



**Boone County
University of Missouri
Extension Council
Working Rules**

Revised November 2016

Table of Contents

Guidelines for Boone County University Extension Council Business/Activities	3
Annual Meeting Committee.....	4
Audit Committee	5
Budget Committee	6
Building, Grounds and Equipment Committee	7
Elections Committee	8
Fund Raising Committee.....	9
Human Resources Committee	10
Program and Marketing Committee	13
Town & Country Event Committee.....	14
Appendix.....	15
• County Program Director Position Description.....	16
• Policy of Boone County Extension Council Access to Public Meetings and Records (Sunshine Law).....	19
• Boone County University of Missouri Extension Council Purchasing Policy	21
• Procedure for Transferring Boone County Extension Council Funds to and from the Treasurer of Boone County.....	23
• Policy on Boone County University of Missouri Extension Records Retention and Documentation.....	24
• Boone County University of Missouri Extension Center Building Use Form	25
• Boone County University of Missouri Extension Center Building Use Instructions.....	26
• Boone County University of Missouri Extension Center Walk Through Guide	27
• Northeast Missouri Regional Extension Council	28

Guidelines for Boone County University Extension Council Business/Activities

- All council related business and activities will be conducted in compliance with Affirmative Action and Equal Opportunities guidelines.
- All council related meetings will be conducted in compliance with the Sunshine Law.
 - Section 610.020.1 requires a public government body to give notice of the time, date and place of each meeting and its tentative agenda in a manner reasonably calculated to advise the public of the matters to be considered.
 - Section 610.020.2 states this notice must be given at least 24 hours (excluding weekends and holidays) before the meeting, unless such notice is impossible. The notice must be posted prominently in the principal office of the body holding the meeting or, if there is no such office, in the building where the meeting will be held.
- A quorum is necessary to conduct official business for council meetings. A quorum will be one-half plus one of the current filled council member positions.
- The council will set date, time and place of their monthly full council meetings.
- The council officers will set the date, time and place of the executive officer meetings.
- The chair of the council may appoint any committee authorized by the council.
- All committees will act as advisors to the full council and staff.
- All council committees will be comprised of at least 3 voting members.
 - A voting member is a committee member of record.
- The County Program Director position (on standing council committees) may be filled by one extension program specialist or shared by multiple extension program specialists. (See appendix for County Program Director Position description.)
- The council will be represented on the Northeast Missouri Regional Extension Council. (See appendix for bylaws.)
- With prior council approval, council members will be reimbursed for itemized expenses for mileage, meals or lodging when on official business for the council and unable to return home.
- With prior council approval, extension center support staff will be reimbursed for itemized expenses for mileage, meals or lodging when on official business and unable to return home.

Annual Meeting Committee

Composition of the Committee

The annual meeting committee will be comprised of members from the full extension council. The extension council chair will appoint the annual meeting committee chair. The County Program Director will assist this committee in an advisory (non-voting) capacity.

Role of the Committee

The role of the annual meeting committee is to plan the annual meeting and dinner for the February council meeting. This event is designed to welcome and recognize new council members, elect new council officers and swear them into office, present Extension Leader Honor Roll awards and recognize outgoing council members. The committee will provide assistance with the various activities associated with the event: room set-up, decorations, registration, meal management, recognizing incoming and outgoing council members, arranging for and introducing the program presentation and clean up after the event.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Audit Committee

Composition of the Committee

The extension council chair will appoint the audit committee chair. Any audit committee member who has had check-signing authority during the audit period of any audit being considered by the committee shall be disqualified from participating in the planning, approval, and conduct of said audit due to conflict of interest. The audit committee will include in its makeup at least one continuing member from the previous year's audit committee. In the event such a person is not available, the chair of the extension council will appoint a continuing member from the full extension council. The County Program Director and the Office Manager will assist the committee in an advisory (non-voting) capacity. The remainder of the audit committee will be comprised of members from the full extension council.

Role of the Committee

1. The role of the audit committee is to review and recommend the best procedures in order to provide accountability and ensure integrity to the extension council, the Boone County Commission, and University of Missouri Extension.
2. The audit committee will annually recommend to the full extension council a method for reviewing the previous year's fiscal operations. Such a method can range from a brief review of procedures and transactions to a full-fledged professional audit. The choice of a method will take into account the number of years since the previous professional audit, funds available to pay for an audit, and any special circumstances that the audit committee and the extension council deem appropriate to such a decision.
3. The audit committee will also oversee the implementation of whatever financial review or audit the extension council determines is appropriate.
4. The audit committee may perform an internal review or audit or may identify others to perform, or assist in performing, such a review.
5. The audit committee will meet at such times as necessary as called by the committee chair.
6. The audit committee will present annually to the extension council any results of the annual review and/or audit of the previous year's fiscal operations.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Budget Committee

Composition of the Committee

The chairman of the budget committee will be the treasurer of the extension council. The budget committee will include in its makeup, one continuing member from the previous year's budget committee. In the event such a person is not available, the chair of the extension council will appoint a continuing member from the full extension council. The County Program Director and the Office Manager will assist this committee in an advisory (non-voting) capacity. The remainder of the budget committee will be comprised of members from the full extension council.

Role of the Committee

1. The role of the budget committee is to prepare the annual budget and to submit the request for funding to the Boone County Commission.
2. The budget committee will be responsible for providing accurate and up to date information regarding the annual budget to the extension council.
3. The budget committee will meet at such times as necessary as called by the chair of the budget committee.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Building, Grounds and Equipment Committee

Composition of the Committee

This committee will be comprised of members of the extension council. The extension council chair will appoint the building and grounds committee chair. The County Program Director will assist the committee in an advisory (non-voting) role and assist in establishing the agenda for meetings.

Role of the Committee

1. Meet annually or as needed with the County Program Director to discuss needs and set priorities for the extension center building and grounds needs.
 - a. This will include the following:
 - i. Building and equipment needs: upkeep, new additions, remodeling
 - ii. Parking
 - iii. Landscaping
2. Set a long-range plan for the building, grounds and equipment.
3. Review building and equipment needs for the next year and equipment requests from program and support staff obtained by the County Program Director to this committee and submit a budget request to the budget committee.
4. Review the building-use policy to recommend any needed changes to the extension council.
5. Routine, annual maintenance bids (e.g. janitorial services, copier, lawn mowing, etc.) will be obtained and submitted to the full extension council for approval by the County Program Director. These routine maintenance bids and specifications do not need approval by the building, grounds and equipment committee, but may be submitted directly to the full extension council.
6. Equipment requests using funds from specialist-generated funds do not need to be approved by the committee, but are to be presented directly to full extension council.
7. Projects previously approved by the committee and full extension council are not required to go through the committee again during the final bid process. Items already budgeted do not have to be reviewed, providing these items remain under the budgeted amount. It is the duty of the committee chair and the County Program Director to inform the full council of the progress and completion of these previously approved projects and items.
8. Proposed gifts to the extension council will be reviewed by the committee for their aesthetic appeal, financial impact and whether the gift fits within the goals of the extension council. The committee will also approve any fund raising activities that affect the building and grounds and develop a wish list for people who would like to give a gift.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Elections Committee

Composition of the Committee

This committee will be comprised of at least seven members from the full extension council. The extension council chair will appoint the elections committee chair. The County Program Director will assist the committee in an advisory (non-voting) capacity.

Role of the Committee

1. Recommend operating procedures to the full extension council for each election.
2. Determine nominees from the county at large, with diversified representation from throughout the county.
3. Determine method to use in sending ballots. Methods used in the past have included a random sampling of registered voters and mailing lists from other extension council activities.
4. Determine whether nominees should be paired on the ballot. If nominees are paired, this committee will determine the pairings.
5. Count elections ballots and determine final election results.
6. Nominate new extension council officers after determining election results.
7. Make recommendations to the extension council concerning the filling of vacant council seats. Election committee members will monitor the attendance of elected extension council members attending the regular full extension council meetings. Members who are absent for four out of six regular monthly extension council meetings will be contacted by the committee chair to determine if they plan to continue their membership on the extension council. If the council member chooses to resign, the resignation must be submitted in writing within 30 days. The extension council may then declare a seat vacant and fill the seat until the next regular extension council election with a nominee from the prior election.
8. Establish and maintain contact with new extension council members to provide information about the extension council, its mission, committees, etc.
9. A reminder phone call or e-mail will be made to each new council member prior to the first three regular full extension council meetings (February, March and April).
10. Organize an orientation session for new council members. This session will be held at the March extension council meeting (just prior to the full extension council meeting).

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Fund Raising Committee

Description Statement and Functions

The Fund Raising Committee is a committee of the Boone County Extension Council. The committee was established in 2009 in response to the decreased County Commission allocation to the Extension, because of decreasing county sales tax revenues. The Council considered it vital to maintain Boone County Extension services and operations by strategically conducting fund raising.

The ultimate vision of the Fund Raising Committee is to establish an Operational endowment fund and a Building endowment fund sufficient for Boone County Extension to become self-sustaining.

Composition of the Committee

The chair of the Fund Raising Committee will be appointed by the Chair of the Extension Council. The Fund Raising Committee will include in its makeup, at least one continuing member from the previous year's Fund Raising Committee. In the event such a person is not available, the chair of the Extension Council will appoint a continuing member from the full Extension Council. The Community Development Specialist will assist this committee in an advisory (non-voting) capacity. The members shall include the following:

1. At least 3 members of the full Extension Council
2. The Chair of the Extension Council as an ex-officio Member
3. The Community Development Specialist (non-voting)
4. One (1) citizen member may serve on the Committee, but not have a vote in the Council

Role of the Committee

1. Work together with the Budget Committee to identify short term financial needs based on operational needs and budgetary vitality and develop fund-raising activities to meet those needs.
2. Manage the long term endowment fund raising activities.
3. Determine which funds "use as needed" donations will be directed to.
4. Maintain communications with MU Extension's Endowment Department regarding holding and management of Boone County Extension funds and general fund-raising activities.
5. Meet at such times as necessary as called by the chair of the Fund Raising Committee.
6. Provide regular reports to Boone County Extension Council and make recommendations as appropriate.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Human Resources Committee

Composition of the Committee

The committee will be comprised of at least five extension council members. The extension council vice chair will serve as chair of this committee. Two committee members must agree to serve a term of two years to provide continuity. One member of the committee will also serve on the budget committee. The County Program Director will assist this committee in an advisory (non-voting) capacity.

The human resources committee chair, in consultation with the County Program Director, may act for the committee if necessary.

Role of the Committee

1. Hiring of Extension Council Employees
 - a. The committee will be informed of any vacancy on the staff. The committee will be involved in discussions regarding the position, advertising choices, and interview schedules. At least one member of the committee should assist with the interviews to provide input from the extension council regarding hiring decisions. The committee chair will then be notified when a candidate for employment is hired.
 - b. The committee has the authority from the extension council to hire extension council employees (support staff and office manager).
 - c. Extension council employees are not to be related to any of the specialists, support staff, or extension council members.
2. Hiring of Specialists
 - a. When a specialist position becomes vacant the human resources committee will help interview final candidates and make a hiring recommendation to the Regional Director on behalf of the extension council. Representatives from other county councils will be invited to participate in the interviews if the specialist will also work in that county. These counties will provide recommendations regarding the hiring of prospective candidates. The host county will make the final recommendation to the Regional Director.
 - b. The committee may be involved in the employment interviews for specialists working in Boone County but based in other counties.
3. Communication Process
 - a. The County Program Director should discuss changes or potential changes in staffing with the human resources committee chair. In addition, the County Program Director should inform the committee chair of any problems that may lead to disciplinary action or discharge of council staff. The Human Resource Policies and Procedures Manual will be followed for disciplinary action if disciplinary action is warranted.
 - b. The committee will encourage open office communication.
 - c. If the need arises the committee may require personnel files in order to make informed decisions.

4. Human Resource Policies and Procedures Manual
The committee will continue to develop and maintain a Boone County Extension Council Employee's Policies and Procedures Manual. At the first committee meeting after the start of the Extension Council year, copies of the manual will be given to committee members.
5. Approve Salary Adjustments
The committee will annually review recommendations from the County Program Director regarding extension council employee wage increases and approve adjustments. A standard schedule for performance evaluations will be followed for all extension council employees. Unless otherwise approved by the full extension council, the University of Missouri policy to develop goals and assess performance will be used for all extension council employees.
6. Input for Budgeting of Wages
The committee will work with the County Program Director, the office manager and the budget committee to determine the budget allotment for wage increases for extension council employees. (A member of the human resources committee will also serve on the budget committee.)

The human resources committee will recommend wage percent increase for the coming year in July of the present year.
7. Approving Staffing Adjustments
The committee should be notified by the County Program Director or the office manager of any long term staffing adjustment that requires arrangement of a replacement.
8. Grant/Contract Hiring
When a grant/contract involves hiring staff, the human resources committee will be notified by the County Program Director.
9. Support
The committee will provide support and assist in resolution of office issues at the request of any staff member.
10. Professional Development
Professional development needs for office staff will be reviewed annually and adjustments recommended to the budget committee.
11. Conduct Open Meetings
Extension council employees will be notified of committee meetings and the topics scheduled to be discussed. Those employees wishing to attend these meetings and subject to the Fair Labor Standards Act will be compensated according to law. Human resources committee meetings to discuss specific personnel issues may be closed in accordance with state statutes.
12. Provide Access Methods
Employees will receive a committee notebook, including a list of committee members, phone numbers, and a copy of the committee roles.

13. The human resources committee will report all actions to the extension council.
14. Personnel matters are to remain confidential.
15. Equal Employment and Non-Discrimination
 - a. The Boone County Extension Council will provide equal opportunity for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, age, sex, national origin, status as a person with a disability or status as a veteran.
 - b. The Boone County Extension Council provides equal employment opportunities with reasonable accommodation, when appropriate, to qualified applicants and employees with disabilities. The extension council also provides to employees and members of the general public who have disabilities equal access with reasonable accommodation, when appropriate, to extension and outreach services, programs, and activities.
16. Sexual Harassment

The Boone County extension council, in accord with providing a positive discrimination-free environment, mandates that sexual harassment in the workplace is unacceptable conduct. Sexual harassment is subject to discipline, up to and including termination.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Program and Marketing Committee

Composition of the Committee

The program and marketing committee will be comprised of members from the full extension council. The extension council chair will appoint the program and marketing committee chair. The County Program Director will assist the committee in an advisory (non-voting) capacity.

Role of the Committee

The program and marketing committee is responsible for working with the staff to determine ways to make University Outreach and Extension programs visible and available to the public. Annual work should include:

1. A review of internal and external marketing needs.
2. Setting priorities for marketing programs.
3. Establishing, implementing and evaluating marketing plans.
4. A review of the program of work to recommend program direction to the extension council and staff.
5. When grants affect the extension council budget or other extension resources these grants must be presented to this committee within 30 days of specialist's notification and prior to the next extension council meeting. The committee will make recommendations to the extension council.
6. Coordinate efforts for University of Missouri Extension week promotions.
7. Promote Legislative Day and ensure council representation with expenses excluding mileage covered for up to four council members.
8. Suggest programs and topics for council meetings.
9. Assist in coordinating the annual Town & Country Event.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Town & Country Event Committee

Composition of the Committee

The town and country event committee will be comprised of members from the full extension council. The extension council chair will appoint the town and country event committee chair. The County Program Director will assist this committee in an advisory (non-voting) capacity.

Role of the Committee

The role of the town and country event committee is to plan the annual Town & Country event, which is typically held in the fall. The Town & Country Event is designed to foster improved community relations between the rural people of Boone County and those in the city. The committee will also provide assistance with the various activities associated with the event: set-up, registration, meal management, clean up after the event, program, speaker, entertainment, and determine the host location.

This committee will conduct its business and activities in compliance with the affirmative action, equal opportunities and Sunshine Law policies.

Appendix

County Program Director Position Description.....	16
Policy of Boone County Extension Council Access to Public Meetings and Records (Sunshine Law)	19
Boone County University of Missouri Extension Council Purchasing Policy	21
Procedure for Transferring Boone County Extension Council Funds to and from the Treasurer of Boone County.....	23
Policy on Boone County University of Missouri Extension Records Retention and Documentation.....	24
Boone County University of Missouri Extension Center Building Use Form	25
Boone County University of Missouri Extension Center Building Use Instructions.....	26
Boone County University of Missouri Extension Center Walk Through Guide	27
Central Missouri Regional Extension Council	28

**COUNTY PROGRAM DIRECTOR
POSITION DESCRIPTION
UNIVERSITY OF MISSOURI EXTENSION
UNIVERSITY OF MISSOURI-LINCOLN UNIVERSITY**

Title: County Program Director

Purpose and Scope:

The County Program Director position was established to collaborate with county extension councils, extension staff, regional directors and other University personnel to provide direction and leadership for University of Missouri Extension programs in the county. The positions in each of the 114 Missouri counties have a dual responsibility of local leadership and subject matter programming. This position description only covers County Program Director responsibilities.

County Program Director functions as an extension education leader sharing a common vision of University of Missouri Extension. The primary role is to enable extension staff, council members and local citizens to attain their potential as individuals and as group members. The County Program Director should be a catalyst for new ideas throughout the organization.

County Program Director:

- Enables extension staff ease of access and opportunity to successfully create and deliver extension programs and services to the public;
- Serves as leaders in the adult education process, initiating or assisting in identifying local needs and prioritizing those needs, locating the required resources and assisting extension staff in program delivery, evaluation and reporting;
- Serves as spokespersons for University of Missouri Extension and as liaison with other agencies and organizations;
- Fosters a positive environment of continuous improvement, where creativity is rewarded, risk-taking is allowed and fairness is always exercised.

County Program Directors shall enable county extension councils to influence a local agenda for extension efforts. They shall encourage local councils to constantly watch and listen for issues to be addressed by University of Missouri Extension and to suggest innovative ways to approach those issues. County Program Directors shall invest in extension councils as a training ground for future community-wide leaders.

The CPD roles as extension educators are also shared responsibility with all regional specialists.

Major Duties

The duties of County Program Directors can be divided into three areas: programming, resource management, and extension council relations. The Regional Director and the County Program Director will establish the amount of time devoted to this role.

- A. **Programming:** Provide leadership in the development of a county plan of work, including needs assessment, planning, implementing and evaluating extension programs - involving staff, clientele, extension councils, advisory committees, community agencies and organizations, and other citizens. The county program director will:

1. Provide leadership to plan and conduct needs assessments to serve as a basis for developing county extension program plans to reflect the needs of all sectors of the county population.
2. Be knowledgeable about extension programs in the county and serve as a contact person for programs that have not been assigned to other staff and arrange liaison for programs sponsored by any of the five campuses operating in the county.
3. Provide input for regional and statewide program development.
4. Monitor programs for implementation of the county plan of work.
5. Provide leadership for the development and implementation of the county extension marketing and public information plan.

B. Resource Management: Represent the University of Missouri/Lincoln University to county extension councils, county governments and other agencies in determining fiscal needs and securing and managing resources to carry out county extension programs. The county program director will:

1. Assist county extension councils in the development of an annual budget, administration of county funds, and completion of an annual audit.
2. Assist county extension councils in equipping and maintaining efficient extension centers.
3. Assist county extension councils in identify and developing new funding resources including gifts and endowments.
4. Implement county extension council delegated responsibility for personnel management of support staff including day-to-day supervision of council paid support staff.

C. County Extension Council Relations: Work in partnership with county extension councils to develop and implement county program plan and administer county resources. The county program director will:

1. Assist county extension council in conducting elections in a manner, which is conducive to achieving membership representative of the county population.
2. Assist in the development and implementation of training of the county extension council so that it carries out its legal, fiscal and programming responsibilities as noted above.
3. Implement county extension council delegated responsibility for personnel management of support staff including day-to-day supervision of council paid support staff.
4. Develop and maintain positive working relationship and communications with the County Extension Council members, Extension sponsored groups, County

Commissioners, advisory groups, and community leaders.

Accountability: The County Program Director is accountable to the Regional Director.

Qualifications:

- A. A master's degree is required, as well as being a University of Missouri Extension Specialist in good standing, with a minimum of three years successful professional field extension or related professional experience.
- B. The ability to work with people to design and conduct educational programs and a demonstrated ability to teach and with an understanding of adult educational principles are essential.
- C. The ability to work with colleagues in a multi-disciplinary, issue-based approach to program design and delivery. Also, the ability to develop coalitions and foster teamwork internally among staff, and externally among other individuals/organizations.
- D. A demonstrated experience and willingness to work with diverse audiences is desired. The specialist should have the creativity to design, implement and evaluate innovative programs.
- E. The County Program Director should have the ability to understand, synthesize and communicate relevant research findings to various audiences, and the ability to work with a minimum of supervision in an unstructured setting.
- F. Ability to effectively use information technology including knowledge and skills in Windows based computer applications such as word processing, spreadsheets, electronic mail, presentations, and the internet.

**POLICY OF BOONE COUNTY EXTENSION COUNCIL
ACCESS TO PUBLIC MEETINGS AND RECORDS
(SUNSHINE LAW)**

WHEREAS, the Council of the University of Missouri Extension of Boone County, hereinafter referred to as Boone County Extension Council, desires to conduct its business in a public fashion and to advise all citizens of the community of meetings of the Council and all committees thereof; and

WHEREAS, the records of the Boone County Extension Council are records that belong to the citizens and as a general matter should be available to the public as a matter of course;

NOW, THEREFORE, be it resolved by the Boone County Extension Council, as follows:

1. **Custodian of records:** The Council hereby designates the office manager as the custodian of records of the Boone County Extension Council.
2. **Requests for records:** All requests for records, notices or information shall be in writing, and shall be accompanied by a deposit of the estimated costs of reproducing the requested information. Oral requests, if received by the office manager, shall immediately be recorded in a written form to document the same. Any request received by the office manager shall be initialed by said office manager, with the date and time of receipt noted.
3. **Response Within Three Business Days:** The custodian of records shall respond to the request within three (3) business days of its receipt. The response shall consist of either a production of the records, or a letter describing the reason why the records cannot be produced within the allotted three business days and will also include an estimated time frame wherein they can be produced.
4. **Costs and Deposit:** Copies of paper records 8½" x 14" and smaller will be charged at ten cents (\$0.10) per page plus office support staff time based on the hourly rate of the office support staff person reproducing the records. If the production is completed in less than one hour, then the hourly rate will be waived. An estimate of these costs will be given upon request and the office coordinator will require a deposit of the estimated charges prior to copying the requested records, except that no deposit shall be required if the anticipated charge is less than three dollars (\$3.00).
5. **Inspection of Records:** To reduce the cost to both the requesting party and Boone County Extension Council, the custodian of records may permit a physical inspection of the records by the requesting party to help specify what documents are needed. The custodian of records may impose such security as deemed appropriate to guarantee that no record is moved from the council files.

6. **Meetings:** It is the public policy of Boone County Extension Council that public meetings of the Council shall be open to the public and notice of the meetings shall be provided as required by law. Minutes of the public meeting shall be taken. When a closed meeting is authorized by law, minutes shall be taken at such closed meeting indicating the votes on the issues presented, and any votes taken during closed meetings shall be taken by roll call. The Council shall not discuss any business in a closed meeting that does not directly relate to the specific reason announced to justify the closed meeting. Notices of the meetings shall be posted or otherwise communicated in a time and manner described by law.

This policy was adopted by the Boone County Extension Council on April 28, 2005.
This policy was revised on January 22, 2009, and April 28, 2016.

Boone County University of Missouri Extension Council Purchasing Policy

Definitions:

The term "**purchase**" as used in this order refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles, except as provided in this policy. A purchase is one transaction, regardless of the number or type of items acquired or ordered in that transaction.

The term "**emergency**" as used in this policy refers to any situation in which one or more compelling reasons exist for purchasing in non-conformance with these procedures.

The term "**sole source**" as used in this order refers to any purchase from one source only, and allowing no substitutes and is sufficiently unique to preclude the use of another similar item of different manufacture or brand.

The terms "**budgeted**" and "**unbudgeted**" shall refer to the budgets submitted to, and approved by, the county commission and program activity budgets.

Policy:

A Purchase of **Under \$750** - Requires review by the County Program Director

A Purchase of **\$750 to \$1499.99** - If unbudgeted, the Council must grant prior approval. Except as provided herein, all purchases in this price range shall require oral bid documentation from at least three vendors to be attached to all requests for the payment or encumbrance of Council funds. A "no bid" response will qualify as a required bid. Oral bid documentation will include detailed bid specifications, vendor name, address, telephone number, representative name, total bid including any shipping and handling charges and date bid requested and received.

A Purchase of **\$1500.00 to \$2,999.99** - Requires prior Council approval and written bid documentation provided by at least three vendors attached to all requests for the payment or encumbrance of council funds. A "no bid" response will qualify as a required bid. Written bid documentation will include detailed bid specifications, vendor name, address, representative name, description of item(s) bid if different than the item(s) requested, and total bid including any shipping and handling charges.

A Purchase of **\$3000 or more** - Requires prior council approval and sealed bids. The request for sealed bids will be advertised in a local newspaper in the county. Advertising and award timetables will be established by the council in cooperation with the County Program Director or other designated staff person.

Emergency purchases made without the above bidding requirements must receive prior written or e-mail approval by the County Program Director and any two authorized check signatories.

Sole source purchases must be completely justified in writing, setting forth for the specific and valid reason(s) which will exclude any other vendor's product or service from satisfying a valid requirement. Authorization for sole source purchases must be obtained prior to placement of the order. For approved sole source purchases of a continuing nature, said justification will be required one time annually.

Cooperative Procurement Agreements - No additional bid documentation will be required when a purchase is made from a cooperative agreement in which the council participates or on items purchased through the University of Missouri or Lincoln University.

Council Waiver - The council reserves the right to waive specific provisions of this policy in individual cases as the circumstances warrant. Such waiver, if any, shall be by recorded vote at a duly called council meeting prior to the purchase.

Revised April 2016.

Procedure for Transferring Boone County University of Missouri Extension Council Funds to and from the Treasurer of Boone County

The parties below hereby agree to the following:

1. All funds already invested by the county treasurer on behalf of the extension council and all funds subsequently invested shall be withdrawn ONLY by direct deposit into a checking account held in the name of Boone County Extension Council.
2. The decision to transfer funds from the control of the county treasurer to an extension council bank account may be made by the office manager, County Program Director, or extension council chair, any of whom may notify the treasurer's office of the desired withdrawal and direct deposit in the council bank account. Such decisions shall reflect the need for cash in the extension council bank account, the bonding level of the council treasurer and the comparative rates of return in the two accounts.
3. The office manager or County Program Director may initiate a check to transfer funds from the extension council's bank account to the county treasurer. This check, like all others, shall require the signature of the extension council treasurer or chair. The decisions to initiate such a check shall reflect the same criteria as stated above.
4. The county treasurer agrees to deposit funds into an extension council account within two working days of an authorized request to do so.
5. This agreement may be terminated or amended by written notice from either party at least 30 days prior to the amendment or termination taking effect. Notice of termination or amendment initiated by the county treasurer's office shall be sent to the extension council chair, extension council treasurer, and County Program Director and shall be presented to the full extension council at its next meeting. No proposal for termination or amendment shall be submitted by anyone representing the extension council without prior approval of the extension council.

On behalf of the Boone County Extension Council we, the undersigned, attest that this agreement was adopted by the Council at a duly-authorized meeting on the 25th day of April, 1996.

Pam T. Judy 5-3-96
Chair, Boone County Ext. Council Date

Bliss Howard 5/6/96
Secretary, Boone County Ext. Council Date

Bill Fragin 5-15-96
Treasurer, Boone County Ext. Council Date

On behalf of the Treasurer, County of Boone, I, Kay Murray, attest to my acknowledgment and agreement to the above terms.

Kay R. Murray 5-22-96
Treasurer, County of Boone Date

Boone County University of Missouri Extension Records Retention Policy

The following documents are to be retained for **five years** then may be destroyed (unless otherwise noted):

- All source documentation to accounting transactions (except specific documents which have reference value, i.e. major purchases, long term lease agreements, etc.)

The following documents are to be retained for **two years** then may be destroyed (unless otherwise noted):

- Printed copies of detailed accounting transactions and detailed ledger reports.

The following documents are to be retained **permanently**:

- Annual budget and financial reports (that are part of the council minutes) and
- Annual audits along with their supporting documentation, incorporated by reference.

The *University of Missouri Extension Records Retention and Disposition Recommended Schedule* will apply to all documents not otherwise mentioned above and is hereby incorporated by this reference.

**University of Missouri Extension
Boone County Center**

Building Use Form

This form must be completed by **all groups or individuals** who wish to use one or more rooms. Any group or person may use the University of Missouri Extension - Boone County Center meeting room facilities. Priority will be given to University of Missouri Extension educational programs for which there is no room fee assessed. The meeting room may not be scheduled by groups or individuals outside of University of Missouri Extension **more than 60 days in advance.**

Charges for the use of the Boone County Center:

Half-Day Fee of \$50.00 (use of building from 1hr to 4 hrs day, or evening)

Full-Day Fee of \$100.00 (for use of building beyond 4 hrs. day or evening)

Large Conference Room (holds 65 people with table and chairs or 90 people with chairs ONLY)

Small Conference Room (holds 10-12 people comfortably as it is set up)

Name of the Event _____

Organization/Group _____

Type of Meeting _____

Date(s): From _____ **To** _____

Time: From _____ **To** _____ *(Specify a.m. or p.m. Include set-up & take-down time.)*

Contact Name _____

Telephone (day) _____ **Telephone (evening)** _____

Address _____ **City, State, Zip Code** _____

Payment: \$ _____ **Cash** **Credit** **Check:** _____ **Key Number** _____

Educational program (no fee assessed)

Use of tables & chairs Use of Kitchen Technical Equipment (TV/Projector/PA/laptop)

I have read and understand the "Instructions for Users" sheet

I have done a walk through and understand all the instructions

Your group is responsible for any and all damages to the building

NO drugs or alcohol are to be consumed on the premises. NO Smoking in the building.

I/we agree to all the above instructions and those outlined on the attached "Instructions for Users" sheet. We require a **\$25.00 deposit** which is held and to be returned after the event if room used is in good condition as outlined in the attached instructions.

Signature Date

Staff Signature Date

University of Missouri Extension Boone County Office

Building Use Instructions

General Instructions:

1. Building Use Form must have been completed along with payment for the use of the building.
2. A **Walk Through** is required at which time the keys to the building and a copy of the walk through guide sheet will be given. The keys may be returned either by using the mail slot located at the front door to the office, or during regular business hours (8:00 am – 4:30 pm, Monday - Friday).
3. ***No drugs or alcoholic beverages are to be consumed on the premises.***
4. Return all tables and chairs to their appropriate storage areas. The extra chairs go in the storage closet (double doors, unlocked). The tables go behind the cubical partitions by the windows.
5. Floors must be swept after each use. The broom is in the storage closet with the chairs.
6. Clean up the kitchen area and any other areas that were used. Make sure the dishes used by your group are washed, dried, and put away in their appropriate place(s).
7. ***Remove your trash.*** Trash should be placed in the bins located at the south end of the parking lot. After you empty the trash, ensure you replace the trash can liners with new ones (located in the storage closet with the chairs).
8. Turn the thermostat back to the original setting (68° F).
9. Turn off all overhead lights.
10. If there is another group meeting in the building the first group to leave should notify the other group, that they are leaving to avoid the doors being left unlocked. The meeting rooms use the same exterior entrance/exit doors. If there are two groups meeting at the same time, the Extension office staff will notify each group that there will be two groups at the same time.
11. The phones in the meeting areas are for ***emergency use only***. Please treat them as such.
12. Please report any items you may have found that are broken, or any problems you may have encountered to the office staff so they can be addressed.
13. Failure to follow any of these instructions will result in the need to **assess a charge of \$25** to your group or could result in your group not being able to use the facility in the future.
14. These guidelines are subject to change at any time without notice.

Reservations

The University of Missouri Extension Center reserves the right to determine what uses of the building are in the best interest of the University of Missouri Extension office, to require specific supervision of an activity or event admitted to the building, and specifically reserves the right to accept, reject, or cancel any building user's privilege or to delegate such power to any responsible official. We reserve the right to waive any fees as deemed appropriate.

**University of Missouri Extension
Boone County Office**

Walk Through Guide

General Guidelines:

1. Review layout of room, taking note of
 - a. external entry/exit door
 - b. emergency exits
 - c. fire extinguishers
 - d. first aid kit
 - e. restrooms
2. Review layout of small conference room, pointing out location of fire extinguisher.
3. Return to Large conference room.
 - a. Show kitchen – if using please make sure it is left clean, empty trash (trash bins are located outside at the South end of the parking lot). If using the stove note instructions about the temperature of the stove for safety reasons.
 - b. Location of chairs (behind the double doors) and table location (behind the partitions in the southeast corner of the room)
 - c. Show location of Phone – used only for local calls.
 - d. Explain the Weather Alert Radio and that in the case of severe weather a loud beep will go off and an announcement of the weather conditions. Severe weather and tornado instructions are posted in the display case located on the west wall of the large conference room.
4. Instructions when preparing to leave.
 - a. Floors should be left clean: broom is located in the storage area where the chairs are kept.
 - b. If additional tables/chairs are used, please return them to their storage location.
 - c. If you have used the “church key” to unlatch the door during a meeting, please be sure to re-latch the door before closing up and return the “church key” to the coat/hat rack.
 - d. The arrangement of the room should be left as it was when you came in. A diagram of the table arrangement is posted on the west wall by the coat rack/external exit door.
5. **Turn OFF all lights.**
6. **Thermostat** – if any adjustment were made please return back to original setting.
7. Emergency contact information can be found on the attachment with the building key.
8. The meeting room key can be placed in the mail slot at the front door of the Extension office or returned the following day during business hours.

Other Information

The Smart Board located in the Large Conference room is **NOT** a white board and is not for use with markers of any kind.

Northeast Missouri Regional Extension Council

I. Name.

The name of the group shall be the Northeast Missouri Regional Extension Council.

II. Purpose: The purpose of Regional Extension Councils is to be a forum through which the member County Councils cooperate in providing effective educational programs for the region by:

1. Exchanging information and discussing issues of regional concern.
2. Making recommendations on topics and issues related to regional and county concerns.
3. Assisting in the training of County Extension Councils.
4. Promoting and supporting multi-county planning and programming as appropriate.
5. Fostering the partnership of University of Missouri Extension, University of Missouri Extension State Council and the County Councils.
6. Supporting the policies and procedures jointly adopted by University of Missouri Extension and University of Missouri Extension State Council.

III. Membership.

1. Membership of Regional Extension Councils shall be selected by the county extension councils in each county in each region.
2. Each county will have one vote. Members are selected annually during the month of April. Each county council may name two representatives; however, all council members may attend regional council meetings.
3. County Councils cannot be represented at Regional Extension Council meetings by extension staff.

IV. Regional Extension Council Structure.

1. Regional Extension Councils will elect officers. The Executive Committee of the Regional Extension Council includes a Chair, Vice-Chair and Secretary, with the Regional Director serving as an "ex-officio" member of the executive committee.
2. No more than one Executive Committee member may come from the same county.
3. Regional Extension Councils will be responsible for electing the member(s) to serve on the Board of the University of Missouri Extension State Council. The number of members from each region is specified in the University of Missouri Extension State Council By-laws.

V. Regional Extension Council Finances.

1. Regional Extension Councils will be responsible for covering the costs of their regional meetings (food, travel, meeting facilities). Each Regional Extension Council has flexibility in determining how the costs will be covered.
2. County Extension Councils may use county funds to support participation of the council representatives in regional activities.
3. Regional Directors will be responsible for covering the costs of resource people, materials and supplies for Regional Extension Council meetings.

VI. Meeting Schedule.

1. Regional Extension Councils will meet at least three times a year and as needed.
2. The Executive Committee of the Regional Extension Council has responsibility for setting the dates and locations of Regional Extension Council meetings and establishing the agenda in accordance with the council's purpose.

VII. Reports.

1. Each Regional Extension Council will provide a copy of the minutes from their meetings to each participating council, University of Missouri Extension State Council, the Regional Director, and the Executive Vice President and Director's office.