

Aston Clinton Parish Council

Terms of Reference

Chairman of a Meeting

1. Role and Responsibilities

- a. The role of the Chairman of a meeting of the full Parish Council, a Committee or Sub-Committee is to:
 - i. Formally preside at the meeting
 - ii. Ensure that the meeting considers the business before it
 - iii. Keep control of the meeting
 - iv. Maintain order, and
 - v. Apply Standing Orders that the meeting is subject to.
- b. Specific responsibilities for the Chairman of a meeting include:
 - i. To formally open the meeting
 - ii. To consider if there is a procedural obstacle to the meeting going ahead, including that it is properly constituted and that a quorum is present
 - iii. To ensure that the draft minutes of a previous meeting are duly approved by the meeting and signed
 - iv. To order debate on motions
 - v. To allow all parties access to the discussion
 - vi. To decide points of order and other incidental questions
 - vii. To control disorderly or disruptive behaviour of anyone in attendance at the meeting
 - viii. To get the meeting through the business on the agenda
 - ix. To exercise his casting vote when votes are tied for the election of the Chairman of the Council at the Annual Meeting
 - x. To choose to exercise his casting vote when votes are tied in other situations
 - xi. To declare the results of a vote
 - xii. To temporarily suspend or adjourn a meeting if necessary, and
 - xiii. To close a meeting after its business has been concluded.
- c. For any other matters outside of a meeting, the status of the Chairman of the full Parish Council, or the Chairman of any of its Committees or Sub-Committees, is the same as any other Councillor.