

Duties and Responsibilities of Chairperson and Vice-Chairperson

1. The chairperson of the Board shall preside at meetings.
2. The chairperson may appoint special committees.
3. The chairperson may call special meetings of the Board.¹
4. The chairperson may make or second motions and vote on motions.
5. The chairperson shall countersign all orders of the Board² (including contracts and reports as required by law).
6. When outside agencies send communications and notifications only to the chairperson, s/he shall bring before the Board information intended for all Board members.
7. The vice-chairperson shall perform the duties of the chairperson in his/her absence.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 160.440](#)

Adopted/Amended: 08/18/1997

Order #: 2282