

## **Forest Heath District Council**

### **Article 5 – Chairing the Council**

#### **5.1 Role and function of the Chairman**

The Chairman and Vice-Chairman will be elected annually by the Council.

Neither the Chairman nor the Vice-Chairman may be a member of the Cabinet.

The Chairman and in his/her absence the Vice-Chairman have the following roles.

#### **5.2 Procedural role**

The Chairman will:

- a) chair meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
- b) uphold and promote the purposes of the constitution and interpret the rules of procedure at Council meetings;
- c) ensure that Council meetings are a forum for the debate of matters of concern to the community and one of the places at which councillors who are not on the Cabinet are able to hold the Cabinet to account;
- d) exercise a casting vote in the event of a tie at a Council meeting with complete freedom of conscience.

#### **5.3 Civic and ceremonial role**

The Chairman is the ceremonial head of the Council and will be its representative at civic and ceremonial events. He/she maintains an apolitical stance, especially when chairing full Council meetings. This part of the role includes:

- a) representing and promoting the whole district during his/her term of office;
- b) enhancing the image of the district;
- c) encouraging understanding of the Council's role, priorities and partnerships;
- d) promoting public involvement in the Council's activities.