DUTIES OF CHAIRPERSON

The presiding officer is known as the Chairperson and in formal debate is referred to by title. The Chairperson generally speaks using the term "the chair." The duties are as follows: To open the session at the time at which the Board is to meet by calling the members to order; to announce the business before the Board in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly called, or necessarily arise, in the course of the proceedings and to announce the result of the vote; to protect the Board from annoyance; to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when non-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscured point, when deemed advisable; to restrain the members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to appeal by any two members); to inform the Board on a point of order or practice pertinent to pending business; to authenticate by signature, when necessary, all acts, orders, and proceedings of the Board. The speaker is required to receive recognition by the chair and should not be interrupted so long as the rules of the Board are not transgressed. The chairperson may vote. If it is necessary for the Chairperson to vacate the chair, the Vice-chairperson should take the chair.