



**POLICIES & PROCEDURES  
FOR THE GOVERNING BOARD**

**BOARD CHAIRPERSON AND  
VICE CHAIRPERSON  
Policy 505**

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**POLICY 505 – BOARD CHAIRPERSON AND VICE CHAIRPERSON**

**POLICY**

The appointed Chairperson shall preside as Chair at all meetings of the Governing Board (Board) of Sweetwater Authority and perform such other duties as are specified by the Board. In the absence of the Chairperson, the Vice Chairperson shall serve as Chair over all meetings of the Board.

**PROCEDURE**

The Governing Board shall hold an annual organizational meeting at its last regular meeting in December. In the event such meeting is cancelled, the organizational meeting shall take place at the following meeting of the Board. The Board shall elect one of its members as Chairperson and another member as Vice Chairperson. The Chairperson's term of office shall be one (1) year or until his/her successor takes office. The Chairperson's authority is granted by the full Board and the Chairperson:

- Represents the full Board in any public announcements, and
- Speaks on behalf of the Board only in support of the decisions of the full Board.

The Chairperson 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 Chairperson customarily has primary contact with the General Manager.

The Vice Chairperson's term of office shall be one (1) year and until his/her successor takes office. The Vice Chairperson shall perform all the duties of the Chair in the absence of the Chairperson or in the event of the Chairperson's inability to perform such duties and such other duties as are specified by 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 Chairperson of the meeting.

As the presiding officer, the Chairperson must keep the meeting discussions aimed at [items on the agenda](#) ~~issues~~ and move the Board along toward decisions [on such items](#).

The duties and responsibilities of the Chairperson include the following:

- A. Preside over Board meetings.
- B. Ensure that orders and resolutions of the Board are carried out.
- C. Coordinate the work of officers of the Board and committees.
- D. Call special meetings as the need arises.
- E. Act as official spokesperson for the Board, unless authority is delegated.
- F. Perform all other functions required by the office of Chairperson.