

**Lincoln Public Library Board
POLICY MANUAL**

SECTION: BOARD BY-LAWS

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TOPIC: Terms of Reference for the Vice-Chair of the Board

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1. Statement of Vice-Chair's Function

The primary role of the Vice-Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, if for any reason the Board Chair is not available.

2. Vice-Chair's Responsibilities

- i. In the absence of the Chair, the Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair
- ii. The Vice-Chair shall possess and may exercise such other powers and duties as may, from time to time, be assigned by the Board

3. Term of Office

The Vice-Chair shall be elected each year at the regular meeting of the Board in January.