

Responsibilities of the Chair

- The Chair runs the meeting.
- Discussion is FAIR and EFFICIENT
 - Ask for everyone's participation and both sides of a debate
 - Make sure everyone knows what a vote on the motion means
 - Voting is important - vote only with a QUORUM present
- Follow the Agenda
 - Ask for and receive motions
 - Stay on time
 - Under the Brown Act, ONLY the items on the Agenda should be discussed
- Non-members, i.e. the public, must be allowed to speak (the members do not have to respond)
- The meeting should enforce the will of the majority while protecting the rights of all members.
- Six steps of a motion:
 1. A motion is made.
 2. The motion is seconded.
 3. The chair restates the motion.
 4. The members debate the motion.
 5. Close debate by unanimous consent whenever possible. If there is objection or a roll call votes is to be taken, the chair asks for affirmative votes **AND** for negative votes.
 6. The result of the vote is announced.

SUGGESTIONS TO THE CHAIR FOR TELECONFERENCE MEETINGS

When a caller joins the meeting, say aloud the following:

- 1. Welcome caller to the meeting, indicate agenda item under discussion**
- 2. Introduce guests in the room**
- 3. List names of members present**
- 4. Remind members to identify themselves during discussion so callers will know who is speaking**

During discussion, ask callers for input and ask if they can hear the conversation in the room.