
Category: GENERAL & ADMINISTRATIVE**CHAIR AND VICE CHAIR VACANCY POLICY****I. PURPOSE**

To establish a procedure for conducting Silicon Valley Clean Energy (SVCE) meetings in the absence of a Chair and Vice Chair.

II. SCOPE

All SVCE board members and staff participating in public meetings.

III. DEFINITIONS

“Meeting” shall mean any meeting of the SVCE Board of Directors or a Board approved committee.

IV. POLICY

SVCE recognizes there will be times when a) the Board/Committee Chair and Vice Chair are absent from a meeting, or b) the Board/Committee Chair and Vice Chair positions have not been filled. This policy establishes the method by which an Interim Chair is selected:

At any meeting where the Chair and Vice Chair are not present, the previous Chair of that body will serve as Interim Chair. If that person is not present, the longest serving member of that body will serve as Interim Chair. If it is a new committee, members will draw lots to determine who will serve as Interim Chair.