

The Board of Education Chair will preside at all meetings.

The Board of Education will select annually in January, from its membership, a Vice-Chair who will preside in the absence of the Chair.

The job duties and responsibilities of the Board Chair and Vice-Chair are as follows:

Board Chair

The Chair has the primary responsibility for facilitating meetings of the board. He/she serves as spokesperson for the board, as authorized herein by the board. The Chair represents the board in community organizations and serves as a liaison between the school board and the general public.

The Chair, along with the Superintendent, prepares the board meeting agenda and, therefore, receives proposed agenda items from members of the board in accordance with Board Policy BCBD: Board Meeting Agendas. It is the responsibility of the Chair to ensure that the full board is privy to the same information and that all decisions are made by the board as a unit.

During meetings, the Chair is responsible for maintaining decorum for efficient flow of the agenda. To that end, he/she must recognize and respond to board members' requests to speak, offering the floor to each person, as appropriate. The Chair helps ensure that all members have equal opportunity to ask questions, that no one dominates discussion and that all meeting participants are treated with respect. The Chair processes all motions and, if necessary, clarifies the wording of motions, announcing the name of the individual making a motion, noting an appropriate second and the outcome of each vote. This facilitates accuracy of the official record. The Chair must be careful to avoid abuse of control of the microphone and should allow other board members to speak in spite of the temptation to promote his/her own opinion.

During meetings, the Chair also is responsible for overseeing Public Participation; the amount of time allotted in total and to each speaker, in accordance with Board Policy: BCBI Public Participation in Board Meetings, is at the discretion of the Chair, as is whether speakers are called and the order in which speakers are called. The Chair has the same responsibilities regarding citizens who wish to speak to specific agenda items.

The school board Chair should be capable of articulating the position of the board regardless of his/her feelings about the matter at hand. The Chair must interact effectively among diverse groups including students, parents, business people, other elected officials, and the general public.

The Chair should be knowledgeable about parliamentary procedure and public education. He/she should be familiar with school law, the school system and board policies. The Chair needs to have active listening, negotiation and organizational skills and should be able to deal with the difficult issues in addressing inappropriate behavior of board members, as necessary.

The Chair is responsible for ensuring that fellow Board members follow Board Policy; if violations occur, especially regarding Board Policy BH: Board Ethics and/or any other action that potentially puts the School District's accreditation in jeopardy, it is the Chair's responsibility to call for corrective action including, but not limited to, sanctions as outlined in Board Policy BH.

Board Vice-Chair

The Vice-Chair has the same responsibilities as the Chair when the Chair is unable to serve. Additionally, the Vice-Chair should assist the Chair in monitoring the board so that members are recognized in the order in which they request permission to speak.

Other Duties and Privileges

The Chair and the Vice-Chair may have other duties delegated to them by the Board of Education. When serving as presiding officer at any meeting of the Board of Education, the Chair or Vice-Chair will have the privilege of participating in debate and of voting.

REVISED: June 13, 2013

Cherokee County Board of Education