



Regulation BBA-R(1): Board Officers - Duties of the Chair

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 09/16/2024

The chair will preside at board meetings and will perform all duties as may be prescribed by law or by action of the board, including but not limited to the following:

1. Serve as the initial spokesperson and first in line of authority in all board actions;
 2. Consult with and advise the superintendent in all matters of policy from the board;
 3. Ensure that all members of the board are provided equal access to information regarding pertinent District issues;
 4. Preside at all meetings;
 5. Expedite the action on the agenda at all meetings of the board;
 6. Serve as the official representative of the board unless another member is designated by the board to do so;
 7. Decide questions of order in accordance with Robert's Rules of Order Newly Revised;
 8. Sign the minutes and other official documents that require the signature of the chair;
 9. Call special meetings of the board whenever conditions set out for special meetings have been met; and
 10. Have the right, as other members of the board have, to make motion, vote, second, motion, and fully participate in discussion.
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