University of Missouri Extension State Council

(UMESC) By-Laws REVISED (1/16/13)

Purpose

The purpose of the University of Missouri Extension State Council (UMESC) is to promote the common interest of Missouri Extension County Councils by engaging in the following:

Support for research and extension programs of the University of Missouri and Lincoln University at all levels of government and the distribution of information to the citizens of Missouri about the need for and advantage of research and extension programs.

Article I: Office and Records

The University of Missouri Extension State Council shall meet at the University of Missouri-Columbia unless otherwise designated by the chairman or majority vote of those present at a regular or special meeting.

The University of Missouri Extension State Council shall keep accurate and current records and minutes of all meeting procedures and activities of all of the Council’s committees.

Article II: University of Missouri Extension State Council Membership

The University of Missouri Extension State Council shall consist of two (2) representatives from each of the Geographic Regions. The Urban Region shall have four (4) representatives, two from the West part (Clay, Jackson, and Platte Counties), and two from the East part (Jefferson, St. Charles, and St. Louis Counties). Each University of Missouri Extension State Council member shall be elected by the regional extension council in their respective region.

One University of Missouri Extension State Council member shall be elected in the Geographical Regions as well as each part of the Urban Region in the even calendar year. In the odd calendar year, the second University of Missouri Extension State Council member shall be elected in the Geographical Regions as well as each part of the Urban Region, and start serving their terms. For a University of Missouri Extension State Council member to be eligible for membership, that individual must have served or be serving on a county extension council.

The Chair, with approval of University of Missouri Extension State Council, may appoint an at-large member. The University of Missouri Extension State Council may select additional representatives to ensure all citizens have a voice in the decision and advisory capacity to the University of Missouri, University of Missouri Extension and Lincoln University Extension.

There shall be no more than three (3) appointed members to the University of Missouri Extension State Council. All appointed members shall be for a two-year term in conjunction with the University of
Missouri Extension State Council member’s terms. Every appointed member shall have served or be serving on a county extension council.

The University of Missouri Extension 4-H State Council (UME4HSC) and University of Missouri Extension Association (UMEA) shall each have one nonvoting advisory representative on the University of Missouri Extension State Council. Each University of Missouri Extension State Council member shall be elected at the scheduled meeting of the regional extension council so that members may take charge of University of Missouri Extension State Council duties no later than April-1st of any given year following election.

Article III: Term Limits

University of Missouri Extension State Council members shall not be restricted to the number of terms they may serve on the University of Missouri Extension State Council.

Article IV: Meetings

The date and time of University of Missouri Extension State Council regular or special meetings shall be set by a majority vote of the members assembled at any regular or special meeting. Notice of any regular or special meeting shall be received no less than five (5) working days prior to the date of the meeting.

Special meetings of the University of Missouri Extension State Council may be called by the Chairman, a Vice Chairman in the absence of the Chairman, or by a majority vote of the University of Missouri Extension State Council via written matter, phone, fax, digital media, or other selected communication, with the request being received no less than five (5) working days prior to the call date of the meeting.

Any action to be taken at a regular or special meeting of the University of Missouri Extension State Council may be taken in lieu of face-to-face meeting via phone, fax, digital media, or other acceptable means of communication by receiving notice of the meeting and agenda within the required time frame.

Each University of Missouri Extension State Council member shall be entitled to one vote on each matter submitted to a vote.

A quorum, except as otherwise provided by law, shall be constituted by University of Missouri Extension State Council members present at any regular or special meeting called under the guidelines of these bylaws. The chairman of the University of Missouri Extension State Council shall cause to be mailed, faxed or e-mailed to each county council chairman a report of the University of Missouri Extension State Council proceedings.

University of Missouri Extension State Council, the University of Missouri and Lincoln University shall sponsor a statewide annual County Extension Council meeting to be held in Columbia, Missouri, unless otherwise specified, to enhance the advancement and dissemination of extension issues of key importance to Missouri’s county councils.
Article V: Board Election and Term of Office

University of Missouri Extension State Council members shall be those persons selected according to the provisions of these bylaws. A University of Missouri Extension State Council member’s term of office shall be two (2) years. However, a member may remain until a replacement is selected.

Regionally selected University of Missouri Extension State Council members shall be elected by a majority vote of the regional extension council with a quorum present. A quorum shall be defined as one more than half of the members of the regional extension council being present. The University of Missouri Extension State Council members from the Western and Eastern parts of the Urban Region shall each be elected from their respective areas by the Regional Council.

The Regional state council members shall attend regional council meetings so they can report back the issues and concerns taken up by the University of Missouri Extension State Council. A University of Missouri Extension State Council seat shall not be vacant, either due to term expiration, ineligibility or resignation, for more than sixty (60) days. If a seat remains vacant for more than sixty (60) days, the University of Missouri Extension State Council shall poll the proper regional extension council for nominees and ask them to elect a current or former county council member from that region to fill the seat. The University of Missouri Extension State Council at the next regular or special meeting of the University of Missouri Extension State Council called in accordance with these bylaws shall address the vacancy if that region fails to respond. Vacancies of the University of Missouri Extension 4-H State Council and University Extension Association representatives will be addressed in the manner listed above.

A University of Missouri Extension State Council member’s seat shall be considered vacant in cases where that member is no longer a resident of the region he or she represents, or in cases where the University of Missouri Extension State Council member has missed three or more consecutive regular or special meetings called (except when a request for a leave of absence or sickness is approved) in accordance with these bylaws. These vacancies may be filled in accordance with Article V, Section 4.

Article VI: Duties of Officers

The officers of the University of Missouri Extension State Council shall be Chairman, Vice Chairman of Council Administration, Vice Chairman of Extension Relations, and Secretary. The term of each officer shall be one year, with terms beginning May 1 each year. The election of officers shall occur at the regular April meeting of the University of Missouri Extension State Council or at the first regular or special meeting called thereafter.

Any officer may be removed by majority vote of the University of Missouri Extension State Council at any regular or special meeting following a written notice to the officer in question fifteen (15) days prior to the meeting. Response by the officer in question must be received ten (10) days from the date of the removal notice. The officer in question shall be entitled to one (1) University of Missouri Extension State
Council hearing if requested in writing on or before the tenth day prior to the regular or special meeting where the removal is to be addressed.

Should the office of Chairman become vacant due to death, resignation, incapacity, ineligibility or removal, the Vice Chairman of Council Administration shall complete the unexpired term of office with all the same privileges and responsibilities as the Chairman.

Any other officer vacancy shall be filled by a majority vote of the University of Missouri Extension State Council members present at the next regular or special meeting.

The Chairman shall have the authority to assign individual University of Missouri Extension State Council member responsibilities, appoint committees or appoint University of Missouri Extension State Council members to perform such other reasonable tasks as he or she deems necessary to fulfill the purposes and responsibilities of the University of Missouri Extension State Council.

The Vice Chairman of Council Administration, in the absence of the Chairman shall perform the duties and hold powers of the Chairman and represent the Chair on committees.

The Vice Chairman of Extension Relations shall coordinate communication and in the absence of the Chairman and Vice Chairman of Council Administration shall perform the duties and hold the powers of the Chairman and represent the Chair on committees.

The Secretary shall record or cause to be recorded the minutes of all University of Missouri Extension State Council activities and all votes taken and stored in a location designated by the University of Missouri Extension State Council. The Secretary shall also be responsible for distributing all recordings of University of Missouri Extension State Council proceedings as specified by the University of Missouri Extension State Council.

Article VII: Committees

The Chairman may from time to time appoint temporary or standing committees and committee chairs as appropriate or may appoint individual University of Missouri Extension State Council members, including alternates, to other bodies as required to fulfill the purposes of the University of Missouri Extension State Council. The term of all committee members shall expire with the term of the Chairman unless a shorter term is specified by the Chairman.

Article VIII: Fiscal Year

The fiscal year of the University of Missouri Extension State Council shall begin July 1 and end June 30.

Article IX: Amendments

The bylaws of the University of Missouri Extension State Council may be amended or repealed by a majority vote of the University of Missouri Extension State Council members at any regular or special meeting called in accordance with these bylaws. REVISED (1/16/13)