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

**Policy #**

**Adopted:**

**DUTIES OF THE VICE CHAIR POLICY**

The Vice-Chair assumes all roles of the Chair, in the absence of the Chairperson. \*(Please see Duties of the Chair Policy for additional clarification of duties.)

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

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

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

The Vice-Chair shall be a Chair of at least one Council Committee.

The Vice-Chair presides over Council meetings in the absence of the Chair.

The Vice-Chair assists the Chair in meeting all the Chair’s Council responsibilities.

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

The Vice-Chair shall actively participate in communication between the Chair and the Executive Director.

**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.**