

## 6. Chairman of the Council

At its Annual Meeting, Full Council elects one of its members (other than the Leader or a Cabinet Member) to be Chairman of the Council. No councillor can hold the post of Chairman or Vice Chairman of the Council for more than one year unless the council resolves to appoint a councillor for a second year. A chairman cannot preside at their own election.

In the absence of both the Chairman and Vice Chairman, members will elect a chairman for the meeting concerned by a simple majority vote. The person presiding at the meeting may exercise any power or duty of the chairman for that meeting. In so doing, they will act apolitically, impartially and in the interests of the whole council.

The Chairman has the following responsibilities:

- (a) uphold and promote the purposes of the Constitution and, after receiving advice, interpret the Constitution when necessary
- (b) promote public involvement in the council's activities
- (c) represent the council as its civic head on ceremonial occasions at Island, national and international events
- (d) preside over meetings of Full Council so that its business is carried out efficiently and regarding the rights of councillors and the interests of the community
- (e) ensure that meetings of Full Council are properly constituted and that a quorum is present
- (f) ensure that Full Council meetings are a forum for the debate of matters of concern to the local community
- (g) preserve order in the conduct of those present
- (h) confine discussion within the scope of the meeting and reasonable limits to time
- (i) decide whether proposed motions and amendments are in order
- (j) decide points of order and other incidental questions which require decision
- (k) ascertain the sense of the meeting by:
  - (i) putting relevant questions to the meeting and taking a vote thereon
  - (ii) declaring the result
  - (iii) causing a ballot to be taken if demanded
- (l) approve the draft minutes or other record of proceedings
- (m) adjourn the meeting with the consent of those present where circumstances justify it
- (n) declare the meeting closed when its business is completed