

DUTIES OF THE CHAIR OR VICE-CHAIR

(1) Chair to Preside at Meetings

The chair shall preside at meetings of the board of trustees and shall vote with the other members on all questions; and any question on which there is an equality of votes shall be deemed to be negative.

(2) Vice-Chair to Preside in Absence of Chair

When the chair is absent from a duly called and regularly held meeting of the board of trustees, the vice-chair shall preside; and, while so presiding, he/she has all the powers of the chair. The vice-chair shall be chair of the committee of the whole.

(3) The Chair shall:

- (a) maintain the order and proper conduct and decorum of the meeting, decide questions of order, subject to an appeal to the rest of the Board;
- (b) cause to be removed from the meeting, any person who causes a disturbance or whose conduct is otherwise improper;
- (c) call the meetings to order promptly at the prescribed time or as soon as a quorum is present;
- (d) without departing from the agenda, guide the discussions to a speedy but careful conclusion;
- (e) rule on who shall have the floor to speak;
- (f) see that all motions are duly moved and seconded before allowing discussion;
- (g) ask the secretary-treasurer to restate the question, as required, and after due debate, shall call for a vote and shall announce clearly the result of such vote;
- (h) not take part in debate from the chair on any motion;
- (i) call upon the vice-chair to take the chair if he/she wishes to join in discussion on any motion or to make a motion or amendment;
- (j) resume the chair upon completion of his/her statement on the matter, and, in due course, call for the question;

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- (k) be guided by Roberts Rules of Order in the conduct of the meetings and the acceptance of motions, amendments, etc., and on the manner of voting thereon, except as otherwise stated in Policy BEDD – Rules of Debate and General Matters;
- (l) act as the representative of the board at all public functions he/she is called upon to attend in his/her capacity as chair;
- (m) make no statement, announcement, commitment, press or publicity release on behalf of the board dealing with board policies, actions or plans unless approved by the board;
- (n) be an ex-officio member of all standing committees with exception of the negotiations committee(s).

Effective Date: April 20, 2004
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Board Motion(s): 268/04; 8/13
Legal/Cross Reference: PSA Section 31,32

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