**Nevada Governor’s Council on Developmental Disabilities**

**Policy #**

**Adopted:**

**DUTIES OF THE CHAIR POLICY**

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

The Chair shall serve a term of two years and must have enough time remaining on their Council term to be elected.

The Chair shall also serve as the Chair of the Executive Committee.

The Chair shall be a member of all Council Committees and provide knowledgeable input.

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

The Executive Director and Executive Assistant shall be responsible for providing technical assistance and procedural clarification during Council meetings.

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

The Chair serves as the liaison between the Council and the Executive Director.

The Chair oversees the hiring, supervising, and evaluation of the Executive Director and when applicable the Interim Executive Director.

The Chair with the Executive Director advises the Governor and the Department of Health and Human Services Staff of any recommended changes in membership.

The Chair represents the Council at State and National Conferences.

The Chair breaks any tied votes, should one occur.

The Chair is responsible for selecting Ad-Hoc Committee Members in the event of hiring a new Executive Director.

The Chair shall actively participate in the overall planning process, implementation, and monitoring of the DD Council five-year state plan.

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