COLORADO JUVENILE PAROLE BOARD	POLICY NUMBER: II-102
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	REPLACES: New Dated:
CHAPTER: Procedure	EFFECTIVE DATE: October 18, 2006
SUBJECT:	RELATED MANDATES, STATUTES, STANDARDS, OR EXECUTIVE ORDERS:
Duties of the Chairperson and Vice Chairperson	JPB Procedure II-101
APPROVED BY:	
Dean J. Conder, Acting Chairperson	

BACKGROUND/PURPOSE

This procedure delineates and clarifies the role of the Chairperson and/or Vice Chairperson of the Board.

PROCEDURE

Duties:

- 1. To open the Board meeting at the appointed time by taking the chair and calling the meeting to order having ascertained a quorum is present.
- 2. To confer with the Board Administrator for final approval of the agenda, making adjustments as necessary to accomplish to the business of the Board; and to carry out the agenda once set.
- 3. To state and to put to vote all questions that legitimately come before the Board as motions or that otherwise arise to the course of the proceedings (except questions that relate to the chairperson him/herself which a that time the chair should be turned over to the vice-chair) and to announce the result of each vote; or if a motion that is not in order is made, to rule it out of order.
- 4. To protect the Board from obviously frivolous or dilatory motions by refusing to recognize them.
- 5. To expedite business in every way compatible with the rights of the members utilizing their areas of expertise.
- 6. To be knowledgeable of the policies and procedures of the Board and follow/enforce such policies/procedures.
- 7. To preserve order at all times.
- 8. To authenticate by his/her signature, when necessary, all acts, orders, policies, and proceedings of the Board.
- 9. To declare the meeting adjourned.
- 10. To perform such other duties as may be prescribed by action of the Board such as representation at meetings, legislative hearings, etc.