

## **NC Cooperative Extension County Advisory Council Operating Procedures**

### **Section 1 – Name**

The name of this organization shall be NC Cooperative Extension \_\_\_\_\_ County Advisory Council (CAC).

### **Section 2 -- Philosophy and Purpose**

The NC Cooperative Extension \_\_\_\_\_ County Advisory Council is established to provide leadership for the county's advisory leadership system. Extension experts address local issues with research-based knowledge and resources, creating opportunities and empowering people to collaboratively solve problems. It is the purpose of the advisory council to ensure that these local issues are reflected in educational programs and that educational resources are available to address the identified needs.

The purpose of the County Advisory Council shall be to:

- Function as a valuable partner to NC Cooperative Extension
- Maintain grassroots connections
- Help Extension remain relevant, responsive and focused
- Provide linkages and communication to key groups
- Expand resources
- Assist with programming – design, implementation and evaluation
- Build and nurture relationships with key leaders, citizens and elected officials
- Market Extension programs in the community

### **Section 3 – Membership**

Membership should be representative of the county and will be appointed with attention to multiple factors of diversity, including though not limited to age, educational level, gender, ethnicity, race, occupation, geographic interest, and subject matter expertise. The County Extension Director will make appointments based on input and recommendations from staff members, Extension volunteers and current or previous council members. Members will serve \_\_\_ year terms and may be asked to serve a second term. Members will not be asked to serve more than two consecutive terms. The County Extension Director will work in partnership with the Executive Committee of the CAC (Chair, Vice- Chair and Secretary) to appoint individuals to fill any unexpired terms.

## **Section 4 – Officers**

County Advisory Council officers are Chair, Vice Chair and Secretary

The Chair shall preside at all meetings, serve on the Executive Committee and assume responsibility for affairs of the council, including appointment of committees.

The Vice Chair shall preside in the absence of the Chair, serve on the Executive Committee, and fulfill all other duties the Chair is unable to perform or chooses to assign. Under normal circumstances, it is assumed that the Vice Chair shall ascend to the office of the Chair.

The Secretary shall assist the Extension staff in the preparation of notes or minutes from Council meetings and shall coordinate correspondence of the Council with assigned staff member(s).

Term of Office: The term of office is one-year. Officers may be asked to serve a second term when continuity of projects or activities supports a second year for completion of responsibilities. An officer shall serve no more than two consecutive terms.

Election: The members shall select officers of the Council. The Chair of the Council shall appoint a nominating committee of three members at the summer meeting. The committee shall work with the County Extension Director to present a slate of officers for election at the fall meeting. Nominations from the floor will be in order and accepted. A majority vote will be required.

Official Year: The official year for the Council shall be from January 1 through December 31. This shall delineate terms of appointments and terms of office.

## **Section 5 – Meetings**

The Council shall meet at three times annually. The Executive Committee and County Extension Director shall cooperatively plan agendas for each meeting and set the calendar of meetings for the year. Meetings will routinely be held in a face-to-face setting, though discussions and information gathering may be handled utilizing telephone and internet conferences when deemed appropriate.

## **Section 6 – Committees**

The Council shall have an Executive Committee and a Nominating Committee. Other committees may be appointed as the need arises. The Chair will appoint committees, except the Executive Committee, which shall be comprised of the Council officers.

## **Section 7 – Quorum**

A quorum shall consist of those members present. This quorum policy shall include all face-to-face meetings, prescheduled internet or phone conferences and email responses to specific proposals.

## **Section 8 – Amendment**

These operating procedures may be amended or modified by the duly appointed members of the Council at any regularly scheduled meeting with the concurrence of the County Extension Director.

## **Section 9 – Attendance**

Active participation of members is very important and valued. County Advisory Council members should notify the Chair and/or County Extension Director when they cannot attend the meeting. Two consecutive, unexcused missed meetings shall prompt a discussion between the member and the Chair and/or County Extension Director to evaluate the member's availability to fulfill the role. Members may also resign by informing the CAC Chair or County Extension Director in writing if duties of the role cannot be fulfilled. Final decision on membership will be from the Executive Committee.

## **Section 10 – Disposition of Funds**

Should dissolution of the County Advisory Council occur, any funds held on behalf of the Council shall be distributed appropriately among Extension program funds.

## **Section 11 – Equality**

N.C. Cooperative Extension prohibits discrimination on the basis of race, color, national origin, age, sex (including pregnancy), disability, religion, sexual orientation, gender identity, genetic information, political affiliation, and veteran status.

## **Adoption and Amendment Dates**