



# Rolling River School Division

## BOARD OPERATING PROCEDURE

### BCB – ROLE OF THE BOARD CHAIR AND VICE-CHAIR

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The Board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the Chair of the Board. The Chair and Vice Chair are elected by the Board at its inaugural meeting each year.

#### **The Chair of the School Board:**

- is elected by the Board to provide leadership and guidance to the Board
- safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community.
- assures the integrity of the Board's governance principles.
- ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed, and a corporate decision reached.
- the Chairperson, or in his/her absence the Vice-Chairperson, is the official public spokesperson for the Board. This authority may be delegated to the Superintendent.
- has no authority or responsibility to supervise or direct the Superintendent or staff.

#### **DUTIES OF THE CHAIR**

##### **1. Preserving an Orderly Process**

- The Chair will have an understanding of the Board's procedural By-Law.
- The Chair will preside at all regular and special meetings with the By-Laws and policies established by the Board and according to Robert's Rules of Order.
- The Chair will preserve order and decorum and decide all questions of order.
- The Chair will call meetings to order in accordance with the prescribed meeting times and shall determine if a quorum is present as per Procedural By-Law.
- The Chair will announce the order of business of the Board and put to vote all questions that come before the Board.
- The Chair will encourage full discussion of pending questions and may speak to or give an opinion on the pending matter without vacating the Chair.
- In the event that the Chair decides to take part in the debate of a pending matter, the Chair shall call upon the Vice-Chair to Chair the meeting.
- The Chair will vote on all motions before the Board.
- The Chair will declare the results of all votes on all matters before the Board.

##### **2. Expediting Business**

- The Chair is responsible for expediting the business of the Board in every way compatible with the rights of the members and for enforcing this policy as necessary, to ensure the orderly conduct of the Board business.

- The Chair will ensure that each member who wishes to be heard on a matter is heard. When it is obvious that the debate is becoming repetitive, the Chair shall indicate that the debate is closed and call the question.

### **3. Providing Board Leadership**

- The Chair may call a special meeting of the board at any time.
- The Chair may act as an ex-officio member of all committees appointed by the Board.
- The Chair will be kept informed of significant developments within Rolling River School Division and shall be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- The Chair will ensure that the Board engages in regular review or self-evaluation of its effectiveness as a Board.
- The Chair will be the chief spokesperson for the Board except for those matters where the Board has previously delegated this role to another individual or group.
- The Chair will be a signing officer for the school division.

## **DUTIES OF THE VICE-CHAIR**

The Board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the Vice-Chair.

- The Vice-Chair is elected by the Board to share the leadership role of the Chair.
- The Vice-Chair assists the Chair in ensuring that the Board operates in accordance with its own policies.
- The Vice-Chair will perform all the duties of the Chair when the Chair is absent.

## **REVIEWING OF THE AGENDA**

The Chair and Vice-Chair will review the meeting agenda with Senior Administration prior to the Board meeting.

**References:**            **Public School Act**  
                                 **Rolling River School Division Procedural By-Law**

**Date Adopted:** January 23, 2008

**Date Reaffirmed:** January 18, 2012

**Date Reaffirmed:** January 18, 2017

**Date Revised:** November 14, 2018

**Date Reaffirmed:** October 5, 2022