

<b>VILLAGE OF RYCROFT</b>	<b>Function:</b>	<b>Legislative</b>
<b>POLICY AND PROCEDURES MANUAL</b>	<b>Policy No.</b>	<b>LEG.03</b>
	<b>E f f e c t i v e Date:</b>	<b>January 2009</b>
<b>DUTIES OF THE MAYOR</b>	<b>Supersedes:</b>	<b>NEW</b>
	<b>Amends:</b>	

**Policy Statement:**

The Mayor of the Village of Rycroft shall perform the duties of the Chief Elected Official as described in the Municipal Government Act, RSA-2000, Chapter M-26 and the amendments thereto:

**Procedure:**

The Mayor, in addition to performing the duties of a Councillor, must:

- a) Preside when in attendance at a Council Meeting unless a bylaw provides that another Councillor or other person is to preside, and
- b) Perform any other duties imposed on him/her by the Municipal Government Act or any other enactment or bylaw.

The Mayor is a member of all Council committees and all bodies to which Council has the right to appoint members under the Municipal Government Act; unless the Council provides otherwise.

In the absence of the Mayor the Deputy Mayor shall preside.

The Mayor shall not purport to speak for the Council or the municipality unless a vote has been taken.

Notwithstanding the above, the Mayor may not be a member of a board, commission, subdivision authority or development authority established under Part 17 of the Municipal Government Act, RSA-2000, Chapter M-26 and the amendments thereto.