

<b>Policy 1-7</b>	<b>Board Committees</b>	<b>Created: 7/30/2019</b> <b>Approved: 8/8/2019</b>
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**I. Purpose**

The Jackson County Library District Board of Directors (“Board”) may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues.

**II. Accountability**

Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

**III. Appointment**

The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

**IV. Authority**

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy, a committee charter, or recorded in the minutes of the meeting at which the committee was established.

**V. Committee Charter; Annual Work Plan**

The purpose and responsibilities of each committee shall be included in writing as part of the committee’s charter. In August of each year, the committees shall submit their charters and annual work plans to the Board for review and approval.

## **VI. Committee Meetings**

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting.

## **VII. Public Meetings Law**

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VIII. Guidelines for Committee Chairs**

The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.
- C. Convening committee meetings, and keeping meetings on track.
- D. Ensuring a written record of committee actions is kept.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the Board.
- G. Leading the committee to evaluate its own operations.
- H. Contacting the Board President or Library Director to have committee issues/reports placed on the agenda prior to the agenda deadline.

## **IX. Committees**

Although committees can have countless names, they all fall into one or two categories: standing or special.

### **A. Standing Committees**

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- i. The Budget Committee shall consist of five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
  - ii. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
  - iii. Appointed members may not receive any compensation for their service on the committee.
  - iv. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.
2. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff and patrons.
3. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
4. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
5. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President in developing each Board meeting agenda.
7. Technology: The Technology Committee works with the Library Director and staff to maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. The committee is also charged with keeping abreast of emerging technologies for libraries and recommending new technologies to library staff.

## **B. Special Committees**

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. **Strategic Planning:** The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. **Any other committee as needed.**