

OREGON STATE UNIVERSITY
Deschutes County Extension Advisory Council
CONSTITUTION and BY-LAWS
of the
Deschutes County Extension Advisory Council

Revised

November 25, 2013

PREAMBLE

The Smith Lever Act of 1914 formalized and implemented Extension work as a partnership between the U.S. Department of Agriculture, Land Grant universities, and county governments. Since this beginning the county advisory council, a citizens planning committee, has been a part of this partnership.

Citizens planning committees have continued to advise and guide Extension programs in Deschutes County throughout the years. The council and individual program committees actively support and help guide Extension activities. Extension shares a substantial measure of its success and value in the county to the many volunteers who provide guidance and support. It is to perpetuate and improve this democratic planning process that we hereby develop and adopt this constitution and by-laws.

ARTICLE I

Name

The name of the organization shall be the Deschutes County Extension Advisory Council.

ARTICLE II

Purpose

The purpose of this Council is to cooperate with Oregon State University Extension Service and the Deschutes County Extension staff in planning, promoting, developing, implementing, and evaluating Extension programs to meet the needs and interests of county residents.

ARTICLE III

Membership

Section 1. COMPOSITION

Council membership shall be comprised of Extension clients (including youth) and community leaders who may or may not use Extension's services. All Council members must be residents of Deschutes County and should have an interest in Extension education and should represent all geographic and socio-economic groups. Efforts will be made to have representation from all relevant Extension programs. Membership on the Council shall be determined on a non-discriminatory basis without regard to race, color, national origin, sex, age, or disability.

Section 2. NUMBER

There shall be at least seven members comprising the total Council membership. The county Extension faculty shall be non-voting members who interpret program needs.

Section 3. TERM OF MEMBERSHIP

- a. The term of membership shall be for three years. The terms shall be staggered in such a manner that one third of the membership will be appointed each year. Council members will recommend new members to be appointed by the Extension staff chair. No member may serve more than two consecutive terms. She/he would be eligible for re-election after a period of at least one year.
- b. 4-H Youth President will serve a one-year term. Two-year-term positions shall be held by the president of the 4-H Leader's Association or if he/she does not wish to serve he/she shall appoint a representative from the respective organization.
- c. After three consecutive absences, the council shall determine, with a review, the member's membership status. Vacancies may be filled by appointment of the council.

ARTICLE IV

Officers

Section 1. OFFICERS

The officers of the Council shall be president, vice president and secretary.

Section 2. TERM OF OFFICE

The officers will serve for a term of one year. Officers may be re-elected for additional terms.

Section 3. METHOD OF ELECTION

- a. Nominations may be made from the floor.
- b. The officers shall be elected at the last regular Council meeting of the year and assume office in January.
- c. Officers shall serve until their successors have been elected and duly installed.

Section 4. DUTIES

- a. The president shall preside at all meetings of the Council and shall be chair and preside at the meetings of the Executive committees of the Council. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- b. The vice president shall perform the duties of the president in the absence or incapacity of the president. The vice president shall automatically become president upon the resignation or death of the president. When the vice president becomes president, a new vice president shall be elected at the next regular meeting of the Council to fill the vacancy.
- c. The secretary shall keep an accurate record of the activities of the Council and its Executive Committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years and shall provide the county Extension office a copy of all records of the Council.
- d. Vacancies occurring in any of the offices due to resignation, illness, death, termination or other incapacity to comply with assumed duties shall be filled by election at the next

regular meeting of the Council by Council members except in case of the president, when the vice president shall succeed to president, as noted in Article IV, section 4.b. Such officers shall serve only until the next regular election.

ARTICLE V

The Executive Committee

Section 1. COMPOSITION

The Executive Committee shall be composed of all the elected officers and the immediate past president. The Regional Administrator and/or County Leader will serve as an ex-officio member.

Section 2. FUNCTIONS

The function of the Executive Committee shall be:

- a. To perform the essential Council activities that must be acted upon between meetings of the membership.
- b. To identify and help formulate committees necessary to further the purposes and functions of the Council.
- c. To carry on such other business as may be delegated to it by the Council membership.

Section 3. MEETINGS OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee will meet as needed. An agenda will be sent to members prior to the meeting.
- b. A majority of the Executive Committee members must be present to constitute a quorum for the transacting of business.

ARTICLE VI

Meetings

- a. A minimum of three regular meetings shall be held annually.

- b. The regular meetings of the Council shall be to conduct the business of the Council as outlined under Article II. More specifically, the meetings shall be for the following:
 - 1. To evaluate reports of activities, projects or programs and make suggestions for improvement.
 - 2. To provide Council members information concerning the county and state Extension programs helpful to address needs.
 - 3. To identify and prioritize problems and issues facing the people in the county that can be addressed by Extension.
 - 4. To approve, reject, amend, or refer back to the committees for further study, reports from special or standing committees.
 - 5. To introduce new ideas with requests for the president to appoint committees to make further studies and report back recommendations to the council.
- c. Special meetings of the Council may be called by the president, the Executive Committee, or upon request of any five members.
- d. Written notice shall be sent to all members of the Council at least one week in advance of all meetings, giving the date, time and place of the meeting. **(EXCEPTION – Amendment of the By-laws shall require a 10-day notice.)**

ARTICLE VII

Committees

Committees deemed necessary by the Executive Committee shall be appointed by the President.

- a. The members of all standing committees shall serve for a period of one year.
- b. Ad-hoc committees shall exist until they conclude their job.
- c. The Budget Committee will consist of three council members serving three-year terms on a rotating basis. The Extension Regional Administrator and/or County Leader will serve as budget officer if budget authority is assigned. The county commissioners will make up the other half of the committee.

ARTICLE VIII

Quorum

Those duly elected members present at any regular or specially called meeting will constitute a quorum.

ARTICLE IX

Amendments

Amendments to the By-laws may be made at any regular or special meeting by a two-thirds vote of those members present and voting provided the proposed amendment was submitted in writing to the membership at least ten days prior to the date of the meeting.

ARTICLE X

Meeting Management

The council will determine at the beginning of each year the style of meeting management it will use. (For example: decision-making by consensus or by parliamentary procedure.)