

## Topic: Library Board By-laws

### 1.22 Role of Chairperson during Board Meetings

Board Motion Number:	<b>19.021</b>
Date of Original Board Motion Number:	<b>October 22, 2007</b>
Date of Current Issue:	<b>March 26, 2019</b>
Date of Next Review:	<b>2023</b>
Attachments:	

Signature of Board Chairperson (and Date):

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The Chairperson of the North Kawartha Public Library Board shall preside over all Board meetings:

1. Before meetings, the Chairperson and Secretary should prepare an agenda which, along with any supporting material, should be sent out to each Board member.
2. The Chairperson shall open meetings of the Board by calling the members to order.
3. The Chairperson shall announce the items of business before the Board in the order of which they appear in the agenda.
4. The Chairperson shall receive and submit, in the proper manner, all motions presented by the members of the Board.
5. The Chairperson shall put to vote all motions which are moved and seconded in the course of proceedings, and announce the results. The Chairperson shall decline to put to vote motions which infringe the rules of procedure (Robert's Rules of Order).
6. The Chairperson shall preside over debate and restrain the members, when engaged in debate, within the rules of order. The Chairperson shall enforce the observance of order and decorum among the members. The Chairperson shall exclude any person from a meeting for improper conduct. The Chairperson shall ensure that meetings are conducted in a democratic manner and time is not wasted.
7. The Chairperson shall ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board.