Purpose
The purpose of the University of Missouri Extension State Council (UMESC) is to promote the common interest of University of Missouri Extension County Councils. Additionally, the University of Missouri Extension State Council serves as an interface between the County councils and elected representatives in local and state government. University of Missouri Extension State Council works to achieve these purposes 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

* Dissemination of information on the need for, and advantage of, research and extension programs, and

* Identify and promote opportunities for collaboration with other entities to expand resources to support the delivery of UMESC educational programs.

Article I: Office and Records
The University of Missouri Extension State Council shall meet at the University of Missouri unless otherwise designated by the chair 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 any 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. Each University of Missouri Extension State Council member shall be elected by the regional extension council in their respective regions.

One University of Missouri Extension State Council member shall be elected in the Geographic Regions in the even calendar year, and start serving their term according to Article II. In the odd calendar year, the second University of Missouri Extension State Council member shall be elected in the Geographic Regions, and start serving their term according to Article II. For a University of Missouri Extension State Council member to be eligible for membership, individuals must have served or be serving on a county extension 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-01 of any given year following election.

Any member may be removed by a two-thirds vote of the membership of the University of Missouri Extension State Council at any regular or special meeting.
following a written notice to the member in question and their Regional Council fifteen (15) days prior to the meeting. Response by the member in question must be received ten (10) days from the date of the removal notice. The member 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. A request for the removal of a member may be submitted by any council member to the highest ranking member of the Executive Committee who is not the subject of the request.

The Chair, with approval of University of Missouri Extension State Council, may appoint at-large members to ensure all citizens 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. The term of all appointed members shall be for a two year term or coincide with the term of the Chair whom appointed the members, which ever come first.

The University of Missouri Extension 4-H State Council (UME4HSC) shall have two non-voting advisory representatives and the University of Missouri Extension Association (UMEA) shall have one non-voting advisory representative on the University of Missouri Extension State Council.

At least one of the University of Missouri’s representatives to Council for Agricultural Research, Extension, and Teaching (CARET) shall be designated by the Chair as a non-voting ex officio member of the University of Missouri Extension State Council.

**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 chair, vice chair in the absence of the chair, or by a majority vote of the University of Missouri Extension State Council via written matter, phone, fax, electronic communications, 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, electronic communications, 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 shall be fifty percent, plus one, of the current filled University of Missouri Extension State Council members.

**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, an elected member may remain until a replacement is selected.

Regionally selected University of Missouri Extension State Council members shall be elected by their respective regional extension 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 ninety (90) days. If a seat remains vacant for more than ninety (90) days, the University of Missouri Extension State Council may ask the proper regional extension council 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 of Missouri Extension Association (UMEA) 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 shall be filled in accordance with the provision within this Article.

**Article VI: Duties of Officers**

The officers of the University of Missouri Extension State Council shall be Chair, Vice Chair of Council Administration, Vice Chair of Council Communications, 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.
The Chair of the University of Missouri State council shall appoint a nominating committee to present a slate of officers at the April meeting. The nomination committee shall present a nominee for each officer position but may present more than one (1) nominee for any position if it so chooses. Nomination will be accepted from the floor at the April meeting. If more than one name is presented for any officer position, a written vote will be held.

Any officer may be removed by a two-thirds vote of the membership of the University of Missouri Extension State Council at any regular or special meeting following a written notice to the officer in question and their Regional Council 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. A request for the removal of an officer may be submitted by any council member to the highest ranking member of the Executive Committee who is not the subject of the request.

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

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 Chair 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 Chair of Council Administration in the absence of the chair shall perform the duties and hold the powers of the Chair and represent the Chair on committees.

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

The Secretary shall record or cause to be recorded all votes taken and the minutes of all University of Missouri Extension State Council activities and store 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 Executive Committee shall consist of the Chair, Vice Chair of Council Administration, Vice Chair of Council Communications, Secretary and Past-Chair. The
Executive Committee shall not communicate or make decision on behalf of the Extension Council, unless the Council members have given prior approval and authorization to do so.

The Executive Committee may meet and share information with the University of Missouri internal administration and other interested organizations or agencies, as requested. The Executive Committee shall provide a report to the full Extension Council on the matters discussed at these meetings, at the next regularly scheduled monthly Extension Council meeting. The Executive Committee may hold ad hoc meetings, as needed.

**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 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.