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DUTIES OF THE CHAIR OF THE BOARD

In addition to the duties required to be performed by a Chair under the provisions of The Public Schools Act, the Chair of the Board shall preside at all board meetings at which he/she is present; and in this duty the Chair shall act with impartiality and tact and shall preserve order and decorum at all times. Without in any way restricting the generality of the foregoing, the Chair:

- (a) Shall call all special meetings and shall preside at all special meetings of the Board.
- (b) Shall call all meetings to order promptly at the prescribed time or as soon as a quorum is represent and shall welcome thereto any delegations or guests present and be the spokesman of the Board in dealing with delegations, but shall not communicate to the delegation any commitments of the board on the matter at hand as no decision shall be reached in the presence of the delegation.
- (c) Shall preserve order and decorum at all times, acting with impartiality in all matters.
- (d) Shall, without departing from the agenda, suggest items of business and shall guide the discussions to a speedy but careful conclusion.
- (e) Shall rule on who shall have the floor to speak.
- (f) Shall see that all motions are duly moved and seconded before allowing formal discussion.
- (g) Shall state the question after due discussion, shall call for a vote and shall announce clearly the result of such vote.
- (h) Shall call upon the Vice Chair, or in his/her absence, the member with the longest continuous service to preside if the Chair wishes to enter debate on any motion. The chair must ensure that leaving the chair to enter debate is a rare occurrence. If the Chair leaves to enter debate too often it can negatively affect the confidence that the Board must have in the chair's impartiality. Given that the Chair is also a community representative this opportunity must be open but remain limited.
- (i) Shall be guided by the latest edition of Roberts' Rules of Order in the conduct of meetings and the acceptance of motions, amendments, sub-amendments, etc., and on the manner of voting thereon.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10			1 of 2
08-16-10			

- (j) Shall act as the representative of the Board at all public functions called upon to attend in the capacity of Chair.
- (k) Shall be the official spokesperson of the Board
- (l) Shall be chosen annually at the inaugural meeting of the Board.
- (m) Shall be an ex officio member of all board standing committees, enabling high quality response to any inquiry.
- n) The Chair of the school board is a position of service and leadership and shall provide an important link between the senior administration and the Board.
- o) The Chair will attend meetings with the Vice Chair, Chief Superintendent, and Secretary-Treasurer/Chief Financial Officer to prepare the agenda for each regular meeting of the Board. Additionally attendance at these meetings ensures that Chair and Vice Chair are informed equally and ready to respond capably in the absence of the other. .

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10			2 of 2
08-16-10			