



**VICE-CHAIRPERSON -  
ELECTION, ROLE, AND RESPONSIBILITIES**

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**ELECTIONS**

At its inaugural Public Board Meeting in November following a general local election, the Board of Education ("Board") shall elect one of its members to serve as Board Vice-Chairperson.

To ensure fairness and transparency in leadership selection, the Board shall conduct an election for the Chairperson and Vice-Chairperson each November to serve for the coming year. The election will be conducted at a Public Board Meeting following the Board-approved procedure for the election.

If the Vice-Chairperson resigns before the annual election, the position shall be declared vacant, and the Board shall hold an election at the next scheduled Public Board Meeting.

**ROLE**

The Vice-Chairperson shall act on behalf of the Board Chairperson in the Chairperson's absence and assume all associated duties and responsibilities as outlined in [Policy 2915 Board Chairperson - Election, Role, and Responsibilities](#).

**RESPONSIBILITIES**

The Board delegates to the Vice-Chairperson the following powers and duties:

1. Assists the Board Chairperson in ensuring that the Board operates in accordance with the [School Act](#), Board policies and procedures, and Roberts' Rules of Order, while providing leadership and guidance to the Board.
2. Confers with the Board Chairperson, Superintendent and Secretary Treasurer before each Board meeting to review and finalize the agenda.
3. Undertakes additional duties and responsibilities as assigned by the Board Chairperson.

**APPROVED: October 10, 2012**

**UPDATED: June 18, 2025**