

**POLICY TITLE: Duties of Board President**  
**POLICY NUMBER: 4040**

**4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings, with the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow such actions.

**4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**4040.3 Duties at Board Meetings**

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation 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 the effect of a motion, if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

**4040.4 General Responsibilities**

The president shall have all the rights to discuss and vote on any issues before the Board, including to move and second a motion. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Approve the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as may be necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the spokesperson for the Board;
9. Perform other duties as authorized by the Board.