



Policy 1-1	Board Membership	Created: 01/08/2015 Last Revised: 04/11/2019
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I. District Formation and Board Governance

Pursuant to an election held in Jackson County on the 20th day of May 2014, the voters authorized the creation of the Library District to serve Jackson County. The organization is called the “Jackson County Library District,” hereafter referred to as “District”. Following its formation, the District assumed and performs functions as provided in Chapters 357 and 198 of Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts.

The purpose of the Board, on behalf of the people of Jackson County, is to see to it that Jackson County Library District (1) achieves appropriate results for appropriate persons at an appropriate cost and (2) avoids unacceptable actions and situations. As provided for in ORS 357.256, the District Board shall be the governing body of the District and shall exercise all powers thereof.

The District’s Board Governance Policies will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine. Policies will comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or such portion thereof will be deemed void without further Board action.

II. District Board Members

According to Oregon statute, the officers of the District shall be a Board of five members, to be elected by the electors of the District (ORS 357.226).

- a. Any elector residing within the District is qualified to serve as a District Board member. (ORS 357.226).
- b. The boundaries of the District include all territory within Jackson County, Oregon.
- c. Current employees of Library Systems and Services, Inc. and District employees may not serve as Board members (ORS 198.115).

III. Election of Board Members

The election of Board Members shall be conducted as provided by the District's enabling statute (ORS Chapter 357) and ORS Chapter 255.

- a. Board members are elected at large by position number by the electors of the District (ORS 357.241). Board member positions are numbered 1 through 5. The candidate receiving the highest number of votes in each position shall be elected. Position numbers are transferred to the successors of each Board member.
- b. Regular District elections are held in each odd-numbered year on the third Tuesday in May (ORS 255.335).

IV. Qualifications

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's organic act (ORS Chapter 357). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

V. Oath of Office

Each District Board member elected shall take an oath of office and shall hold office from July 1 following his or her election (ORS 357.236).

Board members appointed to fill a vacancy shall take an oath of office at a Board meeting prior to assuming the duties of the position.

VI. Term of Office; Starting Date

The term of a District Board Member is four years (ORS 357.236).

- a. Except where the Board is filling a vacancy on the Board, terms of office shall start on July 1.
- b. Each District Board Member shall hold office until election and qualification of a successor.
- c. Terms shall be staggered so that not all Board members start four-year terms at the same time.

VII. Vacancies

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

VIII. Conflict of Interest

No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor shall receive a salary or any payment for material or for services rendered the Board (ORS 357.460).

- a. In the event of an actual conflict of interest, a Board member must declare the conflict and abstain from consideration of and voting on the matter.
- b. In the event of a potential conflict of interest, a board member shall declare such conflict but may participate in discussions and vote if the Board member states that s/he is able to consider and vote on the matter without bias.

IX. Expense Reimbursement

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

X. Interaction Agreement

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

XI. Education

Board members should be aware of the requirements of the Oregon Government Ethics laws, Oregon Open Meetings Law, and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend conferences and other training relevant to District business. The District's budget should include adequate resources for Board development.

XII. Board Candidates; Orientation of New Board Members

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District. The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal and ethical responsibilities before s/he takes office. Newly elected or appointed Board members shall undergo an orientation process as outlined in the *Board Member Orientation Policy*.