

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:**

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