

TOWN OF YORK
SELECTMEN'S POLICY
DUTIES OF CHAIR AT MEETINGS

As presiding officer at all meetings at which the Chair is in attendance, the Chair shall:

1. Call the meeting to order at appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the questions when a motion is before the Board.
7. Put motions to a vote, stating definitely and clearly the vote and the result thereof.
8. Be responsible for the orderly conduct of the meeting.

The Chair shall have the right, as other Board members, to offer resolutions, discuss questions, and vote.

In the absence of the Chair at a meeting, the Vice Chair shall assume the duties of the Chair.