

ROLES, RESPONSIBILITIES AND DUTIES

Chair

1. Role

The Chair or Member presiding over a meeting of a council is required, by common law, to regulate the conduct of a meeting and preserve its order. Orderly conduct and keeping good order is key to ensuring that business is completed.

1. Responsibilities

- To determine that the meeting is properly constituted and that a quorum is present;
- To preserve order in the conduct of those present;
- To confine discussion within the scope of the meeting and reasonable limits to time;
- To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- To decide points of order and other incidental questions which require decision at the time;
- To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- To adjourn the meeting when circumstances justify or require that course; and
- To declare the meeting closed when its business has been completed

3 Duty

- If present at a meeting, must preside and take care that the proceedings are conducted in a proper manner;
- Power to convene a meeting of the council at any time, giving three clear days' notice.
- Power of the casting vote in election of new chairman which, in the event of a deadline, must be used.