

BOARD GOVERNANCE

BBAB

(9210)

Category: Optional

Function and Responsibilities of a Board Chair

Election:

The Chair is elected each year following the District balloting for officers.

The Superintendent of Schools shall preside at the organizational meeting of the Board until a Chair has been selected.

The Chair shall take office immediately upon election, serving as presiding officer at Board meetings until the next organizational meeting.

Duties:

1. To acquire a working knowledge of parliamentary law and procedure.
2. To preside and maintain order.
3. To explain and decide all questions of order.
4. To announce all business.
5. To be informed on communications.
6. To entertain only one motion at a time and state all motions properly.
7. To permit no one to debate a motion before he/she is scheduled.
8. To use "general consent," which saves time with routine matters. Form: "If there is no objection, we will...."
9. Assign the floor to those properly entitled to it.
10. No member should speak twice on the same question if there are others who wish to speak.
11. To put all motions to vote and give results.
12. To enforce the rules of decorum and discipline.
13. To be fair and impartial.
14. To give signature when necessary.
15. To be ex-officio of all committees.
16. To show appreciation to officers and members for devoted service.
17. To perform such other duties as are prescribed and designated by law and district policy.
18. To act as liaison for the Board and administration between meetings.
19. To oversee the functioning of individual Board members in accordance with performance and responsibilities as outlined in Board By-Laws and policy.
20. To represent the Board at official functions and regional meetings.

Reviewed: 10/79

Revised: 07/89

Adopted: 09/25/89

Reviewed: 04/08/03

Board Review: 11/14/17

PRC: 06/15/21 (no action); 8/10/21

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