

**University of Missouri Extension
Council of Phelps County**

Approved and adopted on 10/14/2013

These by-laws supersede any previous approved by-laws

The Phelps County Extension Council comprised of representatives from the 2 districts within Phelps County of the State of Missouri, having 5 Representatives from each of the districts, and a representative from the County Commission, a representative from the City of Rolla, and representative from the Farm Bureau and others appointed member to the council stated as follows: MFA and the County Commission per RSMO. 262.563, being no less than 10 elected members and not more than 20 elected members.

Appointed member is to mean those who comply with state law, not those appointed to fill a term of elected position vacancy.

These by-laws shall not detract from state law and shall be in compliance with state law. The purpose of the County Extension is defined by state law and to fulfill the land grant mission of extension. Copies of these by-laws are being filed in the office of the County Extension and available to all citizens of this state. This Extension Council shall work with the County Program Director, all Staff of the County Extension (office or specialist) and The Regional Director to ensure funding for county wide program support and the extension services needed by the citizens of Phelps 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 Phelps County Extension Council shall select at least one member to represent them on the regional council, which includes participation at the regional council meetings and regular reports and updates to the county council who has appointed them as a representative.

I. Name

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

II. Purpose

The purpose of the Phelps County Extension Council is to be a forum through which county council members can cooperate in providing effective educational program support for the 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, UMESC, Regional Councils, and Extension Staff serving the county

6. Supporting the policies and procedures jointly with the Phelps County Extension Council, UMESC and regional council
7. Following the state laws and supporting the funding for county office operations
8. Programs, Governance, and Membership, in that order, are the areas Phelps County Council will dedicate council time in meetings.
9. This Phelps County Extension Council shall meet Monthly.

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 is fifty percent, plus one, of all current filled positions (elected or appointed) per state law.

IV. Extension Council Election

In order to reflect the county district organization in Phelps County: On even-numbered years, there would be two council members elected from each of the districts elected, and on odd-numbered years, three from each district.

V. Vacancy for appointed members

If an appointed member position is vacated for over three (3) months or upon death or resignation of an appointed member, the executive board may appoint a member from that organization to fill the vacancy after first giving the appointed members organization written notice and at least 15 days opportunity to fill that vacancy after their next board meeting.

VI. Vacancy of an Elected Member

If an elected member position is vacated for over three (3) months, or upon death or resignation of an elected member, the executive board may appoint a member from the vacant member's district to fill the vacancy till the next council election

If an executive member position is vacated, then a vote at the next regular Extension Council meeting must be taken to fill that position

VII. Age of Members

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

VIII. The Phelps County Extension Council Structure

1. The Phelps County Extension Council will elect at its annual March Meeting the executive committee and this shall include a Chair, Vice Chair, Secretary, and Treasurer.

- a. The order of executive command shall be Chair, Vice Chair, Treasurer, and Secretary.
- b. The duty of the Chair is to preside over all meetings and will only vote in case of a tie. The Chair can not make motions or second motions.
- c. The duty of the Vice Chair is to act in the absence of the chair and be the chair of the program committee.
- d. The secretary is responsible for the minutes of the meetings and roll call for attendance and for the recording of all votes according to the sunshine law of the State of Missouri. In the absence of the Secretary, the Chair will appoint someone to fulfill the duties of secretary for that meeting.
- e. The Treasurer is head of the budget committee and reports to the full council monthly as to the financial status of ALL accounts.
- f. Each officer shall also fulfill their duties per state law, the University of Missouri Extension Administration, and the Extension Council,

IX. Phelps County Extension Council Finances

1. The funding for the county extension council may come from county appropriations but is not limited to county funding only.
2. The Phelps County Extension Council May accept gifts of cash, real property, and personal property.
3. All non-budgeted expenditures shall first be reviewed by the treasurer, County Program Director and then submitted for approval by a majority of the Extension Council.
4. All issues related to finances shall be in keeping with accepted accounting practices and all accounts shall be audited least yearly.

X. Attendance of appointed or elected members

After three (3) meeting of unexcused absence, (phone excuse or another members notice for member would be excused) a letter from the chairman shall be sent and if no reply within 15 days, the member maybe replaced as follows:

Unexcused absences is defined as a member failing to contact the county extension office staff, CPD, or another member of their intent not to be present for the meeting

XI. Amending the by-laws

1. The by-laws may be amended with a signed petition of at least 30 percent of the current members to the chairman and giving 60 days written notice to all current members. The Extension Council by-laws shall be reviewed at least bi-yearly to ensure compliance with change in policy or laws.
2. Any changes must have fifty percent, plus one, vote of the full current membership to be approved, amended, or changed

XII. Public Comment for the Good of the Order

Any addition to the agenda needs to be submitted to the extension office at least 24 hours in advance of the next Extension Council meeting. There will be a 2-minute limit on presentations from the public to the council, with the chairmen having the discretion to extend the time limit.

APPROVED AND ADOPTED BY MOTION ON:

THIS 14th DAY OF 2013 MONTH OF THE YEAR October

Chair

Secretary

Vice –Chair

Treasurer