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## Policy 5

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### ROLE OF THE BOARD CHAIR

The Board of Education shall at its inaugural and each annual meeting elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board acknowledges that the Chair exercises the same right as other individual members of the Board to offer recommendations/motions, to discuss questions and to cast a single vote thereon.

The Chair will recognize that no individual authority exists for the Chair to either make decisions beyond policy created by the Board or to supervise or direct staff.

The Board delegates and assigns to the Chair the following powers and duties:

1. Prior to each Board meeting, to confer with the Vice-Chair, the Superintendent and the Secretary-Treasurer on the items included on the agenda, and to become thoroughly familiar with them.
  2. To preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act, the bylaws, policies and procedures as established by the Board, and, subject to the Bylaws, *Robert's Rules of Order*.
  3. To perform the following duties during Board meetings:
    - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
    - 3.2 To ensure that issues being presented for the Board's consideration are clearly articulated and explained.
    - 3.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a board decision can be reached
    - 3.4 To direct the discussion by trustees to the topic being considered by the Board.
    - 3.5 Decide questions of order and procedure, including the hearing of urgent motions, subject to an appeal to the rest of the Board. For clarity, an "urgent motion" is defined as any motion that is not on the Board meeting agenda and addresses a matter that, if delayed until the next Board meeting, will negatively impact the Board's ability to influence policy or an educational matter.
    - 3.6 The Chair will speak to points of order in preference to other members.
    - 3.7 Determine disposition of each motion by a formal show of hands
  4. To convey directly to the Superintendent any concerns or questions as are related to the Chair by trustees, parents, students or employees which may significantly affect the administration of the
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District.

5. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the District.
6. To bring to the Board all matters requiring a decision of the Board.
7. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
8. To act as an ex-officio member of all committees appointed by the Board.
9. To act as a signing officer for the District.
10. To serve as an officer of the Board authorized to witness the use of the Board's corporate seal.
11. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair will bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair will share with the board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
12. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
13. To coordinate the process for Trustee appointments to standing committees, school liaison appointments and representatives to organizations and other Board committees.
14. Address inappropriate behaviour on the part of a Trustee as per Policy 4 sanctions.

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Legal Reference: Sections 65, 67, 69, 70, 85 School Act

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Adopted: Sept 24, 2018

Amended: October 26, 2020

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