

Chairperson and Vice-Chairperson**Policy No. 101.3.2**

The Chairperson and Vice-Chairperson of the Board shall be elected from among the trustees at the first regular Board meeting following a general election, and annually thereafter. Both positions are held at the pleasure of the Board.

Role of the Chairperson

The Chairperson shall preside at meetings of the Board and provide leadership to support effective governance, ethical decision-making, and respectful collaboration in alignment with Board policy, the School Act, and the Board's Strategic Plan.

The Chairperson has no authority to make decisions on behalf of the Board outside of Board resolutions and established policy, nor to direct or supervise staff.

Specific Responsibilities of the Chairperson

The Chairperson shall:

- Preside over all public and in-camera Board meetings and administer meetings in accordance with the School Act, Board bylaws, policies, and established procedures;
- Rule on questions of order and procedure at Board meetings, subject to appeal to the Board;
- Manage the flow of discussion to ensure meetings are orderly, purposeful, and focused on the business before the Board;
- Work with trustees to ensure participation is balanced, respectful, and procedurally fair;
- Keep debate orderly and focused, including remaining impartial until everyone has had an opportunity to speak during a discussion or debate;
- Collaborate with the Vice-Chairperson, Superintendent, and Secretary-Treasurer prior to each meeting to prepare agendas and review agenda materials;
- Act as the authorized spokesperson for the Board, communicating Board decisions and positions only as directed through Board resolutions or policy;
- Represent the Board at official events and external meetings, or designate a trustee representative when appropriate;
- Bring to the Board matters that require corporate Board direction or decision;
- Support Board processes for self-evaluation, orientation, and ongoing governance development;
- Oversee, on behalf of the Board, the Superintendent's evaluation and contract processes in accordance with Board policy.

Trustee Appointments

The Chairperson shall, with Board input, recommend trustee appointments to committees, liaison roles, and external organizations on an annual basis. Appointments shall be confirmed by Board resolution.

Role of the Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall assume all duties and responsibilities of the Chairperson **and shall assist the Chairperson in ensuring the Board operates in accordance with its policies and procedures.** The Vice-Chairperson may be assigned additional duties by the Board or Chairperson.

Absence of Chair and Vice-Chair

In the absence of both Chairperson and Vice-Chairperson, the trustees present shall elect any one of their number to preside.

Voting

The Chairperson has the same right of voting as the other members of the Board. In the case of an equality of votes for and against a motion, the question is resolved in the negative.

Term Limit

No person shall be elected to the position of Chairperson for more than two consecutive terms unless elected by acclamation.

Legal Reference

School Act, Sections 65, 67, 69, 70, 85