



Title: Duties of Officers of DMI	Original Adoption: 12 October 2006
Approved by DMI BOD: 12 October 2006	Revised/Reviewed: ---

The Districts Mutual Insurance (DMI) Board of Directors shall hold its Annual Organizational Meeting in April at which time it may elect from among its members a President, Secretary, and Treasurer.

A. PRESIDING OFFICER – President

1. Open meetings on time, with quorum being present.
2. Announce business in order.
3. Recognize members entitled to floor.
4. State and put to vote questions properly coming before the Board.
5. Announce the result of each vote.
6. Protect the DMI Board from dilatory or frivolous motions.
7. Rule improper motions out of order.
8. Enforce rules of debate and decorum.
9. Expedite business, while ensuring rights of members are respected.
10. Decide questions of order (subject to appeal). The President may, on his/her own, submit questions to the DMI Board for discussion.
11. Respond to inquiries for parliamentary or factual information.
12. Authenticate by his/her signature, when necessary, all acts, orders, and procedures of the Board.
13. Adjourn the meeting:
 - a. Upon vote of the DMI Board;
 - b. At a time previously prescribed;
 - c. In the event of a sudden emergency affecting the safety of those present;
 - d. When business is concluded.
14. Conduct correspondence which is not a function of another office.
15. Review the agenda (order of business) with the Executive Vice President prior to each meeting.

B. PRESIDING OFFICER – Secretary

In the absence of the President, call the meeting to order and preside until the election of a President pro tem.

1. Sign all documents as directed by the DMI Board.
2. Oversee the following:
 - a. Make a recording of all proceedings of the DMI Board;
 - b. Keep all committee reports;
 - c. Keep an official membership roll;
 - d. Take roll call;
 - e. Make minutes and records available to members upon request;
 - f. Furnish committees with required documents;



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- g. Act as custodian of all records and official papers;
- h. Provide a copy of the minutes of the prior meeting.

C. PRESIDING OFFICER – Treasurer

In the absence of the President or Secretary, call the meeting to order and preside until the election of a President pro tem.

1. Oversee DMI funds and financial reports as follows:
 - a. Verify custody of all funds;
 - b. Verify deposits of monies in bank;
 - c. Approve payment of bills in conjunction with Executive Vice-President
 - d. Verify financial reports annually or periodically as required.
2. Oversee the furnishing of all necessary records to auditors as directed by the DMI Board.
3. Oversee the auditing process and present the report to the DMI Board.