases where a schedule of fines has been prescribed pursuant to Rule 20, Alabama Rules of Judicial Administration; (6) accepting payment for municipal parking tickets, and rendering administrative decisions regarding such tickets if a dispute arises; (7) opening court and calling the docket; (8) granting continuances in municipal ordinance violation cases; (9) dismissing no driver's license violation pursuant to Section 32-6-9 where the defendant shows proof of a driver's license at the time the citation was written; (10) dismissing mandatory liability insurance violations pursuant to Section 32-7A-20

where the defendant has produced satisfactory evidence that at the time of the citation the motor vehicle was covered by a liability insurance policy in accordance with Section 32-7A-4; (11) dismissing equipment violations where a municipal ordinance allows and where the law enforcement officer signs the Uniform Traffic Ticket and Complaint (UTTC) verifying that the equipment has been replaced; and (12) any other authority as may be granted by law.

Organization

Persons and classes of persons who constitute the magistrate agency serve at the pleasure of the appointing authority, except as otherwise provided.

Financing

Financing for the District Court Division is through appropriations from the State General Fund. Financing for the Municipal Court Division is through the individual municipalities.

Office Location

The Agency operates in conjunction with the Administrative Office of the Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, or toll-free 1-866-954-9411. The e-mail address is ajs@alacourt.gov and the web page is located at <http://www.alacourt.gov>. Mr. Randy Helms is the Administrative Director of Courts.

ALABAMA JUDICIAL BUILDING AUTHORITY

Creation and Authority

The Authority was established by the Legislature in 1986. See *Ala. Code* § 41-10-260.

Purpose

The purpose of the Authority is to authorize incorporation of a public corporation for the purpose of acquiring, constructing, installing, equipping, operating, and maintaining judicial facilities in Alabama.

Composition

The Authority is composed of the Governor, the Chief Justice of the Alabama Supreme Court, the Director of Finance, the Lieutenant Governor, and the Speaker of the House.

Organization

The Governor serves as Chairman of the Authority; the Chief Justice of the Supreme Court serves as Vice Chairman; the Director of Finance serves as Secretary; and the State Treasurer serves as Treasurer, though not a member of the Authority. An Assistant Secretary may be appointed, who shall not be a member of the Authority. The members of the Authority are also the members of the Board of Directors, the governing body of the Authority. Three members of the Board of Directors constitute a quorum. No member, officer, or director shall draw any salary in addition to that authorized by law for services rendered. All resolutions at meetings constitute official actions, and all proceedings are to be reduced to writing. The Board of Directors meets at such times and on such notice as it shall determine. Under the Authority's enabling legislation, a Legislative Oversight Committee is established, consisting of three members of the House of Representatives appointed by the Speaker, at least one of which shall be a member of the Ways and Means Committee and one of which shall be a member of the Judiciary Committee, and three members of the Senate, appointed by the Lieutenant Governor, at least one of which is a member of the Finance and Taxation Committee and one of which is a member of the Judiciary Committee. Members of the Oversight Committee receive actual expenses incurred in performance of their duties as Committee members.

Duties

Duties of the Authority include issuance of up to \$40 million in bonds for the construction and maintenance of facilities; enactment of any needed by-laws and rules for the transaction of business, acquisition and

conveyance of real and personal property and the exercise of eminent domain; execution of leases and contracts as needed; the employment of attorneys and other personnel as needed; and investment of funds not in use.

Financing

The Authority, and its activities, are financed through the issuance of bonds and receipt of gifts, rents, and other funds. To provide funds for payment of principal and interest on bonds, a special and continuing fund is established, consisting of all Authority income and rents.

Office Location

The Authority can be contacted through the Department of Finance, Division of Debt Management, RSA Union Bldg., 100 N. Union Street, Room 224, Montgomery, Alabama 36130. The telephone number is (334) 353-3328.

JUDICIAL COMPENSATION COMMISSION

Creation and Authority

The Commission was created by the new Judicial Article, enacted and approved as Amendments No. 328, No. 426, No. 609 to the 1901 *Constitution of Alabama*. See *Ala. Code* §§ 12-10-1 to 12-10-5.

Purpose

The Judicial Compensation Commission recommends to the Legislature the salary and expense allowances to be paid from the State Treasury for all judges of the state except municipal and probate judges.

Composition

The Commission consists of five members, one of whom is appointed by the Governor; one, by the President of the Senate; one, by the Speaker of the House; and two, by the governing body of the Alabama State Bar. Members of the Commission serve for terms of four years. No member of the Commission may hold any other public office, or office in

any political party; and no member of the Commission shall be eligible for appointment to a state judicial office so long as he or she is a member of the Commission and for two years thereafter.

The members of the Commission, by majority vote, designate a Chairman from among their number. The Chairman serves for one year from the date of selection or until a successor is designated and assumes responsibilities. Commission members are reimbursed for actual and necessary expenses incurred in the performance of their duties, upon approval of the Chairman of the Commission.

Procedures

The Commission may submit recommendations in the form of a report to the Legislature at any time within the first five calendar days of any regular session. The recommendations of the commission become law upon the confirmation by a joint resolution, or they can be altered by an act of the legislature passed at the session to which the report is submitted. See the 1901 *Ala. Const.* Amendment No. 426.

Powers

Each member of the Commission has the power to administer oaths, take testimony, subpoena and compel witnesses and the production of books, papers, records or documents deemed by the Commission to be material to any subject within the scope of the Commission's studies and investigations.

Financing

Expenses of the Commission are paid from funds appropriated to the Unified Judicial System.

Office Location

The Commission may be contacted through the Administrative Office of the Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, or toll-free 1-866-954-9411. The e-mail address is ajs@alacourt.net and the web page is located at <http://www.alacourt.gov>. Mr. Randy Helms is the Administrative Director of Courts.

JUDICIAL CONFERENCE

Creation and Authority

The Judicial Conference was established in 1961. See *Ala. Code* §§ 12-8-1 to 12-8-8.

Purpose

The Conference studies and makes recommendations concerning the administration of justice in the State including organization, procedure, practice and methods, and operation of all courts.

Composition

The Judicial Conference consists of sixteen members. The Chief Justice is the Chairman and designates two Associate Justices of the Supreme Court as members. Other members include a judge of the Court of Criminal Appeals, designated by the presiding judge of that court, and a judge of the Court of Civil Appeals, designated by the presiding judge of that court.

The President of the Association of Circuit Judges designates as members three circuit judges; and the President of the Alabama State Bar designates as members three lawyers who are members in good standing of the Alabama State Bar; the President of the Association of Probate Judges designates as a member one probate judge; the President of the Association of District Judges designates as members two district judges; and the President of the Association of Municipal Judges designates as members two municipal judges. The Justices of the Supreme Court and the judges of the Courts of Appeal serve until their designations change. The other judges and lawyers serve three-year staggered terms. The members of the Conference receive no additional compensation for the duties except expenses as provided by law.

Duties

The Judicial Conference is required by law to make a continuous study of the administration of justice in the State and of the organization, procedure, practice, rules, and methods of administration of each court in the State. It receives, considers, and, in its discretion, investigates

criticisms and suggestions pertaining to the administration of justice. The Conference prepares for presentation to the Legislature at each regular session a report of its proceedings and its recommendations for improving the administration of justice. It is particularly concerned with expediting the business of the courts and utilizing the judges of the circuit and district courts in the most appropriate manner.

The Conference may recommend changes or additions to the rules of practice of the trial and appellate courts of the State to the Chief Justice and the Legislature. The Chief Justice is also authorized to collect statistical information or other data which is deemed material to the administration of justice; such data shall be made available to all members of the conference in carrying out the duties imposed upon them.

Financing

The Judicial Conference is funded as the Chief Justice may direct from any funds appropriated to the Supreme Court, the Permanent Study Commission on Alabama's Judicial System Study Commission, the Administrative Office of Courts or any grant funds awarded to any of these agencies.

Office Location

The office is located at 300 Dexter Avenue, Montgomery, AL 36104-2714. The phone number is (334) 954-5000, 1-866-954-9411. Website: www.alacourt.gov; Email: justice@alacourt.gov . Mr. Randy Helms is the Administrative Director of Courts.

JUDICIAL INQUIRY COMMISSION

Creation and Authority

The Judicial Inquiry Commission was created by the Judicial Article in 1973; a change to composition was made by constitutional amendment in 1996. See Article VI, Section 156 of the Alabama Constitution and Section 12-6-1 of the Code of Alabama for more information.

Purpose

The Judicial Inquiry Commission was established to conduct investigations and receive or initiate complaints of ethical misconduct or disability concerning any judge of a court in the judicial system of the State.

Composition

The Judicial Inquiry Commission consists of nine members: one appellate court judge appointed by the Supreme Court; two circuit judges appointed by the Circuit Judges' Association; three non-lawyers appointed by the Governor, subject to confirmation by the Senate; two members of the Alabama State Bar appointed by the governing body of the Alabama State Bar; and, one district judge appointed by the Governor, subject to confirmation by the Senate.

All members serve four-year terms. The Commission selects its own Chairman. Members of the Commission who are not judges receive per diem compensation and expenses as provided by law; members who are judges receive only the expenses provided by law. The Supreme Court adopts rules governing the procedures of the Commission.

Duties

The Commission is convened permanently with authority to conduct investigations, and to receive or initiate complaints concerning any judge of a court in the judicial system of the State. The Commission files a complaint with the Court of the Judiciary in the event that a majority of the members of the Commission decide that a reasonable basis exists, either (1) to charge a judge with violation of any Canon of Judicial Ethics, misconduct in office, or failure to perform the duties, or (2) to charge that the judge is physically or mentally unable to perform the duties. All proceedings of the Commission are confidential except the filing of a complaint with the Court of the Judiciary. The Commission also prosecutes such complaints.

Financing

The Judicial Inquiry Commission receives an annual appropriation from the General Fund.

Office Location

Offices of the Commission are at 401 Adams Avenue, Suite 720, P.O. Box 303400, Montgomery, AL 36130-3400. The phone number is (334) 242-4089; fax (334) 353-4043. Ms. Jenny Garrett serves as Executive Director.

JUDICIAL RETIREMENT FUND**Creation and Authority**

The Judicial Retirement Fund is authorized in accordance with *Ala. Code* §§ 12-18-1 to 12-18-165.

Purpose

The purpose of the fund is to administer a retirement program for state and probate judges and circuit clerks.

Composition

The Judicial Retirement Fund is under control and administration of the Board of Control of the Employees' Retirement System.

Duties

Duties include administration of provisions of the Judicial Retirement Fund law and service as trustee of the Fund pursuant to the same rules and regulations governing the Employees' Retirement System.

Organization

Organization of the Fund is determined by the Employees' Retirement System Board of Control. The Secretary-Treasurer of the Employees' Retirement System is responsible for day-to-day administration of the Fund.

Financing

The Judicial Retirement Fund is financed by annual appropriations, which cover the State's contribution to the plan, by employee contributions, and by income from investments.

Office Location

The State Employees' Retirement System is located at 201 South Union Street, Montgomery, Alabama 36104, mailing address is P. O. Box 302150, Montgomery, AL 36130-2150; the phone number is (877) 517-0020, fax number is (877) 517-0021. Dr. David G. Bronner serves as Secretary-Treasurer of the Employees' Retirement System. Website: www.rsa-al.gov.

THE JUDICIAL STUDY COMMISSION

Creation and Authority

The Commission was created in 1971. See *Ala. Code* §§ 12-9-1 to 12-9-9.

Purpose

The Commission, a permanent study commission on Alabama's judicial system, was created to study continuously all matters related directly or indirectly to the administration of justice in Alabama.

Organization

The Judicial System Study Commission is composed as follows: six members of the Alabama House of Representatives, one of whom is the Chairman of the House Judiciary Committee and the other five of whom are appointed by the Speaker of the House from the members of the House Judiciary Committee; six members from the Senate, one of whom is the Chairman of the Senate Judiciary Committee and the other five of whom are members of the Senate Judiciary Committee appointed by the Lieutenant Governor, or in the event there is no Lieutenant Governor, the presiding officer of the Senate, from the Senate Judiciary Committee; all the members of the Judicial Conference (see this *Manual* on the Judicial

Conference); the Lieutenant Governor; the Speaker of the House of Representatives; the legal adviser to the Governor of Alabama; and a member of the staff of the Attorney General's office appointed by the Attorney General.

All members of the Commission receive payment for expenses as provided by law. The Chairman of the Commission is the Chief Justice of the Alabama Supreme Court. Other officers of the Commission are elected by the members. There is an Executive Committee of the Commission composed of the Chairman and four other members appointed by the Chairman with the consent of the Commission as a whole.

Duties

In carrying out its purpose the Commission has the assistance of the Legislative Reference Service and may request the Alabama Law Institute to provide assistance in any matter before the Commission. The Chairman has power to appoint and dismiss a research analyst and any other employees who may be needed. The Commission may also apply for and receive grants.

The Commission is directed to report its findings to the Governor, Legislature, the Supreme Court of Alabama, the Courts of Appeal, the Administrative Office of Courts, and other agencies as it deems appropriate.

Financing

The Commission receives funds from appropriations by the Legislature. The expenses of the members also may be paid out of funds available to the branch of government they represent. For example, expenses for legislative members may be paid out of any funds appropriated to the Legislature or to interim committees of the Legislature.

Office Location

The Judicial System Study Commission can be contacted through the Administrative Office of Courts. Offices are at 300 Dexter Avenue, Montgomery, AL 36104-3741. The phone number is (334) 954-5000, toll-free 1-866-954-9411. Mr. Randy Helms is the Administrative Director of Courts.

ALABAMA SENTENCING COMMISSION

Creation and Authority

The Alabama Sentencing Commission was created within the judicial branch as an agency of the Supreme Court by the State Legislature in 2000. See *Ala. Code* §§ 12-25-1 to 12-25-12.

Purpose

The purpose of the Commission is to review existing sentence structures, and to determine and recommend to the Legislature and Supreme Court changes regarding the criminal code, criminal procedures, and other aspects of sentencing policies and practices appropriate for the state.

Composition

The Commission consists of twenty-one members as follows: the Chief Justice of the Supreme Court or designee to also serve as chair; the Governor or designee; the Attorney General or designee; three district attorneys appointed by the President of the Alabama District Attorneys' Association; two circuit judges appointed by the President of the Alabama Association of Circuit Court Judges; a district judge appointed by the President of the Alabama Association of District Court Judges; two victims or persons whose immediate family member was a victim of a violent felony appointed by the Governor; the Chairs of the House and Senate Judiciary Committee or their designee; a criminal defense attorney appointed by the President of the Alabama Criminal Defense Lawyers' Association; a criminal law attorney appointed by the President of the Alabama Lawyer's Association; a county commissioner appointed by the Governor; the Commissioner of the Department of Corrections or designee; the Chair of the Board of Pardons and Paroles or designee; an academic with a background in criminal justice or corrections policy appointed by the Chief Justice; a sheriff appointed by the Sheriff's Association; and an active police officer appointed by the Association of Chiefs of Police. Members serve four-year terms and may be reappointed.

An Advisory Council to the Commission was established to advise and consult the Commission on sentencing matters. Membership to the Advisory Council is as follows: the Director of Public Safety or designee;

the Director of the Department of Youth Services or designee; a sheriff appointed by the Alabama Sheriff's Association; a police chief appointed by the Alabama Association of Chiefs of Police; a director of a community corrections program appointed by the Chief Justice; a representative of a prison ministry organization appointed by the Commissioner of the Department of Corrections; a rehabilitated former prison inmate appointed by the Commissioner of the Department of Corrections; and additional advisory members as the Commission deems advisable. Advisory Council members serve four-year terms and may be reappointed.

All members may be compensated for actual expenses. The Commission meets quarterly and the Advisory Council meets at the discretion of the Commission, meeting jointly at least annually. A majority of Commission members constitutes a quorum.

Duties

The duties of the Commission include reviewing the state sentencing structure, including laws, policies, and practices, and recommending changes to the Criminal Code and Criminal Rules of Procedure. One of the Commission's recommendations to eliminate unwarranted sentencing disparity and provide long-term relief to our prison and jail overcrowding problems was the adoption and implementation of voluntary sentencing standards. These initial "time imposed" standards became effective October 1, 2006. The Commission was then directed to make the necessary modifications to the standards, worksheets, and instructions to transition the voluntary standards to presumptive standards for non-violent offenses that became effective October 1, 2013. Under the provisions of the Sentencing Reform Act (§12-25-30 *et seq.*), the Commission is charged with submitting Truth-in-Sentencing Standards or Guidelines in 2020.

Financing

The Commission is financed through the state budget and its employees are employed in the same manner as employees of the Supreme Court.

Office Location

The Commission operates under the aegis of the Supreme Court. Offices for the Commission are located at 300 Dexter Avenue, Suite 2-230, Montgomery, Alabama 36104-3741. The phone number is 334-954-5099, fax is 334-954-2121, e-mail address: sentencingcommission@alacourt.gov and website: <http://sentencingcommission.alacourt.gov>. Bennet Wright serves as the Executive Director for the Commission. Retired Circuit Judge Joseph Colquitt serves as Chair of the Commission.

AGENCIES BELIEVED TO BE DEFUNCT

A. AFRICAN AMERICAN HERITAGE MUSEUM OF WEST ALABAMA

Ala. Code §§ 16-62-1 to 16-62-6.

See Page 371

B. AFRICATOWN, U.S.A. HISTORIC PRESERVATION AUTHORITY

Ala. Code §§ 41-10-230 to 41-10-240.

See Page 372

C. CAHABA TRACE COMMISSION

Ala. Code §§ 41-9-800 to 41-9-810.

See Page 415

D. INTERNATIONAL VOTING RIGHTS TRAIL COMMISSION

Ala. Code §§ 41-9-990 to 41-9-992.

See Page 393

E. SOUTHERN GROWTH POLICIES BOARD

Ala. Code §§ 41-18-1 to 41-18-3.

See Page 568

F. TUSKEGEE AIRMEN COMMISSION

Ala. Code §§ 41-9-950 to 41-9-967.

See Page 409

G. WASHINGTON COUNTY PORT AUTHORITY

Ala. Const., Washington Co. § 4.

See Page 421

