

What Are the Duties of a President of Council and the Vice President of Council?

The reorganization meeting is now less than a month away and perhaps you've been studying the Reorganization Meeting tips on line. You note that the council must elect a president of council after those officials have qualified. What are the qualifications? What are the duties? What if no one wants to be the president?

The president of council's duties are as follows:

- Preside over the council meetings as well as to maintain order.
- Serves as Parliamentarian usually following some version of Parliamentary procedure.
- Phrases the question before council votes.
- Initiates recount when vote is inconclusive.
- Signs all checks, papers, written contracts, orders for borough expenditures.
- Shall serve as acting mayor when the mayor is absent (long period) or incapacitated and votes to break tie or split votes, not as a council member.
- Appoints council members to committees and selects the chair of each.
- Has the right to make motions or second them however must hand gavel over to the vice president.
- Has the right to call Special meetings or must honor if he receives a written request from 1/3 of council.
- Is "ex officio" member of all committees however his presence counts and that means the committee now has a quorum and if the committee meeting was not advertised, must adjourn meeting.

Actions that the president cannot take without council at a duly advertised public meeting:

- Enter into any contracts without the approval of council
- Hire/discharge personnel; or
- Set borough policy or procedures without a vote of council.
- Cannot award a bid without council.

The vice president chairs the meeting when the president is absent.

Both the president and vice president shall serve at pleasure of council and can be removed by council as officers, but not from their council seats.

What if no one wants to serve as president? Council is required to vote for both officers, so keep voting until someone serves. Now that you know; will you serve?