

POA Structure and Officers' Duties

- I. The POA board shall meet no less than quarterly of each calendar year.
- II. A special meeting of the board may be called by any officer of the board, and a quorum agreement is required to validate the meeting.
- III. If the office of any member of the board becomes vacant by reason of death, resignation, retirement, disqualification, or otherwise, the vacancy shall be filled by majority vote of the remaining officers to serve the remaining term or until voted out of office by board majority.
- IV. Each board member shall serve staggered terms of three (3) years unless there are no legitimate candidates from which to nominate.
- V. The board shall consist of no less than five (5) members in good standing, and each member shall be delegated to one or more of the following offices:

1. President -

- a. The president of the board shall be the Chief Executive Officer and shall preside at all meetings of the membership of LPRI.
- b. The president shall have general and active management of the business of LPRI.

2. Vice President -

- a. The Vice President shall, in the absence, disability, or in the case of the president's refusal to act, the vice president shall perform the duties and/or exercise the power of the president.
- b. The vice president shall perform other duties as the board shall prescribe.

3. Secretary/Treasurer -

- a. The secretary shall attend and lead all sessions/meetings of the membership and the board.
- b. The secretary will record all votes and write or record the minutes of all proceedings in a book to be kept for that purpose.
- c. The secretary shall give, or cause to be given, notice of all meetings.

4. Treasurer -

- a. The treasurer and president shall have the custody of LPRI POA fees and assessments and shall keep full and accurate accounts of receipts and disbursements in books belonging to LPRI.
- d. The treasurer shall deposit all monies and other valuable effects in the name and to the credit of LPRI in such depositories as may be designated by the LPRI Board of Directors.
- e. The treasurer shall disburse the funds of LPRI as may be ordered by the board, and/or take proper vouchers for such disbursements.
- f. The treasurer must show an account of all transactions of the financial condition of LPRI and shall perform such other duties as may be prescribed by the board.

5. Parliamentarian/Member At Large -

- a. The parliamentarian assists in managing meetings and advises on parliamentary procedure.

6. Member-At-Large –

- a. The member-at-large is the officer designated by the board to perform such duties as the board shall prescribe.