

Elected Positions and Roles

Chair of the Commission

- **Provides** leadership to board & organization
- **Ensures** meeting procedures are done in a timely and orderly matter
- Adheres to by-laws and policies,
- **Evaluates** board decision making and effectiveness to meet commissions' purpose



Vice-Chair of the Commission

- Shares the same responsibilities as the Chair
- Acts as sitting Chair in the Chair's absence



Additional Chair Responsibilities

- Works with staff to develop agenda in advance
- Calls meeting to order
- Facilitates deliberations
- Maintains order
- Addresses disruptions at meetings



- Manages public comment
 - Refer the speaker to staff
 - Refer to speakers to appropriate reference material
 - Request staff to report back at a future meeting or ask if staff wants to respond
 - Direct staff to place the matter on a future agenda

