

## CITY OF WILLOWS

### LIBRARY POLICY MANUAL

**POLICY:** 1B

**SUBJECT:** Officers of the Board of Trustees

**EFFECTIVE DATE:** 3/90

**REVISED DATE:** 8/00; 9/02; 6/04; 9/08

1. The appointed members of the Library Board of Trustees shall elect officers at the July meeting and will take office at the following August meeting to serve a one-year term. There is no limit to the number of terms that an office may be held.
2. The officers shall be a President, Vice-President and Secretary elected from among the members of the Board.
3. The President shall preside at all meetings of the Board at which he/she is physically present; authorize the establishment of any special meeting; appoint all committees; execute all documents authorized by the Board; serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.
4. The Vice-President shall conduct the Board meetings in the absence of the President. Should both officers be absent, the three remaining Board members shall appoint one of themselves to conduct the meeting.
5. The Secretary shall keep a true and accurate record of all meetings of the Board.
6. The Library Director shall issue notice of all regular and special meetings authorized by the President, and shall be responsible for distribution of the agenda and minutes of the Board Meetings.