

**By-Laws**  
**University of Missouri Extension**  
**Council of Texas County**

**Reviewed and Approved May 2, 2016**

These By-Laws supersede any previous approved By-Laws

The Texas County Extension Council comprised of representatives from the citizenship of Texas County, of the State of Missouri, a representative from the County Commission, a representative from qualified farm organizations, and other appointed members to the Council stated as follows Texas County Commission per RSMO. 262.563. Being no less than ten (10) elected members and not more than fifteen (15) elected members. Appointed member in the part 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 Texas County Extension and available to all citizens of this State. This Extension Council shall work with the County Program Director (CPD), all staff of the County (office and/or specialist), and the Regional Director to ensure funding for County wide program support and the Extension services needed by the citizens of Texas County.

The Texas 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 Texas County Extension Council shall select at least one delegate and one alternate 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.

**Article I**

**Name**

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

**Article II**

**Purpose**

The purpose of the Texas 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 needs.
2. Making recommendations on topics and issues related to concerns within the County.
3. Promoting and supporting county planning and programming as appropriate and according to State Laws and administrative guidelines.
4. Fostering the partnership of University of Missouri Extension, Regional Councils, and Extension Staff serving the county.
5. Supporting the Policies and Procedures jointly with the Texas County Extension Council and Regional Council.

6. Following the State Laws and supporting the funding for County office operations
7. Meetings of the Texas County Extension Council shall be held monthly unless otherwise agreed upon by Council.

### **Article III**

#### **Membership and Quorum**

1. The elected membership shall include members from within the County. A member's principal residence must be within the County.
2. The appointed member shall be a member of the organization they represent and shall reside within the County.
3. Membership needed for a Quorum is the number of Council members present at the meeting.

### **Article IV**

#### **Vacancy for appointed members**

If an appointed member position is vacated for over three (3) consecutive months, 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 member's organization written notice and at least 15 days opportunity to fill that vacancy after their next board meeting.

### **Article V**

#### **Vacancy of an Elected Member**

If an elected member position is vacated for over three (3) consecutive months, 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, until the next Council election. If an executive member position is vacated, then a vote at the next regular County Council meeting shall be taken to fill that position.

### **Article VI**

#### **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.

### **Article VII**

#### **The Texas County Extension Council Structure**

1. The Texas County Extension Council will elect at its annual March Meeting the Executive Committee and this shall include a Chair, Vice-Chair, and Secretary/Treasurer.
2. The order of the Executive Committee shall be Chair, Vice-Chair, Secretary/Treasurer.
3. The duty of the Chair is to preside over all meetings and will only vote in case of a tie. The Chair cannot make motions or second motions.
4. The duty of the Vice-Chair is to act in the absence of the Chair and be the Chair of the program committee.
5. The Secretary is responsible for the minutes of the meetings, 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.

6. The Treasurer is head of the budget committee and reports to the full Council monthly as to the financial status of ALL ACCOUNTS.
7. Each officer shall also fulfill their duties per State Law, the University of Missouri Extension Administration, and the County Council.
8. If an email vote it necessary, the following procedure will apply:
  - The Chair calls all email votes
  - In the absence of the Chair, the Vice Chair will call the vote
  - All votes will be given 24 hours to respond before the Chair will follow up via phone call to obtain vote.
  - If Council member is not reached for a vote, the vote will count as absent/no vote
  - Chair will tally all votes and respond “reply all” to Council on results of email vote by number of yes and number of no.
  - Voting result shall be clearly noted.
  - Email vote correspondence will then be printed by the Council Secretary to be included on minutes of the next Council meeting.

### **Article VIII**

#### **Texas County Extension Council Finances**

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

### **Article IX**

#### **Attendance of appointed or elected members**

After three (3) consecutive meetings of unexcused absence, (by phone, e-mail or another member’s notice for member) a letter from the chairman shall be sent, and if no reply within 15 days, the member may be replaced.

### **Article X**

#### **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 Texas County Extension Council By-Laws shall be reviewed at least 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

**REVIEWED AND APPROVED BY MOTION ON:**

**This 3rd day of *April* of the year *2017***