

# Typical Questions and Answers for Prospective Nominees Alex Aitken PAC

1. **When do general meetings occur?** As per the bylaws, the "place, time and date of meetings will be determined by the Executive, subject to any direction from the members at a general meeting."
2. **What is the length of a typical general meeting?** 1-2 hours
3. **What about monthly Executive meetings?** One can expect a 1/2 to 1 hour meeting prior to a meeting with the principal to discuss the agenda for the general meeting. The meeting with the principal is about 1/2 hour long.
4. **What about extraordinary meetings?** These are a rarity.
5. **What sort of workload can I expect outside of meetings?** A little or a lot. The number of hours you spend depends on what you want to make of the job. Remember that some of the work can be delegated to appropriately established committees. And there are volunteers for all sorts of other school functions that you can otherwise relax at. The important thing is to work by the rules (bylaws, etc.), stick to the facts, and remember that it's for the benefit of the kids in the end. It can and should be fun!
6. **When will my term start?** Your first general meeting will not occur until September 2005. In the meantime you should familiarize yourself with your duties and the Constitution and bylaws. Specific duties of each position are described therein, and a summary list of duties are attached for your information.

If you are the Chair or Vice-Chair, you should also review the relevant parts of the Rules of Order covering meetings, motions, and debate, etc. We recommend that you ask for assistance and advice of any past executive before you get started.

7. **What executive functions occur between the time I get elected and September?** The executive performs a minimal number of functions such as the accounting of monies derived from various school activities. In this regard, new and inexperienced officers may wish to meet with officers of the past Executive by an appropriate date in order to transfer information and to provide introductory assistance with their new duties.

## **DUTIES:**

### **1) Chair (and Vice-Chair in Chair's absence)**

1. To preside over meetings
2. To open meetings at proper time
3. Call members to order
4. To ascertain that quorum is present
5. To announce business in correct order
6. To state and to put to vote all motions in order unless wording not clear enough
7. To initiate general consent when appropriate
8. To assign the floor to members by announcing their names
9. To enforce all rules, including rules of debate
10. To maintain order and decorum
11. To respond to parliamentary enquiries, points of order and any other motions that require action by the chair
12. To maintain his/her impartiality
13. To try to alternate between pro and con when conducting debate on a motion
14. To declare the assembly recessed or adjourned
15. To have at hand the bylaws, constitution, rules of order, standing rules, and other documents to facilitate the transaction of business
16. To authenticate necessary documents
17. In general to represent the assembly, declaring its will and obeying its command in all matters and regards
18. Cannot take part in debate or interrupt members who are not violating a rule
19. To set example of conformity to rules. Should exhibit tact and common sense

### **2) Secretary**

1. Record minutes and keep them in a book
2. To maintain current, accurate copies of all organizational documents (e.g. bylaws, constitution)
3. To file reports
4. To issue written notice of meetings and certain motions
5. To prepare the agenda
6. To maintain the roster of the membership
7. To provide and sign copies of organizational documents
8. To make the minutes and other documents available to members at reasonable times and places, and to call the roll when required
9. To provide the chair with a list of all committees and their members
10. To notify persons of their having been chosen as an officer or committee member
11. To provide committees with relevant information from the assembly, such as instructions

### **3) Treasurer**

1. Acts as banker, holding deposited funds and paying out on order of the society signed by the secretary
2. Reports on amounts at hand at beginning of period, sources and amounts of income, purposes or payees and the amounts of disbursements during the period and the balance at hand
3. Takes receipts whenever payments made