GPCA Vice President Job Description

OBJECTIVE

The Vice-president shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

GPCA BY-LAWS

Requirements

- The Vice-president shall preside at meetings in the absence of the president.
- A vacancy in the office of President shall be filled automatically by the Vice-president and the resulting vacancy in the office of Vice-president shall be filled by the Board.
- The Vice-president has the same responsibilities as any board member (see the Board Member job description).
- The Vice-president may vote at all meetings unless acting as chair. Then the Vice-president will vote to break a tie.

GPCA CUSTOM

Requirements Established by Custom

- Provide tasks as requested by the President.

ROBERT"S RULES OF ORDER

Roll of the Vice-president at Meetings in the absence of the President

- Enforces the rules and designates who is to speak at any give time at meetings.
- Make the meetings orderly, fair, and expeditious.
- Be knowledgeable of Robert's Rules of Order and the clubs by-laws.
- Make sure that motions are clearly worded. You can require that the motions are written and then given to the secretary.
- Make sure everyone understands a motion.
- The President may vote only to break a tie when acting as chair.

Materials Required at a Meeting

- Copy of the club by-laws
- A copy of Robert's Rules of Order
- A copy of the club Standing Rules
- A list of the committee and chairman
- In the absence of the President, the Vice-president needs a list of the complete order of business for the meeting drawn up by the secretary.

The secretary uses the previous meeting minutes and other minutes of business to assist the chair in developing items of discussion.

Annual Meeting Requirements when Acting as Chair

- The vice-president may enter discussions at the meeting unless acting as chair.
- The chair can require members to stand when they have the floor.
- Standing rules can be set for the meeting if approved by a majority of those present.
- A limit of two minutes shall be allotted to each speaker on any given item.
- Board members may interrupt a speaker for the purposes of clarification and information.

Board Meeting Requirements

- Members are not required to obtain the floor before they speak or to make a motion.
- Motions do not need to be seconded.
- No limit to the number of times a member may speak.
- Informal discussions are allowed without a motion.
- The chair may enter the discussion.
- A formal motion is not required for a vote.
- The group can set standing rules for the Board meetings such as allowing the president to vote.

Standing Rules

- Rules of order may be decided upon by a majority attending a meeting. These rules apply only for this specific meeting and are not considered standing rules.
- Standing rules only require a majority vote to adopt.
- Standing rules require only a majority vote to amend.
- A standing rule that violates or conflicts with a by-law is out of order.
- A standing rule is administrative in nature.

Custom

- Sometimes a group gets into the habit of doing something in the same way over and over again until it becomes an established custom. It comes to be followed practically as if it were a rule of order.
- A custom can never conflict with a written rule. If the conflict is pointed out, the written rules must be followed rather than the custom.

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