



**SECTION 2. POWERS, DUTIES & RESPONSIBILITIES OF COUNTY GOVERNMENT**

**2.10 DUTIES OF THE BOARD OF COUNTY COMMISSIONERS CHAIRMAN AND VICE CHAIRMAN**

**A. CHAIRMAN.** The Board of County Commissioners shall annually elect one of its members as chairman by majority vote. This election shall be held at the regular meeting of the Board on the fourth Tuesday of November of each calendar year except general election years when the Board shall conduct its elections on the second Tuesday following the general election. In the event of a chair vacancy, the new chairman shall be elected no later than the next regular meeting. In addition to his or her powers and duties as a board member, the chairman shall have the additional powers and duties limited to the following:

- (1) Serve as presiding officer of the Board of County Commissioners;
- (2) Call the Board of County Commissioners into regular and special session;
- (3) Sign ordinances, resolutions and documents for the Board of County Commissioners;
- (4) Serve as the official representative and ceremonial dignitary for the County government;
- (5) Serve as administrator of the Commission Office with administrative authority and responsibility regarding the operation of the Commission Office. Such authority shall include the preparation and submission of the office budget, and the establishment of policies and procedures regarding the operation of the Office not in conflict with Board adopted policies and procedures.
- (6) Consult with the County Manager regarding the development of the County Commission agenda and the scheduling of County Commission worksessions and meetings;
- (7) Appoint members of the County Commission to local and regional boards and agencies, except where such appointment is required to be made by the Board of County Commissioners; and
- (8) Such other duties as may be assigned from time-to-time by the Board of County Commissioners.

**B. VICE CHAIRMAN.** The Board of County Commissioners shall annually elect one of its members as vice chairman who shall have all rights and duties of the chairman during the absence of the chairman. Regular elections for vice chairman shall be held in conjunction with the election for chairman. In the event of a vacancy in the office of vice chairman, a new vice chairman shall be elected not later than the next regular scheduled meeting.

**C. AUTHORITY.**

BCC approved January 25, 1994.

Resolution 2010-R-26 adopted January 26, 2010