

**BYLAWS  
OF  
THE WOODBURY COUNTY BOARD OF SUPERVISORS**

**ARTICLE I  
Name**

The name of this statutorily created assembly is the Woodbury County Board of Supervisors.

**ARTICLE II  
Purpose**

The purpose of this assembly is to perform the duties of the Board of Supervisors according to the Iowa Code.

**ARTICLE III  
Members**

There are five members of the Woodbury County Board of Supervisors. They are elected at large from Woodbury County, Iowa but with equal-population district residence requirements.

**ARTICLE IV  
Officers**

**Section 1. Officers and Duties.** The officers shall be a Chairperson, a Vice Chairperson and a Clerk to the Board. These officers shall perform the duties as prescribed by Iowa Code, these bylaws and by the parliamentary authority adopted by the Board in descending order.

- a. Chairperson.** The Chairperson shall preside at all the meetings of the Board during the year. The Chairperson shall make all committee assignments to committees recognized in these bylaws. The Chairperson shall set the tentative agenda for all meetings of the Board. The Chairperson shall oversee the daily operations of county administration while acting within the policies established by the Board. Subject to approval of the Board, the Chairperson shall be authorized, with a Board approved committee form, to establish special purpose committees as needed.
- b. Vice Chairperson.** The Vice Chairperson shall serve during the absence of the Chairperson and be the presiding officer when the Chairperson participates by electronic means.
- c. Clerk to the Board.** The Auditor and Recorder or the designee of the Auditor and Recorder shall serve as Clerk to the Board *ex officio*. The Clerk to the Board shall be recognized as the parliamentarian for all meetings of the Board.