

Duties and Responsibilities of Chairman and Vice-Chairman

1. The chairman of the Board shall preside at meetings and maintain order in accordance with the Board's policies.
2. The chairman may appoint special committees with approval of the Board.
3. The chairman shall serve as an ex officio member of all Board committees.
4. The chairman may call special meetings of the Board.¹
5. The chairman may make or second motions, participate in discussions, and vote on motions.
6. The chairman shall countersign, by hand or signature facsimile, all orders of the Board² (including contracts and reports as required by law).
7. When outside agencies send communications and notifications only to the chairman, s/he shall bring before the Board information intended for all Board members.
8. The chairman shall perform other duties necessary to carry out the responsibilities of the office and/or duties that are required by law or Board policy.

The vice-chairman shall perform the duties of the chairman in his/her absence.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 160.440](#)

Adopted/Amended: 2/19/1998

Order #: 21