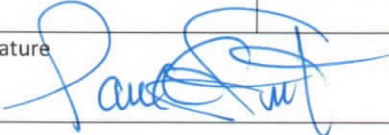


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DUTIES OF THE BOARD CHAIR	Policy # B-302	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. DUTIES OF THE The Chair shall preside at all meetings of the Board of Commissioners:
 - a. Setting a positive tone for the meeting;
 - b. Adhering to the agenda;
 - c. Keeping discussions centered on the issue and allowing all sides an opportunity to be heard;
 - d. Treating all Board members fairly and equally;
 - e. Ensuring that deliberations are fair, thorough, timely and orderly;
 - f. Bringing issues to a conclusion.
2. The Chair should understand and enforce the rules for public meetings outlined in Oregon's Public Meetings Law as well as all other ORS's that apply to public meetings of the Board.
3. The Chair, as needed, shall consult with Board members; the Executive Director and the Executive Assistant of the Board regarding the preparation of each meeting's agenda.
4. The Chair shall have the same right as any other member of the Board to make motions, discuss questions and vote on any issue.
5. The Chair may call a special meeting of the Board as described by the Oregon Public Meetings Law.
6. The Chair shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
7. The Chair shall speak for the Board on issues involving SETD/NWRC when authorized to do so by a majority of the Board.
8. The Chair shall create sub-committees and assign board members as needed. Up to 3 Commissioners can be assigned to each committee, which can be either standing or ad hoc committees. Each committee will select its own Chair.
9. Committees will meet regularly, record minutes and report to the Board.
10. The Chair has no authority to make decisions concerning policies created by the Board nor to individually supervise or direct the Executive Director;
11. The Chair, in the absence of the Board Secretary-Treasurer, will appoint a Board member to temporarily act in that capacity.