

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Duties of Board President

POLICY NUMBER: 4040

4040.1 The President of the Board of Commissioners shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Commissioners shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the Secretary of the Board shall act as chairperson of the meeting.

4040.3 The President shall preside over and conduct all meetings of the Board of Commissioners, and shall carry out the resolution and orders of the Board and shall exercise such other powers and perform such other duties as the Board shall prescribe including the following:

4040.3.1 Call the meeting to order at the appointed time;

4040.3.2 Announce the business to come before the Board in its proper order;

4040.3.3 Enforce Board's policies in relation to the order of business and conduct of meetings;

4040.3.4 Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

4040.3.5 Explain what the effect of a motion would be if it is not clear to every member;

4040.3.6 Restrict discussion to the question when a motion is before the Board;

4040.3.7 Rule on parliamentary procedure; and

4040.3.8 Put motions to a vote, and state clearly the results of the vote.

4040.4 The President shall discuss and vote on any issues before the Board. If the President wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item (See Board Policy #4070 – Basis of Authority). Responsibilities of the President include:

4040.4.1 Sign all instruments, act, and carry out stated requirements and the will of the Board;

4040.4.2 Appoint and disband all committees, subject to Board ratification;

4040.4.3 Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;

4040.4.4 Coordinate the preparation of meeting agendas with the Fire Chief;

4040.4.5 Confer with the Fire Chief or designee on crucial matters which may occur between Board of Commissioners meetings;

4040.4.6 Be responsible for the orderly conduct of all Board meetings;

4040.4.7 Be the Spokesperson for the Board; and

4040.4.8 Perform other duties as authorized by the Board.

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Clerk of the Board