

DUTIES OF THE CHAIRPERSON OF THE BOARD

In addition to the duties required to be performed by a Chairperson under the provisions of The Public Schools Act, the Chairperson of the Board shall call all regular and special meetings of the Board and 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 regular and special meetings and shall preside at all regular and special meetings of the Board.
- (b) Shall call the meetings to order promptly at the prescribed time or as soon as a quorum is present 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 not take part from the Chair in discussion on any motion.
- (i) Shall call upon the Vice-Chairperson, or in his/her absence, the member with the longest continuous service to preside if the chairperson wishes to enter debate on any motion.
- (j) Shall resume the Chair upon completion of his/her statement on the matter and, in due course, call for the question.
- (k) 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.

- (l) Shall act as the representative of the Board at all public functions called upon to attend in the capacity of Chairperson.
- (m) Shall be the official spokesperson of the Board
- (n) Shall attempt, in advance of the next scheduled meeting of the Board, to contact those persons and/or groups who are scheduled to appear as delegations, with the view toward informing them of procedures and making them feel welcome.
- (o) Shall be chosen annually at the inaugural meeting of the Board and may hold office for two consecutive years only and may not then immediately succeed himself/herself.
- (p) Shall be an ex officio member of all board standing committees.

The Chairperson being a duly elected member of the Board, shall have the unrestricted right to vote on all matters before the board. In the event of an even number of votes, the vote is lost and the Chairperson, having had the right to vote, cannot as Chairperson, break the tie.