

if the Chairperson is deemed to have a conflict of interest in matters that pertain to the Board.

- b. Assist the Chairperson in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- c. Prior to each Board meeting, confer with the Chairperson and the Superintendent on the items to be included on the agenda; and,
- d. The Vice-Chairperson may be assigned other responsibilities by the Chairperson.

3. Appointment

- a. Board Members are responsible for selecting a Chairperson and Vice-Chairperson from among the Board Members at the Annual General Assembly. In order to ensure that meetings can proceed effectively and that there is continuity, both the Chairperson and the Vice-Chairperson must be familiar with the operations of KTCEA and have served as a Board Member for at least one (1) year.
- b. Voting of Chairperson and Vice Chairperson: The nomination of Chairperson and Vice-Chairperson will be held, and a vote conducted among the Board Members for both positions. The person with most votes, via secret ballot, will be appointed. All Board Members are eligible for nomination.

4. Term

- a. The KTCEA Chairperson and Vice-Chairperson shall be appointed annually at the annual general meeting.

5. Voting

- a. Each Board Member, including the Chairperson and Vice-Chairperson, shall have one vote at all meetings of the Board.