F: BOARD VICE-CHAIR TERMS OF REFERENCE

1. INTRODUCTION

A. Recognizing that the duties of Mayor place significant time constraints on the Chair, the Board annually appoints a Vice-Chair to assist the Chair and to act in the Chair’s absence.

B. The Board elects a Vice-Chair annually following these procedures:

   (1) Nominations for the Vice-Chair shall require a mover and seconder from the Board.
   (2) Where more than one nominee stands for election, a ballot vote shall be taken.
   (3) Prior to the vote being taken, each nominee shall be given five minutes to speak to the nomination. Nominees shall be called upon in alphabetical order of their surname.
   (4) After all the nominees have completed their speeches, a ballot vote shall be taken.
   (5) If nominees are tied on the first vote, a second ballot vote shall be taken. If on the second vote the nominees remain tied, the election for a Vice-Chair shall be decided by lot drawn by the Chair.

C. When the Chair is unavailable the Vice-Chair, shall act in his or her place until such time as the Chair returns and is able to resume his/her responsibilities.

D. While presiding over a meeting of the Board or acting during an absence of the Chair, the Vice-Chair has and may exercise all the same rights, powers, and authority of the Chair, including the responsibility to speak on behalf of the Board.

E. The Vice-Chair works closely with the Executive Director and the Governance Committee to ensure the Board develops strategic goals and objectives to guide its work.

F. The Vice-Chair meets as needed with Board members to assess their suitability for Board committees, to discuss performance issues, and to provide general guidance and advice.

G. The Vice-Chair works closely with the Chair and the Executive Director and facilitates communications among the Board, the Chair, and the Chief.