

ITEM 10
Attachment C1
Clean Version



SD42 POLICY: 2918

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

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: April 2025

ITEM 10
Attachment C2
Track Changes version



SD42 POLICY: 2918

VICE-CHAIRPERSON -
~~ELECTIONS / ROLES /~~ ELECTION, ROLE, AND RESPONSIBILITIES

ELECTIONS

At its inaugural ~~meeting~~ Public Board Meeting in November following a general local election ~~and for the following two years, at the regular November meeting,~~ the Board of Education ("Board") shall elect one of its members to serve as Board Vice-Chairperson, ~~to~~.

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 ~~office~~ an election at the ~~pleasure of the~~ next scheduled Public Board Meeting.

1. ROLES

ROLE

The Vice-Chairperson shall act on behalf of the Board Chairperson; ~~in the latter's~~ Chairperson's absence and ~~shall have~~ assume all ~~the~~ associated duties and responsibilities ~~of the Board Chairperson as outlined in Policy 2915: Board Chairperson - Election, Role, and Responsibilities.~~

2. RESPONSIBILITIES

RESPONSIBILITIES

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

1. Assists the Board Chairperson in ensuring that the Board operates in accordance with the ~~School Act~~ School Act, Board policies and procedures, and Roberts' Rules of Order ~~in,~~ while providing leadership and guidance to the Board.

2. ~~Prior to each Board meeting, confer~~Confers with the Board Chairperson, Superintendent and Secretary Treasurer ~~on items included on~~before each Board meeting to review and finalize the agenda,~~and become thoroughly familiar with them.~~
3. ~~The Vice Chairperson may be assigned other~~Undertakes additional duties and responsibilities as assigned by the Board Chairperson.

~~The Vice Chairperson shall be an alternate signing authority for the District, if required.~~

APPROVED: October 10, 2012

~~AMENDED: February 26, 2019~~

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