**11 Duties of the Chair**

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| **Open Meeting** | **Open the meeting at the designated time by taking the seat reserved for the presiding officer, finding that a quorum is present, call the meeting to order** |
| **Announce the next activity** | **Announce in the appropriate sequence the next activity before the assembly in accordance with the approved order of business (agenda)** |
| **Recognize members of the assembly** | **Recognize members of the assembly who are entitled to the “floor” – those who have the exclusive right to be heard at that time** |
| **State the question and carry out the vote** | **State and put to the vote all questions that legitimately come before the assembly as motions or that otherwise arise during the preceding, and to announce results of the vote. Rule any motion made that is not in order “Out of Order”** |
| **Refuse to recognize dilatory motions** | **Protect the assembly from obvious time-wasting or obstructive motions by refusing to recognize them** |
| **Enforce order and decorum** | **Enforce the rules relating to debate and those related to order and decorum for the assembly** |
| **Expedite business** | **Expedite business in every way compatible with the rights of members and the rules of the assembly** |
| **Respond to Inquiry** | **Respond to questions from members relating to the parliamentary procedure or factual information bearing on the business before the assembly** |
| **Authenticate documents** | **Authenticate by signature, when necessary, actions, orders, and proceedings of the assembly** |
| **Close the meeting** | **Declare the meeting adjourned when the group votes or, where applicable, at the time prescribed in the agenda, or at any time in the event of a sudden, unexpected emergency affecting the safety of those present** |