

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Officers of the Governing Board  
of Library Trustees**

**POLICY NUMBER: 8020**

**8020.8** The Governing Board of Library Trustees officers shall be a President, a Vice-President, and a Clerk, elected by voice vote or ballot from among the Trustees at the annual meeting of the Governing Board of Library Trustees.

**8020.8.1** 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.

**8020.8.2** Officers shall assume their positions at the conclusion of the meeting at which the election is conducted.

**8020.8.3** The President shall preside at all meetings of the Governing Board of Library Trustees, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Governing Board of Library Trustees, 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.

**8020.8.4** 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.

**8020.8.5** The Clerk shall keep a true and accurate record of all meetings of the Governing Board of Library Trustees noting which members are present or absent. These minutes shall be approved at the next regular Governing Board of Library Trustees meeting.

**8020.8.5.1** The District Librarian or his/her designee shall serve as the recorder for the Clerk, and shall so serve at every meeting of the Governing Board of Library Trustees.

**8020.8.6** Should the office of Vice-President or Clerk become vacant during a term, the remaining Governing Board of Library Trustees members shall elect a member to fill the unexpired term.

Adopted 08/21/2006