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| <b>Policy 1-6</b> | <b>Board Officer Duties</b> | <b>Created: 7/30/2019</b><br><b>Approved: 8/8/2019</b> |
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**I. Officers; Duties**

The officers of the Jackson County Library District Board of Directors (“Board”) shall be the President, Vice President, and Secretary.

**A. Duties of the President**

1. The President of the Board shall preside at meetings of the Board of Directors. In the President’s absence, the Vice President shall preside.
2. The President will appoint a Board member to preside at meetings where the President and Vice President are not present. If the President has failed to appoint a Board member to preside, and if the Vice President is not present then the remaining members of the Board will elect a Board member to preside at the meeting.
3. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.
4. The President shall perform those duties prescribed by this policy and other governance policies, the Oregon Revised Statutes, and the parliamentary authority.
5. The President shall consult with the Vice President and Secretary regarding the preparation of each Board meeting agenda.
6. The President shall ensure that Board practices conform to Board policies and Oregon Revised Statutes.
7. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
8. The President may call special meetings of the Board as described by the Oregon Public Meetings Law.
9. The President of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

**B. Duties of the Vice President**

In the President's absence, or during any disability of the President, the Vice President shall have the powers and duties of the President of the Board as prescribed by District policy. The Vice President shall have such other powers and duties as a majority of the Board may from time to time determine.

**C. Duties of the Secretary**

In accordance with Oregon Revised Statutes, the Library Director shall serve as the Secretary of the District. (ORS 357.226). The Secretary shall cause accurate minutes of each Board meeting to be taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order. The Library Director may delegate any of the Secretary's duties to staff.

## **II. Nominations and elections**

- A. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- B. The candidate receiving a majority of votes cast shall be elected.
- C. The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.
- D. Neither the President nor the Vice President shall serve more than two consecutive years in those offices, unless additional terms are approved by a majority of the Board.
- E. Any officer elected by the Board may be removed from office by a majority vote of the Board when, in their judgment, the best interest of the District would be served thereby.

## **III. Vacancies**

A vacancy in the President or Vice President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting or as soon thereafter as possible.