POLICIES AND WORKING RULES
UNIVERSITY OF MISSOURI EXTENSION - DADE COUNTY
(Revised June 15, 2014)

A. GENERAL INFORMATION

1. The Dade County University of Missouri Extension Council operates in accordance with House Bill 153, 71st Missouri General Assembly, which outlines purposes and duties.

2. The Dade County University of Missouri Extension Center is open Monday and Wednesday, 8 a.m. to 4:00 p.m.

B. FINANCES

1. Most expenses for local operations are paid with funds from the County Commission. Other sources of income may be soil testing fees, short course fees, sale of publications, gifts, interest income, and specific services provided for local organized groups.

2. Bills shall be paid by check signed by two Council officers with authorization by the Council. Depository for Council funds is determined by the Council.

3. The Council’s books shall be audited annually by an Auditing Committee of the Council.

4. Council financial records shall be kept by the Extension Center under the supervision of the County Program Director (CPD).

5. The Council, with the advice and help of the CPD, shall make an annual budget for presentation to the Dade County Commission. The initial budget request is due to the County Commission, December 1, annually.

6. The CPD or designated representative will attend all regular and special meetings of the Council. All staff members are encouraged to attend all Council meetings.

7. A copy of the policies and working rules shall be provided to all new Council members and staff. Policy and rules are subject to revision as deemed necessary.

C. TRAVEL EXPENSES

1. It is the policy of the Council to reimburse professional and support staff for work mileage at $0.45 per mile and not at the current University of Missouri rate in accordance with the Southwest Region Travel Policy attached as addendum #1.

2. Staff meal cost reimbursements will only be made when overnight travel is involved or if staff is part of a meeting or activity with others where University of Missouri Extension business was conducted (same as University policy).

3. Meals, lodging, and travel expenses are paid:

   a. To Council members traveling outside the County on official business. Itemized expenses are submitted to substantiate the claim.

   b. To staff members while on official business in the County/region. The University of Missouri pays staff-member expenses to approved meetings and approved in-service training.
c. To County-headquartered staff on trips approved by CPD and/or regional director outside the region.

D. EXPENSE ALLOWANCE FOR STAFF

1. Registration or other meeting expenses may be allowed, subject to prior approval by the CPD, when needed to carry out the intended program efforts.
2. Lodging and other expenses will not be reimbursed without prior approval from the CPD.
3. Items of supplies or services under $50 per month (must be within budget), may be purchased by professional staff for office use and submitted for reimbursement with documentation by the 15th of each month. Staff must consult with the CPD prior to larger purchases.
4. Individual programs with cost recovery (grants, fees, etc.) shall have a budget completed and submitted to the CPD at the time the event is being planned. Attempts should be made to make cost-recovery efforts self-supporting and cover all expenses (mileage, duplication, program materials, meals, etc.)
5. Each professional staff member is eligible for reimbursement of self-determined professional development expenses up to the current budgeted amount.

E. OFFICE EQUIPMENT USAGE

1. Certain audio-visual and other equipment may be checked out to other groups at no charge for educational purposes meeting the goals of Council programs. Records will be maintained by the Administrative Assistant.

Personnel Policy and Procedures

One of University Extension’s strong points is the active leadership of the local councils. Part of that leadership is the establishment of personnel policies that insure effective management and administration of Council employees, and provide for effective support of assigned University Extension employees.

Outline of County Personnel Policy and Procedures

I. Personnel

Secretaries/Office support staff are employed and paid monthly by the Dade County Extension Council and are supervised by the County Program Director, (CPD).

Annual salary adjustments are not automatic. Adjustments are determined by the level of appropriations obtained by the Council. Salary adjustments will normally be made on January 1, of each year. After their probationary period has been satisfactorily completed, staff are eligible for a salary adjustment.

The Council provides paid vacation leave, sick leave, holiday leave, and other leave options as specified in the separate policy statement on secretarial leave.
The Council does not assume any liability for work related injury or sickness to any person who is not paid directly by the Council. Individuals employed and paid by the Council and who provide support services for, and are under the direct supervision of the University. Paid Extension staff is covered under provisions of the Missouri’s Worker’s Compensation Statutes.

   a. The Council employees should report all work related injuries or illnesses immediately or within 24 hours in the same manner as University paid staff providing documentation by another person if possible. As with any worker’s compensation plan, all claims are addressed individually and a determination of the extent of benefits made by the plan carrier.
   b. Work related accidents and injuries should be reported by phone and/or e-mail to CPD or Regional office and Extension staff benefits (573-882-7019). This immediate reporting should be followed by a written report using the Report of Injury form UM-WC1 and WC1. It is appropriate to report what might appear, at the time, to be minor accidents or injuries.

A. Employment Policy

   1. Relatives
   2. Employment interviews
   3. Probationary period
   4. Absences
   5. Grievance procedures
   6. Separations
   7. Equal employment opportunity

B. Guidelines for All Leaves - Records to Keep - Office Hours, Secretarial Coverage, Drug Policy - For All Secretaries/Support staff

   1. Full-time employees

      a. Vacation
      b. Sick leave
      c. Maternity leave
      d. Leave of absence without pay
      e. Personal days
      f. Absence due to death in family
      g. Holidays
      h. Military leave
      i. Absence due to legal proceedings
      j. Voting
      k. Other Leave

   2. Part-time employees

C. Personnel Records

   1. All council employees are responsible for submitting the following records:

      a. DADE COUNTY TIME SHEET to CPD monthly (Addendum - 4)
      b. ANNUAL LEAVE NOTIFICATION to CPD prior to leave (Addendum -5)
D. Overtime Policy

E. Compensatory Time Policy

F. Staff Benefits Package for Council Employees

G. Policy on Smoking, Drug, and Alcohol Abuse in the Workplace

H. Appendix of forms for personnel administration

1. Current SW Region Travel Policy
2. UM 57 - Application for Employment
3. Southwest Region Miles and Expense Summary Worksheet
4. Dade County Time Sheet
5. Annual Leave Notification Form
6. University Extension Clerical Staff-Performance Appraisal
7. Record of Vacation, Personal Days, and Sick Leave
8. Copy of Council minutes adopting this policy
9. Office Support Staff I
10. Office Support Staff II
11. Office Support Staff III
12. Program Assistant

I. Location of personnel information for reference regarding University assigned staff

2. University of Missouri Personnel Policy manual
3. County Extension Manual

J. Council Membership

1. Inactive Council Members
2. Elected Council Membership

I-A-1 Employment of Relatives

a. No person related by blood or marriage to any member of the Extension Council may be employed by the Council. Relationship is defined as children, grandchildren, parents, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, or first cousins of the employee or employee's spouse. Stepchildren, stepparents, etc. are considered the same as blood relatives.

b. No person related by blood or marriage to any employee of the Extension Council may be employed by the council. Relationship is defined as under I-A-1-a above.

c. The Council may, by specific exception noted in Council minutes, waive the above in the case of part-time or temporary employment.

I-A-2 Employment Interviews

a. Preparation.
1) Provide the proper environment for conducting an interview.
2) Review the job description. A well-written job description is a key tool for interviewing.
3) Review EEO rules and requirements. Know the limits on questions.
4) Prepare a rating form for use with all applicants.
5) Determine and write out interview rules to be followed.
6) Know the applicant by a thorough review of the resume and other application data.
7) Prepare job related questions, open ended, and within bounds of EEO rules. Know what clarifying statements can be used. Provide opportunity for the interviewee to open up.

   a) Interview questions must be accurate, complete, and unambiguous, clearly job related, and designed to assess knowledge, skills, and abilities needed at the entry level for the job. Questions should assess only job requirements directly related to significant duties of the job in terms of importance and the amount of time spent on them. Questions should reflect as nearly as possible the content of the job, and should be geared to the appropriate complexity of the job.

   b) Questions should be carefully reviewed to eliminate any bias that might tend to make them discriminatory.

I-A-3 Probationary Period

a. All new, full-time, permanent, and part-time Council employees will serve a probationary period of six months to provide an opportunity to determine if employees are capable of doing the work for which they were hired. All reviews will be conducted in private with results written, a copy provided the employee, and one filed for future reference.

   1) Evaluation of the employee during probation is the responsibility of the CPD; in conjunction with appropriate staff (Councils may elect a role for the Extension Council or the appropriate Council committee dealing with personnel matters).

   2) Employees may be evaluated at any time during the probationary period, and if deemed unable to perform assigned duties correctly, termination may ensue.

b. Employees serving in a probationary period are covered by grievance procedures established by this Council only relative to processing of grievances involving the application or interpretation of the Council’s Personnel Policies and Procedures. Termination of employment or other disciplinary action during the probationary period is not subject to the grievance procedure.

c. If an employee’s service during the probationary period is deemed unsatisfactory, but it is felt that employment should continue in a probationary status rather than being terminated, the recommendation that the employee remain in a probationary status will be discussed by the CPD with the Extension Council Chair or the appropriate Council committee dealing with personnel matters, as appropriate. Any extension of probation will be conveyed to the employee in writing.

   1) In all such instances, the employee must be counseled regarding the extension of the probationary period prior to the completion of the extended probationary period.

   2) An employee may not remain in a probationary status for more than 12 months.

   3) An employee may complete the probationary period or be terminated at any time after the first six months, upon the recommendation of the CPD and Extension Council Chair or the appropriate Council committee dealing with personnel matters, as appropriate.
d. Employees who receive a leave of absence during the probationary period, as a result of a temporary closedown or a reduction of operations, will have the probationary period extended by the length of the leave of absence if for a period of more than 30 continuous days. There shall be no Council responsibility for reemployment or continued employment of probationary employees.

e. New employees will receive a salary rate as agreed by the CPD and Council at the time of hiring. Upon satisfactory completion of the probationary period, an employee's salary may be increased as determined by the Council and supervisor, and agreed to in the employment conditions set at hiring.

1) Probationary pay increases deferred because of employee performance will not be made retroactive prior to the month in which the recommendation is submitted.

f. At will status -- All employees of the Dade County Extension Council are considered at will employees and are employed for an indefinite term. Therefore, either the employee or the Council may terminate the employment relationship at any time, for any reason including no reason at all, with or without cause or notice. At will status can only be altered by a written contract of employment, which specifically states all material terms and is signed by both the employee and the Chairman of the Extension Council.

1-A-4 Absences

Attendance and punctuality are important to the Council, and the efficiency of an entire work group is impaired if every individual is not at his/her desk or workstation at the designated starting time. Because of the importance of punctuality and attendance to the smooth and coordinated functioning of the Council, the following procedures are applicable to all employees:

a. Tardiness

1) An employee should notify his/her supervisor of any anticipated reasons that might cause him/her to arrive to work late the following day.
2) Employees are expected to call in if they anticipate arriving late. Because it may often be difficult to notify the CPD of lateness caused by unforeseen circumstances (e.g., a flat tire, weather conditions), call-ins for lateness due to emergencies will be required only if the employee expects to be late for one-half hour or more. Upon arriving late, the CPD should be notified and an explanation given.
3) Employees who are late will have a pay reduction unless arrangements are made with the supervisor to make up time lost as a result of the tardiness within the same workweek.
4) Employees who are tardy three (3) times within one month, absent, or who leave work early may be subject to further disciplinary action.

b. Absences

1) An employee must notify the CPD in advance when he/she expects to be absent. Where this is not possible, as in the case of sudden illness, an employee or someone in his/her family must notify the CPD as soon as possible and explain why he/she is absent and when he/she expects to return. It is the CPD's responsibility to notify other staff.
2) An employee absent without previous permission or without notifying the CPD is subject to disciplinary action including termination.
c. **Recording Absences**

1) All absences from work (whether as vacation, sick leave, personal day, or excused absence with or without pay) must be recorded on an ANNUAL LEAVE NOTIFICATION, signed by the employee and approved/signed by the CPD.

**I-A-5 Grievance Procedures**

a. The Council recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy, which might arise, between the Council, CPD, staff, and/or employee(s).

1) Employees having completed the required probationary period may process grievances under these procedures.

2) Probationary or temporary employees may process a grievance under these procedures concerning issues of prohibited discrimination or application/determination of council policies or procedures.

b. The grievance procedure begins with oral discussion of the grievance with the CPD. Notes will be taken and both parties are to read and sign.

1) If the issue is not resolved within ten days, the matter may be referred in writing by the employee to the *appropriate Council committee dealing with personnel matters*. The Committee may consult with the Regional Director or others as appropriate or necessary to resolve the issue and will provide a written response to the employee, within 30 days.

2) The issue may be referred to the full Council by either the employee or the *appropriate Council committee dealing with personnel matters*. The Council may consult with the Regional Director, the system program director, or others as appropriate or necessary to resolve the issue and provide a written response to the employee, within 30 days.

**I-A-6 Separations**

a. At least two weeks’ notice is required when:

1) Employees wish to resign their positions in good standing.

2) Employees are being terminated because of circumstances for which they are not responsible such as discontinuation of the job, reorganization, etc.

   **OPTION:** At the Council's option, such employee may receive two weeks’ pay in lieu of notice.

b. Advance notice is not required when termination is the result of:

1) Failure to meet punctuality or attendance standards, misconduct, abuse of privilege, or violation of University or Council policy.

2) Incidents, which in and of itself are so serious as to justify immediate summary discharge.

c. **Termination Pay**
1) Terminated employees are entitled to, and only to, pay for:

a. All salaries and wages earned to date of termination (last actual day of work).
b. All unused vacation time, not to exceed the maximum allowable accumulation.
c. All unused personal days, not to exceed the maximum allotted per year.

I-A-7 Equal Employment Opportunity

a. Equal opportunity is and shall be provided to all participants in Extension programs and activities, and 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, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era veteran, or any military service. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America.

I-B-1 Full-time Employees

a. Vacation Leave for Full Time Extension Council employee (35 hours per week).

1. Vacation Leave will begin or change on the anniversary month of employment.
2. For vacation leave accrual purposes, employee must work through the 15th of the month.
3. Vacation Leave will accrue at a rate of and not to exceed a maximum of 30 days:

<table>
<thead>
<tr>
<th>Total Years of Employment</th>
<th>Vacation Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10</td>
<td>5 days</td>
</tr>
<tr>
<td>10-15</td>
<td>10 days</td>
</tr>
<tr>
<td>15-20</td>
<td>15 days</td>
</tr>
<tr>
<td>20-25</td>
<td>20 days</td>
</tr>
<tr>
<td>25+</td>
<td>30 days maximum</td>
</tr>
</tbody>
</table>

b. Vacation Leave for Permanent part-time Extension council employee (that work at least 5 hours per week).

<table>
<thead>
<tr>
<th>Hours Worked per Week</th>
<th>Vacation Leave per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-9</td>
<td>1 days</td>
</tr>
<tr>
<td>10-19</td>
<td>2 days</td>
</tr>
<tr>
<td>20-29</td>
<td>3 days</td>
</tr>
<tr>
<td>30-39</td>
<td>4 days</td>
</tr>
</tbody>
</table>
c. **Sick Leave**

Full-time employees accumulate 7 hours of sick leave per month from hiring date. No more than 24 hours of sick leave can be carried over to the next anniversary year. Up to four days of sick leave may be used by the employee for taking care of sick members of the immediate family (spouse and children). After that, annual leave time must be taken. Certificate from a physician may be requested if over five day’s sick leave are taken.

1) Full-time employees earn 84 hours of sick leave each year. Sick leave is the right to be absent from work because of illness or injury. You will be paid when on sick leave.

   a. You may use no sick leave until you have worked satisfactorily for six months. After you have worked six months, you will be credited with 42 hours of sick leave.
   b. Sick leave is to be used for personal illness. You may use up to four days of sick leave each calendar year to care for ill or injured members of your immediate family who live in your house. You may use your sick leave for medical or dental appointments that you cannot schedule on your own time. Requests for time off for medical or dental appointments should be made as far in advance as possible.
   c. You may use your sick leave for maternity purposes.
   d. A one-half month or more of employment will be considered a complete month for determining earned sick leave. Less than one-half month of employment will not be counted in determining earned sick leave.
   e. You must notify the CPD immediately in case of illness. You or a member of your family or a friend should call as soon as possible, but no later than the first half day of absence.
   f. You may be asked to show proof that you were sick or injured or had a medical or dental appointment.

An up-to-date permanent record of your sick leave time will be kept by the CPD as you report on your DADE COUNTY TIME SHEET.

c. **Maternity Leave**

All accumulated annual and sick leave must be used. Leave without pay may be granted upon request as outlined in section d. below.

d. **Leave of Absence without Pay**

1) As a full-time, permanent employee, you may be granted a leave of absence without pay when approved by your supervisor. This lets you maintain your employment rights and benefits.
2) An employee must contribute at the full employee share to maintain benefits.
3) An employee does not earn vacation leave, sick leave, personal days, or retirement credits while on leave without pay.
4) You may be granted a leave of absence without pay only if you really plan to return to work for the Council after the leave.
5) You may be granted a leave of absence without pay when the needs of the office permit. Such leave is for illnesses or injuries that take more time than your earned vacation or sick leave, maternity cases, or for other personal reasons if approved by your supervisor.
6) After your leave of absence, you are eligible to return to your former position if it is still available or to a similar position when one is available.
7) If you do not go back to work at the end of your absence or when a position becomes available, you will be terminated.

**NOTE:** The Council recognizes and adopts the Family and Medical Leave Act, which provides for up to 12 weeks leave per 12-month period for specific situations. The Family and Medical Leave Act takes precedence if any Council policies are found to be in conflict.

e. **Procedures**

1) Only in exceptional situations will you be allowed a leave of absence before you have worked six months.

2) A leave of absence without pay for more than 30 days will be granted only after you have used all your vacation time. If you are sick or injured, you must have used all of your sick leave too.

3) You may be asked to show proof that you are sick or injured.

f. **Absence Due to Death in Family**

1) If a member of your immediate family dies, you will be allowed to be absent from the date of death until the day after the funeral or a maximum of three days. You will be paid during this time, and there will be no deduction from your vacation or personal days.

2) If you need to be absent more than three days, you may use your vacation or personal days or ask your supervisor for an excused absence without pay. Your immediate family includes: spouse, parents, and children (includes step children, siblings, grandparents & in-laws).

Note: Under this policy, the term "day" refers to working days.

g. **Holidays**

1) The following holidays are observed by employees of the Council who work a minimum of 30 hours per week or more.

   a. New Year’s Day - January 1
   b. Martin Luther King Day - Third Monday in January
   c. Memorial Day - Last Monday in May
   d. Independence Day - July 4
   e. Labor Day – First Monday in September
   f. Thanksgiving Day and the Friday following
   g. Christmas Day - December 25

2) When a holiday falls on Saturday, the Friday before will be observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday.

3) Employees covered by this policy and working on a part-time basis of 30 hours (0.75 FTE) or more per week will receive holiday, vacation and sick leave pay on a prorated basis.

h. **Military Leave**

1) The Council grants any full-time, permanent employee who is or shall become a member of the armed forces of the state or of the United States, a leave of absence without pay for
military service, voluntary or involuntary, during which time the employee is engaged under official orders in the performance of duty or training, subject to limitation.

2) Armed Forces shall include the Air Force, Army, Marines, Navy, Coast Guard, National Guard or any reserve component.

3) A military leave of absence without pay shall be granted for the initial term of military service for any full-time employee entering the armed forces for regular active duty provided the employee has completed a six-month period of service with the Council. Such leave shall not cover any voluntary extension of military service.

i. Absence Due to Legal Proceedings

1) You will be allowed time off with no loss of pay or earned vacation time due to legal proceedings as follows:
   a. When you are served a subpoena to be a witness
   b. When you are called for jury duty
   c. When you are required to attend any worker's compensation hearing or conference

2) If you are a party to a legal proceeding, you will be allowed time off to attend. This time will be counted against your earned vacation or personal days. If you have no earned vacation or personal days, you must take leave without pay.

Procedures

1) You are expected to notify the CPD before you are absent from work due to legal proceedings.

2) You may keep pay for jury duty or for being a witness. You should make a report of the payment to your supervisor.

j. Voting

You are allowed time off with pay to vote in any election in which local, state, or national candidates or issues are placed before the public. The following policies apply to being absent from work to vote:

1) You must be qualified and eligible to vote in an election before an absence to vote will be granted.

2) No more than two successive hours will be granted for voting.

3) The two hours will include any off-duty time between the opening and closing of the polls.

4) Request to be absent from work must be made before Election Day.

5) The CPD may recommend time for voting.

6) If travel arrangements make it impossible for you to reach your voting place within two successive hours between the opening and closing of polls, you should cast an absentee ballot.

k. Other Leave

Under certain conditions additional leave may be requested from the council.
I-B-2  Part-time Council Employees

a.  Part-time employees will be paid an agreed upon hourly wage. Pay will cover only hours worked. Part-time, permanent staff (75 percent or more) earn vacation or personal days on a prorated basis. The same is true of holidays and sick leave (Example: A 75 percent employee will get six hours for a holiday).

I-C-1  Personnel Records

   .  The policy of this Council is to use County generated forms for personnel records. All Council employees will submit the following records to the CPD:

   1) DADE COUNTY TIME SHEET - Payroll time record, to record time worked, vacation, personal, sick leave, and compensatory time. This must be signed by the employee and by the CPD.
   2) ANNUAL LEAVE NOTIFICATION - Report of absence, also to be signed by both the employee and the CPD.

I-D-1  Overtime Policy

a.  It is the policy of the Council to have work planned to avoid overtime if at all possible. When time must be worked in excess of 35 hours per week, that time will be credited to the employee as compensatory time. The policy of the Council is to use compensatory time, in accordance with policy section I-E below.

I-E-1  Compensatory Time Policy

a.  The Council will use compensatory time judiciously to compensate employees for hours worked in excess of 35 hours per week. It is the policy of the Council to limit accumulation of compensatory time credit. Compensatory time, when authorized in advance by the CPD, will be provided at the rate of one and a half hours for each hour worked in excess of 35 hours per week. Hours worked in a week include all time off with pay, but do not include compensatory time used. Compensatory time is reported on the DADE COUNTY TIME SHEET.

b.  Compensatory time is expected to be used as earned, or within 30 days from the day earned. In no case will total compensatory time accumulate to more than 20 hours. Hours paid will not exceed actual hours worked as reported on the time sheet nor the weekly hour amounts agreed to at time of employment.

I-F-1  Staff Benefits Package for Council Employees

a.  In addition to leave as provided by this policy, this Council provides the following benefits for Council employees:

   1) FICA (Social Security) matching contribution.
   2) Medicare matching contribution.
   3) Unemployment insurance.
   4) Workman’s compensation insurance (provided by the University).
   5) A portion of medical coverage (provided by the University).
   6) Matching contribution to retirement fund. (Council determines maximum match amount)
I-G-1  Policy on Smoking, Drug and Alcohol Abuse in the Workplace

a. When housed in a County facility, a smoke free work environment is required. No smoking is allowed in the office building.

1) It is the policy of this Council to maintain a work environment free from the use of alcohol or drugs. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Extension Center or at Council sponsored activities. Unlawful possession, use or distribution of alcohol is also prohibited in the Extension Center or at Council sponsored activities. Violation may result in discharge or other discipline.

I-H-1  Appendix of Forms for Personnel Administration

a. Reference copies of the following forms are provided Council employees as part of this document and are on file in the Extension Center.

1) Current SW Region Travel Policy
2) UM 57 - Application for Employment
3) Southwest Region Miles and Expense Summary Worksheet
4) Dade County Time Sheet
5) Annual Leave Notification Form
6) University Extension Clerical Staff-Performance Appraisal
7) Record of Vacation, Personal Days and Sick Leave
8) Copy of council minutes adopting this policy.
9) Office Support Staff I
10) Office Support Staff II
11) Office Support Staff III
12) Program Assistant

I-I-1  Location of Personnel Information for Reference Regarding University Assigned Staff

a. Policies affecting University assigned staff may be helpful in dealing with assigned staff issues, and sometimes are helpful in dealing with Council paid personnel issues. Sources of these policies are:

2) University of Missouri Personnel Policy Manual
3) The County Extension Manual

II  Council Membership

1. Inactive Council Members

Active participation of all members of this Council is important to its success. The Council Secretary is to report to the Council Chair any elected or appointed member who has missed three unexcused consecutive meetings in the Council year. The Council Chair will notify the Nominating Committee and contact the member by letter to determine if there is intent to participate, and suggest resignation if there is no intent to participate. The Nominating Committee, upon Council acceptance of a resignation, will recommend one or more candidates for replacement, to be voted on by the Council.
The new member so selected is considered an appointed member to serve in the unexpired term until the next annual election at which time the unexpired term will be filled in the process prescribed by law.

2. Elected Council Membership

Twelve members, elected for 2-year terms, in addition to the required appointed members shall make up the Council. Approximately half the terms of elected members will be up for election each year. Elected members shall be voting age residents of Dade County.

Members may be elected for no more than two consecutive terms. After a year off the Council they are eligible to run again.

Last revision 06-15-15 c:organ./policies and working rules

APPROVED AND ADOPTED BY MOTION ON:

This 15th day of June of the year 2015.

Wayne Bruffey
Wayne Bruffey - Chair

Linda Eggerman
Linda Eggerman – Vice Chair

Marc Allison
Marc Allison - Treasurer

Kristin Kostik
Kristin Kostik - Secretary