



File BCB

DUTIES OF THE CHAIR OF THE BOARD

Some of the duties of the Chair of the Board are listed below.

1. The Chair shall call the Board to order at the hour appointed, and cause the meeting to proceed in an expedient manner. In the absence of the Chair, then the Vice-Chair shall preside at the said meeting and, while so presiding, shall have all the powers of the Chair. If the Chair and Vice-Chair are absent, a Chair will be appointed by the members present, who shall preside at the said meeting, or until the arrival of the Chair or Vice-Chair.

“The chairman shall preside at the meeting of the school board and may vote with the other members on all questions and any question on which there is an equality of votes shall be deemed to be negated.” (PSA 31)

2. When called upon to decide a point of order or practice, the Chair shall state the rule applicable to the case, without argument or unnecessary comment, and without debate. The decision of the Chair shall be final unless reversed by an appeal to the Board, also without debate. An appeal from the ruling of the Chair shall be decided by a majority of the members present. When the ruling of the Chair is appealed, he/she shall have the right to state the reasons for the decision given, and shall then, without further debate, put the question in the following words: “Shall the ruling of the Chair be sustained?”

At all meetings of the School Board, the Chair shall:

- i. maintain the order and proper conduct and decorum of the meeting, and
 - ii. decide questions of order, subject to an appeal to the rest of the Board. [PSA 30(5)]
3. Where, at a meeting of the School Board, any person other than a member of the School Board is, in the opinion of the Chair of the meeting, guilty of disorderly or improper conduct, the Chair of the meeting may require that person to leave the meeting forthwith and if he/she fails to do so, may cause him/her to be removed. [PSA 30(6)]
 4. It shall be the duty of the Chair to endeavour to conduct all business before the Board with propriety, fairness and dispatch, in accordance with the rules of procedure, or if not provided, by *Robert's Rules of Order* or the like. The Chair, or any other presiding officer may express his/her opinion on any subject under debate, but in such case shall leave the Chair, appointing some other member to take it.
 5. The Chair shall declare the result of all votes, and when any member shall call for a recorded vote, the names of those who vote “for” and “against” the question shall be entered upon the minutes by the secretary.
 6. The Chair is the official spokesperson for the Board, unless such responsibility, on a particular issue, is delegated to another Trustee.
 7. The Chair shall be ex-officio member of all committees.



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8. No member of the Board of Trustees shall be Chair of the Board for more than two consecutive years.
9. The Chair shall sign the minutes of the preceding meeting after they have been approved.

See also BCA