

Policy 7

ROLE OF THE DEPUTY CHAIR

In order to build system capacity the Board has chosen to institute the concept of a deputy chair position. The deputy chair serves in accordance with a rotation approved at the annual organizational meeting. The role consists of chairing the closed session portion of all regular, special and committee of the whole (formerly Management meeting) Board meetings. A trustee selected to the deputy chair position normally serves for a period of three months.

1. Specific duties include:
 - 1.1 Ensure that such meetings are conducted in accordance with *The Education Act, 1995* the policies and procedures as established by the Board and Robert's Rules of Order;
 - 1.2 Maintain the order and proper conduct and decorum of the meeting;
 - 1.3 Display firmness, courtesy, tact, and impartiality;
 - 1.4 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board;
 - 1.5 Ensure that debate is relevant. The Deputy Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the issue;
 - 1.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Deputy Chair may speak to points of order in preference to other members;
 - 1.7 Sign off monthly expense form for the Vice-Chair. If the Deputy Chair is the Vice-Chair then the sign off will be the previous Deputy Chair in the schedule.
2. Schedule for Deputy Chair:

The Deputy Chair rotation for the term of office will be established at the Board's first Organizational meeting following School Board Elections.

In the absence of the Deputy Chair for any meeting, the meeting shall be chaired by the previous Deputy Chair.

Revised: November 26, 2018