

CHAIR ROLES, RESPONSIBILITIES AND GUIDELINES

As identified in the Transportation Commission draft by-laws, Article 6: Officers the Transportation Commission will elect a Chair and Vice-Chair. Please consider the following information as you consider nominations for Chair and Vice-Chair, or contemplate your interest in those positions. The following information has been compiled from the Transportation Commission draft by-laws, Article 6: Officers; Rosenberg's Rules of Order; and, tips based on past experience of our consultant who has formed, managed and trained many municipal boards and commissions.

Traits for an Effective Chairperson

- Attend virtually all meetings; though Vice-Chair will serve in the Chair's absence
- Keep discussion on point
- Manage public comment
- Diplomatically redirect or halt discussion that is not relevant to the agenda item or action needed.
- Often it is incorrectly assumed that someone most knowledgeable in the subject matter makes the best Chair. On the contrary, the best Chairs are skilled parliamentarians. Effective chairs embrace their primary role as a facilitator, to entice discussion and viewpoints from all the other members. Someone with strong viewpoints who will dominate discussion or with a great deal of zeal who wishes to speak frequently and persuade others may be more effective as a member and not the Chair.

Chairperson Agenda Responsibilities

- Introduce items
- Defer to staff report/ recommendations
- Open up for commission discussion
- Manage (open and close) public comment
- Call for motion and manage discussion
- Confirm understanding of motion
- Call for vote

Other resources

- Draft by-laws, Article 6: Officers
- Rosenberg's Rules of Order

