



## MT Council on Developmental Disabilities

Policy # 3.1.1

Adopted June 19, 2008

### **DUTIES OF THE CHAIR**

The Chair serves as the presiding officer of meetings and activities of the Council.

The Chair must know and understand Robert's Rules of Order and conduct the council meetings in accordance with Roberts Rules of Order and Montana's Open Meeting laws.

The Chair may appoint any member of the Council or staff to serve as parliamentarian at each meeting. The parliamentarian shall be responsible for providing technical assistance and procedural clarification during Council meetings.

The Chair, with input from the Council will, direct, supervise and annually evaluate the Council Executive Director.

The Chair provides leadership and direction at Council Meetings and in all undertakings of the Council.

The Chair, through the Executive Director advises the Governor of any recommended changes in membership.

### **PROHIBITION:**

**An officer of the Council shall not make public statements, or advocate a position to Council members, legislators, department directors and staff, sister program directors and staff and other policy makers, which is contrary to the final action approved by the Council.**