TCSA Policies & Procedures

Section: Board Governance & Operations Reference: 2.16

Policy Title: **Presiding Officer at Meetings**

Policy Statement:
The Chairperson shall preside at all meetings of the Board unless prevented by circumstances from doing so. The Vice-Chairperson shall preside in the absence of the Chairperson or when the Chairperson leaves the chair for any reason. The presiding officer may vacate the chair in order to enter debate or propose or second a motion.

Purpose:
The purpose of this policy is to recognize that the duty of the presiding officer at meetings is to ensure that Board meetings are conducted openly, fairly and efficiently.

Procedures:
1. The chairperson or other presiding officer shall rule on all points of order, stating reasons for each ruling. A ruling of the chair shall be subject to appeal to the Board by any board member. All appeals must be made immediately following the ruling and before business is resumed;

2. In the event that neither the Chairperson nor the Vice-Chairperson are able or willing to take the chair, the Board shall elect a presiding officer for that meeting or that portion of the meeting.

Authorities:
TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1)

Approval Dates: 2008/June 19

Chairperson _____ CEO _____