



**Umatilla County Special Library District  
Power and Duties of the Board Policy**

**A. Meeting the Needs of the District**

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

**B. Formulation and Interpretation of Policy**

Board members only have the right and responsibility to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

**C. Management and Communication between Board and Staff**

The primary responsibility of the Board is to make Policy level decisions for the District. Management of the daily operations and staff is the responsibility of the Manager of the District. Unless otherwise authorized by a quorum of the Board, no individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual Board member may order, direct or conduct, any review of, the personnel records of any staff member or any other record that is exempt under the Public Records Law. Any communications relative to District business must be directed to the Chair of the Board, who will then communicate the question, request or concern to the Manager of the District.

**D. Board Members Authorized by Official Action Only**

Board members have no individual powers separate from the powers of the board, and have no authority to act individually without delegation of authority from the board. Likewise, no individual Board member may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

**E. Ethical Standards**

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business.

**F. Board Member Education**

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorized.