



## Twentynine Palms Public Cemetery District

**POLICY TITLE: Duties of the Board Chairperson**  
**POLICY NUMBER: 4110**

### 4110.1 Presiding Officer:

The Chairperson of the Board of Trustees shall serve as the presiding officer at all Board meetings.

In the absence or disability of the Chairperson, the Vice Chairperson of the Board of Trustees shall serve as the presiding officer over all meetings of the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer 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. The presiding officer may move, second, debate, and vote from the chair.

### 4110.2 Duties Regarding Meetings:

The Chairperson shall preside over and conduct all meetings of the Board of Trustees, shall carry out the resolution and orders of the Board of Trustees, and shall exercise such other powers and perform such other duties as the Board of Trustees shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

### 4110.3 Responsibilities:

Responsibilities of the Chairperson include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Trustees meetings;
- g) Be responsible for the orderly conduct of all Board meetings;



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- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

In the absence or disability of the Chairperson, the alternate presiding officer may temporarily carry out these responsibilities until such time as the Chairperson is able to resume his or her responsibilities.