The Cedar County Extension Council has the following composition:

1. Twelve elected representatives from two districts within Cedar County of the State of Missouri. (Six representatives from each of the two districts)
2. One appointed representative from the county commission
3. One appointed representative from Cedar County Farm Bureau Board
4. One appointed representative from the city of El Dorado Springs
5. One appointed representative from the city of Stockton
6. There shall be no less than ten (10) elected members and no more than twenty (20) elected members. Appointed member in the part is to mean those who comply with state law. It does not include those appointed to fill a term of an elected position vacancy.

These by-laws shall not detract from state law and shall be in compliance with state law. The purpose of county extension is defined by state law and is to fulfill the land grant mission of extension. Copies of these by-laws are being filed in the office of the University of Missouri Cedar County Extension Council and available to all citizens of this state.

This extension council shall work with the County Program Director, all staff of the county (office or specialist), and the Regional Director to ensure funding for county wide program support and the extension services needed by the citizens of Cedar County. The County Extension Council shall work in partnership with the University of Missouri and Extension staff assigned to the county according to state law and policy adopted by the administration of the University of Missouri Extension.

The Cedar County Extension shall select at least one of the above members to represent them on the regional council. This includes participation at the regional council meetings and regular reports and updates to the county council who has appointed them as a representative.

**Rules to guide the council meeting**

The county council shall use parliamentary procedure as the process of conducting meetings. Our objective as a governing body is to ensure every member has the chance to take part in the conduct of business and discussions of the council meeting.
I. Name

The name of the group shall be University of Missouri Extension Council of Cedar County.

II. Purpose

The purpose of the Cedar County Extension Council is to be a forum through which county council members can cooperate in providing effective educational program support for county citizens by:

1. Exchanging information and discussing issues of concern and need;
2. Making recommendations on topics and issues related to concerns within the county;
3. Assisting the County Program Director (CPD) with extension council training;
4. Promoting and supporting county planning and programming as appropriate and according to state laws and administrative guidelines;
5. Fostering the partnership of University of Missouri Extension, University of Missouri State Extension Council (UMESC), Regional Councils, and Extension staff serving the county;
6. Supporting the policies and procedures jointly with Cedar County Extension Council, UMSEC, and Regional Council; and
7. Following the state laws and supporting the funding for county office operations.

III. Membership and Quorum

1. The elected membership shall include members from the districts within the county. A member’s principal residence must be within the district he/she is elected to serve.
2. The appointed member shall be a member of the organization they represent and must reside within the county.
3. Membership needed for a quorum to conduct business: A quorum is the members who are in attendance at a council meeting.
4. In the event of a council member or volunteer whose behavior is damaging the mission of the Cedar County Extension Council, the council shall determine by a two-thirds (2/3) majority vote, to remove member or volunteer.

IV. Attendance of Appointed and Elected Members

1. After two (2) meetings of consecutive absence, a letter from the council chair shall be sent expressing concern for non-participation.
2. Elected and appointed members who have missed three (3) consecutive meetings will be reviewed by the council to determine if they should relinquish their position. If Extension Council chooses for the member to relinquish their position the council will remove the person by majority vote of members present.
3. In the case of an [elected] member, the council will appoint a resident from that district to fill the remainder of the term.
4. In the case of an [appointed] member, the Chair will notify the represented group or organization and request another individual be appointed to serve the remainder of the term.

V. Vacancies

1. Vacancies in [elected membership] are filled by council appointment until the next election. If an elected member’s position is vacated for over three (3) months or upon death or resignation, the executive board may appoint a member from vacant member’s district to fill the vacancy until the next council election.

2. Vacancies in [appointed membership] are filled in the same manner as the original appointment. If an appointed member’s position is vacated for over three (3) months or upon death or resignation, the executive board may appoint a member from that organization to fill the vacancy after first giving the appointed member’s organization written notice and at least 15 days opportunity to fill that vacancy after their next board meeting.

3. If an executive member’s position is vacated then a vote at the next county council meeting must be taken to fill that position.

VI. Age of Membership

All voting members of the council must be at least eighteen (18) years of age at the time in which the council elections take place

VII. Officers and Duties

1. Executive officers of the Cedar County Extension Council shall include a Chair, Vice-Chair, Secretary, and Treasurer and shall be elected by the newly assembled council at the annual meeting.

2. The Chair will preside over all meetings and will only vote in the case of a tie. The chair will not make a second motion. The chair may create special committees and appoint their members.

3. The Vice-Chair will act in the absence of the chair.

4. The Secretary will take roll call at each meeting, prepare the minutes of each meeting and record all votes in compliance with the Sunshine Law of the State of Missouri. In the absence of the secretary, the Chair will appoint a temporary secretary to perform those duties.

5. The treasurer will sign all checks dispersing Council funds. All checks issued on Council accounts will require two (2) signatures, that of the treasurer and one other executive officer.
VIII. Meetings

1. The Cedar County Extension Council and or executive committee (officers) shall meet monthly.
2. Programs, budget and finance, audit, elections, annual meeting, equipment and furnishings will dedicate time in council meetings.
3. Notice of all meeting will be posted on the courthouse bulletin board in compliance with the Missouri Sunshine Law by office manager.
4. The time and place of council meeting will be agreed upon when the council assembles at the annual meeting but may be adjusted at a later date by majority vote of the council.

IX. Finances

1. The funding of the County Extension Council may come from county appropriations but is not limited to county funding only.
2. The Cedar County Extension Council may accept gifts of cash, real property, and personal property.
3. All non-budgeted expenditures shall be submitted by approval by a majority of the council.
4. All issues related to finances shall be in keeping with accepted accounting practices and all accounts shall be audited at least yearly by appointed council members from the chair and will be done in compliance with guidelines set forth by the State University of Missouri Extension office.
5. The chair and treasurer will co-sign council checks. In the event of the absence of either the chair or treasurer, the vice-chair and then the secretary will co-sign council checks to ensure that business continues.

X. Amending the By-laws

1. The Extension Council by-laws shall be reviewed at least every two (2) years to ensure compliance with change in policy or laws.
2. Members must be notified of potential changes to the by-laws at least fifteen (15) days prior to the meeting that the changes will be discussed.
3. Any changes in the by-laws must be approved by a quorum of elected and appointed member.

APPROVED AND ADOPTED BY MOTION ON THIS 11th DAY OF NOVEMBER OF 2014

______Maranda Taylor__________  ____Mark Beason____________
(Chair)  (Vice-Chair)
_______Kalena Bruce_____________  ____Maggie Bough__________
(Secretary)  (Treasurer)