



**PUBLIC UTILITY BOARD POLICY**

<p>Category: <b>Governance Process</b></p> <p>Date of Adoption: <b>January 22, 2020</b></p> <p>Resolution No.: <b>U-11133</b></p> <p>Revision Date:</p>	<p>Title: <b>Duties of Officers</b></p> <p>Policy Number: <b>GP-4</b></p>
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1. The presiding officer shall be the Chair, or in his/her absence the Vice-Chair, who shall conduct the business and deliberations of the Board under these rules. If both the Chair and Vice-Chair are absent and a quorum is present, the Secretary shall serve as presiding officer of the Board until the return of the Chair or Vice-Chair.
  
2. The presiding officer shall:
  - a. Preserve order and decorum in the meeting.
  - b. Decide all questions of order, subject to an appeal to the Board by another Board Member.
  - c. Recognize the members of the Board in the order in which they request recognition, and no member shall be recognized and permitted to speak on the same matter more than once until all other members of the Board have had an opportunity to be recognized and heard.
  - d. Observe and enforce all rules adopted by the Board.
  - e. Sign all resolutions adopted by the Board.
  
3. The presiding officer, as a member of the Board, shall have the same rights and be governed by the same rules as other Board Members.
  
3. The Secretary of the Board shall:
  - a. Work with the Clerk of the Board
  - b. Cause the proceedings of the Board's meetings to be entered in a permanent journal of its proceedings.
  - c. Certify the minutes of the Board's meetings and submit the same for approval to the Board prior to its next regular meeting.
  - d. Sign all resolutions adopted by the Board.

- e. Upon proper request certify copies of resolutions and other records of the Board and the Department, or delegate certification of such copies to the Clerk of the Board.
4. In the absence of the regular Secretary, the presiding officer may designate one of the other Board Members present as Acting Secretary for the purpose of any meeting.