

## What the Chairman does

Item	Purpose
	<p>The Chairman (never described in the gender-neutral form) is in charge during council meetings; this is an office created by legislation commanding respect.</p> <p>The chairman is elected at the Annual Meeting of the Council for one year. Chairmen have a duty to ensure that council meetings run smoothly, that all business is properly considered and all councillors who wish to speak can do so. It is good practice for the chairman to refer to the clerk for advice. The chairman has few special powers. For instance, it is unlawful for a council to delegate decision making to any individual councillor and the chairman is no different.</p> <p>However, when a vote is tied, the chairman may use a second, or casting vote. The chairman often enjoys a special relationship with the public, especially in a town where the chairman is also the mayor. It is the chairman who leads the Annual Town or Parish Meeting (remember, this is not a council meeting) and opens the fête, or welcomes official visitors from abroad. This is one reason why the chairman can receive an allowance to support this important public role. If a local council resolves to do so, councillors can also claim an allowance, taking into consideration the level recommended by the principal council's independent remuneration panel.</p>
<p>Legal basis</p>	<p>The Local Government Act 1972 (Section 15) requires a Chairman to be elected each year at the Annual Meeting of the Parish Council.</p>
<p>Importance to you</p>	<p>Chairmen have a duty to ensure that council meetings run smoothly, that all business is properly considered and all councillors who wish to speak can do so. Although most public meetings run informally, it's still polite to address any questions you have through the Chairman.</p> <p><i>If you would like to be nominated for the post of Chairman, there is no need to give advance notice. At the Annual Council Meeting (see the Calendar included with this pack), the outgoing Chairman will ask for nominations. You can nominate yourself, and you will need someone to second your nomination. It is good practice to sound out who your seconder will be before the meeting starts.</i></p> <p>If there is more than one nomination, the Chairman will ask the Clerk to distribute ballot papers. Just indicate who you choose, and the Clerk will total the votes. <i>In the event of a tie, the outgoing Chairman will decide. If the outgoing Chairman has been nominated, they can use their casting vote to choose themselves.</i></p>
<p>Key Points</p>	<ul style="list-style-type: none"> <li>Is the chair of the council and councillors</li> <li>Must run the meeting when they are present</li> <li>Has the casting vote in case of a tied vote</li> <li>May call Extraordinary General Meetings</li> <li>Elected by other councillors at a public meeting</li> </ul>

	Fixed term appointment (one year) Liaises with clerk over production of the agenda Signs the minutes
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Notes	
Accessibility	If you need this document in paper format, please contact the Clerk's Office
Reference	CD QG Chair
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