

PROCEDURE FOR ELECTION OF CHAIR

The Chair:

Is responsible for managing the meetings of the Council and ensuring that effective and lawful decisions are taken. The Chair should involve all Councillors in discussions.

The Chair summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Chair can have a second, casting vote.

Holds a statutory post defined in law and is elected annually.

Plans meetings with the Clerk and consults in the drawing up of the agenda.

Election:

To ensure all Councillors have opportunity to undertake the role of Chair, Willoughton Parish Council determine the Chair will be chosen on a rota system. The Clerk will keep record of previous years and will inform the Council at or before the annual meeting of the previous Councillors holding that position.

Regard will be taken to those Councillors who do not want to hold the position and those who have limited experience.

The election of Vice Chair will follow the same procedure.