

# Duties of the Chair

As Defined In Robert's Rules of Order, Newly Revised, 12th Ed. **47:7**

At every meeting, the chair is **EXPECTED TO PERFORM:**

<b>1</b>	<b>Open meeting</b>	To open the meeting at the appointed time, ascertaining a quorum is present, and calling the meeting to order.
<b>2</b>	<b>Follow agenda</b>	To announce in proper sequence the prescribed order of business.
<b>3</b>	<b>Recognize members</b>	To recognize members entitled to the floor.
<b>4</b>	<b>State questions (motions) and call vote</b>	To state and put to vote all questions that legitimately come before the assembly, or rule motions out of order.
<b>5</b>	<b>Protect group</b>	To protect the group from wasting time with obviously dilatory motions by refusing to recognize them.
<b>6</b>	<b>Enforce rules</b>	To enforce order and decorum To enforce the rules relating to debate and those of order and decorum.
<b>7</b>	<b>Expedite business</b>	To expedite business in every way compatible with the rights of members.
<b>8</b>	<b>Decide all questions of order</b>	To decide all questions of order subject to appeal.
<b>9</b>	<b>Respond to inquiries</b>	To respond to inquiries of members on parliamentary procedure or factual information bearing on the business of the assembly.
<b>10</b>	<b>Authenticate actions</b>	To authenticate by signature, when necessary, all acts, orders and proceedings of the assembly.
<b>11</b>	<b>Close meeting</b>	To declare the meeting adjourned when the assembly votes to adjourn.