

Job Duties and Requirements of the Chair of the General Executive Board

1. The Chair of the General Executive Board shall be elected by that body as provided for in the Working Rules of the General Executive Board. In the event there is no elected Board Chair, the duties of the Board chair shall temporarily be assumed by that member of the Board who received the highest number of votes in the last election. In the event of a declination, the duties of temporary chair shall pass to the recipient of the next highest votes.
The majority of the Board may recall and select another Chair at any time.
2. The General Executive Board Chairperson shall be the alternate to the General Secretary-Treasurer.
3. The Chairperson of the General Executive Board shall countersign all checks issued by the General Secretary-Treasurer.
As has been common practice, however, the Chairperson of the General Executive Board, and the General Secretary-Treasurer may have made a signature stamp which the Secretary-Treasurer may utilize for countersigning checks for day to day expenditures and bills which are due.
The Chairperson should, however, receive a listing from the General Secretary-Treasurer of all checks so issued each month.
4. It is the responsibility of the Chair to act as the moderator of the GEB List, which serves as an ongoing meeting of the Board. The General Executive Board shall likewise meet on the call of the Chairperson.
5. As Chairperson of all Board Meetings, the Chair may rule certain topics and discussion out of order, or may call to have certain topics or discussions tabled. Such decisions may be overturned by a majority vote of the Board.
6. As Chairperson of all Board Meetings, the Chair may suspend Members of the GEB List from posting for periods of up to 30 days if said individual disrupts the on-line meeting of the Board with material not relevant to the business of the administration, refuses to drop a topic that has been tabled or ruled out of order, or makes continual inflammatory posts containing threats or personal attacks.
If a suspended subscriber, barred from posting, violates the bar, the Chair shall be unsubscribed said member from the list until their suspension has expired, at which time that member may request readmission to the GEB List.
Such decisions may be appealed to the Board, and may be overturned by a majority vote of the Board.
7. It will be the responsibility of the Chair to make a report of the business of the Board to the membership in each issues of the General Organizing Bulletin. This report shall include all motions made since the previous report, their current status and how each member voted. The Chair shall record motions exactly as submitted, and refrain from using the report to express his or her personal opinions.
8. It will be the responsibility of the Chair to prepare a report on the activities of the Board for the General Assembly.
9. It shall be the responsibility of the Chair to alert any Board member who is approaching non-compliance with the working rules, no less than five and no more than ten days before such non-compliance could lead to that member vacating their seat. This notification can take the form of a private e-mail.

Should this notification not be acted upon by the Board Member in question, and no report is submitted by its “due” date, the Chair will make public notice of the delinquency on the GEB list, with the name of the delinquent member clearly listed in the subject line.

If the member has not responded with a report or a request for an extension within 24 hours, it will be the responsibility of the Chair to contact the next available alternate, as outlined in the Constitution, and fill the vacancy on the Board.

10. It will be the responsibility of the Chair to notify alternates immediately when procedures dictate that they assume a seat on the Board.
11. In the event of a vacancy on the General Executive Board, with all duly elected members or alternates already serving or being unavailable, the General Secretary and the Board Chairperson shall appoint a Board member until another shall be elected by referendum.
12. The Chairperson of the General Executive Board shall collate all reports of organizers appointed by the General Executive Board (which are specified in the Constitution) and make a report of their activities to the Board.
13. General Executive Board chairperson shall serve as ex officio member, with voice but no vote, of the International Solidarity Commission, the Organizing Committee and any other Committees or Boards as assigned by motions of the Board.