

VICE-CHAIRMAN OF THE COUNCIL

The Vice-Chairman is elected annually by the Full Council at its Annual General Meeting. It is normal practice for the Vice-Chairman in one year to be elected as Chairman in the following year.

Role and Responsibilities in the absence of the Chairman

1 To provide civic and ceremonial leadership to the Council and to promote the Council as being at the heart of the community and civil life within Norfolk.

2 To host and attend civic and ceremonial functions.

3 To provide feedback to the Council on matters raised by others while performing the duties of Chairman.

4 To preside impartially over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community, standing down from the Chair if he/she wishes to participate in a debate as a local member.

5 To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members are able to ask questions of the Leader and the Chairs of Committees.