
ROLE OF THE BOARD CHAIR

The Chair of Limestone District School Board safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community. The Chair ensures that each Trustee has a full and fair opportunity to be heard and understood by the other Members of the Board in order that collective opinion can be developed and a corporate decision reached. The Board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the Chair.

Duties of the Chair

1.0.0 Reviewing the Agenda

- 1.1.0 The Chair shall assist in the development of the Board meeting agenda.
- 1.2.0 The Chair shall ensure that meeting agenda content is only about those issues which, according to Board policy, clearly belong to the Board to decide and have not been delegated to the Chief Executive Officer.
- 1.3.0 The Chair shall provide leadership in maintaining Board's focus on the Board's mission and vision, in accordance with Policy 1: District Mission and Vision, and on the multi-year Strategic Plan in accordance with Policy 2: Board Job Description.

2.0.0 Preserving an Orderly Process

- 2.1.0 The Chair shall preside at all regular and special meetings and ensure that such meetings are conducted in accordance with the *Education Act*, the policies established by the Board and *Robert's Rules of Order, latest Edition*.
- 2.2.0 The Chair shall preserve order and decorum and decide all questions of order or privilege. The Chair may rule any matter out of order, giving the reason for the ruling. The ruling of the Chair shall be final, subject only to an appeal to the Board challenging the decision of the Chair, without debate. A tie

vote, with the Chair voting, sustains the decision of the Chair.

- 2.3.0 The Chair shall call meetings to order in accordance with the prescribed meeting times and shall determine if a quorum is present.
- 2.3.1 The Chair may be called upon by the Chair of any Board Committee to attend a Committee meeting as an alternate to ensure quorum is achieved.
- 2.4.0 The Chair shall announce the order of business of the Board and state and put to vote all questions which come before the Board.
- 2.5.0 The Chair shall declare the results of all votes on all matters before the Board.
- 2.6.0 Further details about the role of the Chair in presiding at meetings of the Board are found in Board Procedural Bylaws.
- 3.0.0 **Remaining Impartial**
- 3.1.0 The Chair has a duty to remain impartial. The Chair should have nothing to say on the merits of pending questions.
- 3.2.0 The Chair may draw to the attention of the Board any factors which may be crucial and relating to the pending question and which appear to have been overlooked by the Board.
- 3.3.0 In the event that the Chair decides to take part in the debate of a pending matter, the Chair shall call upon the Vice-Chair to take the chair. In the event that the Vice-Chair has already spoken or desires to speak to the pending matter, the Chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
- 3.4.0 With the unanimous consent of the Board, the Chair may speak to the pending matter without vacating the chair.
- 3.5.0 Normally, the Chair of a committee shall be allowed to speak to pending matters during committee meetings without vacating the chair. The procedure described above shall be used if another member of the committee objects to the Chair taking an active part in any debate on a pending matter.
- 4.0.0 **Expediting Business**
- 4.1.0 The Chair is responsible for expediting the business of the Board in every way compatible with the rights of the members and for enforcing this policy as necessary, to ensure the orderly conduct of the Board's business.

- 4.2.0 In order to ensure the expeditious use of the Board's time, the Chair, subject to a member's right of appeal in accordance with Board Procedural Bylaws, shall refuse to recognize motions which are obviously frivolous or dilatory.
- 4.3.0 The Chair shall attempt to ensure that each member who wishes to be heard on a matter is heard, but, subject to a member's right of appeal in accordance with Board Procedural Bylaws, when it is obvious that the debate is becoming repetitive, the Chair shall indicate that the debate is closed and call the question.
- 5.0.0 **Reviewing Minutes**
- 5.1.0 Prior to publication, the Chair of the Board and the Chair of each Board committee or another Trustee designated by such Chair, shall be responsible for reviewing the minutes of the Board or the respective committee.
- 6.0.0 **Providing Board Leadership**
- 6.1.0 In the event of a tie vote on a motion before the Board, the Chair may vote.
- 6.2.0 The Chair may vote on motions before the Board, declaring the intention to vote when the motion is read. If the Chair's vote results in an equality of votes, the Chair shall declare that the motion is lost.
- 6.3.0 The Chair, in consultation with the Chief Executive Officer, may call a special meeting of the Board at any time.
- 6.4.0 The Chair may act as an *ex-officio* member, without voting privileges, of all committees appointed by the Board. As an *ex-officio* member, the Chair shall have all the privileges of committee membership, excluding the right to make motions and to vote. This does not exclude the Chair from being a Trustee member of a committee with full privileges including voting.
- 6.5.0 The Chair shall be kept informed of significant developments within Limestone District School Board and shall be in regular contact with the Chief Executive Officer to maintain a working knowledge of current issues and events.
- 6.6.0 The Chair shall ensure that the Board engages in regular review or self-evaluation of its effectiveness as a Board.
- 6.7.0 The Chair shall be the chief spokesperson for the Board except for those matters where the Board has previously delegated this role to another individual or group.
- 6.8.0 The Chair shall be a signing officer for the district.

6.9.0 The Chair shall encourage the involvement and development of all Trustees, including their participation in such activities as public representative roles, educational conferences/meetings, and professional associations (i.e. OPSBA).

Legal References:

Education Act S. 170, S. 171 Duties and Powers of Boards; S. 208(12) Voting of the Chair; S. 230 Compliance with Board Obligations, Bill 177, Student Achievement and School Board Governance Act, 2009.
Robert's Rules of Order, latest edition.

Revised: August 2026