

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Officers of the Library Commission
POLICY NUMBER: 7025

7025.8 The Library Commission officers shall be a President, a Vice-President, and a Secretary, elected by voice vote or ballot from among the appointed Commissioners at the annual meeting of the Library Commission.

7025.8.1 Officers shall serve a term of one year from the annual meeting at which they are elected or serve until their successors are duly elected.

7025.8.2 Officers shall assume their positions at the conclusion of the meeting at which the election is conducted.

7025.8.3 The President shall preside at all meetings of the Library Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Library Commission, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President may not serve for more than two consecutive terms.

7025.8.4 The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

7025.8.5 The Secretary shall keep a true and accurate record of all meetings of the Library Commission noting which members are present or absent. These minutes shall be approved at the next regular Library Commission meeting.

7025.8.5.1 The District Librarian or his/her designee shall serve as the recorder for the Secretary, and shall so serve at every meeting of the Library Commission.

7025.8.6 Should the office of Vice-President or Secretary become vacant during a term, the remaining Library Commissioners shall elect a member to fill the unexpired term.

Adopted 04/17/2006