

In a single-county district, if a tax has not been levied, the district may be dissolved by a majority vote of the full council.

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## STAFFING PLAN

MU Extension has a statewide staffing plan and will work with county councils and regional councils to provide the best statewide program coverage possible by regional specialists.

A district or county council may work with MU Extension for additional county staffing by creation of a memorandum of understanding (MOU) for programming.

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## MU EXTENSION POLICY

MU Extension has guidance and policies on funding, staffing, personnel educational requirements, and the working relationships with extension councils and districts.

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## SUMMARY

District formation is an option, not a mandate. County extension councils are charged with delivering needed programming at the local level. Some councils may be able to better fulfill this mission by combining forces. Forming an MU Extension district is an option for county councils that will result in more efficient and effective use of resources and personnel for Missouri residents.

The goal of district formation should be to deliver high-quality programming more efficiently to more Missourians. This new option will ensure that MU Extension remains strong for the next 100 years.

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**The goal of MU Extension districts is to deliver high-quality programming more efficiently to more Missourians.**

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Missouri Extension Councils

<http://extension.missouri.edu/extcouncil>

University of Missouri Extension

<https://extension2.missouri.edu>

Revised Statutes of Missouri

<http://www.moga.mo.gov>



an equal opportunity/ADA institution

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## Forming an MU Extension District

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Effective Aug. 28, 2013, county extension councils in Missouri have the option to form single-council or consolidated districts. This change to Missouri's county extension laws, the first since 1961, was made to enable county extension councils to operate more efficiently and support extension operations and programs in their counties that directly affect the lives of Missouri residents. The district option law allows an extension district to seek funding through a property tax levy.

County councils have a long history of providing local program support for University of Missouri Extension. About half of the funding for county extension budgets comes from county commissions; the remaining amount is raised through grants, contracts, fees and donations. County councils and those local dollars are the true strength in the federal-state-local partnership, as intended by the Smith Lever Act of 1914. This district option law provides new possibilities for resource sharing and revenue generation at the county level.

Missouri is a leader in meeting its residents' needs with local, research-based programming. Through local council efforts, MU Extension reaches residents in all 114 counties and the City of St. Louis. District formation is an option that can help councils continue to meet local needs as MU Extension continues its next 100 years of serving Missourians.

## THE MU EXTENSION DISTRICT OPTION

In 2013, the Missouri Legislature passed an act permitting county extension councils to establish a single-council district or a consolidated district of two or more counties for the purpose of funding extension programming. The law applies to all councils except those located in counties with a charter form of government and more than 950,000 inhabitants.

The law — section 262.598 of the Revised Statutes of Missouri — uses the following terms as defined:

**Council** — a University of Missouri extension council authorized under section 262.563

**District or extension district** — a political subdivision formed by one or more councils

**Consolidated district** — a district formed jointly by two or more councils

**Single-council district** — a district formed by one council

**Governing body** — the group of individuals who govern a district

## DISTRICT FORMATION

A single-council district shall be formed by a majority vote of the full council.

A consolidated district may be formed upon a majority vote of each participating council.

Record this vote as you would any other vote per your bylaws or Robert's Rules of Order, including noting that a quorum was present, or the full council in the case of a single-council district, and a majority

voted in favor of district formation. In a consolidated district, each county council's minutes recording the vote should become a permanent record of the district board.

## GOVERNING BODY

In a single-council district, the council is also the district's governing body. In addition to the powers and duties previously granted to the council under sections 262.550 to 262.620, the council will have those listed under *Powers and duties* below.

In a consolidated district, each participating council should appoint an equal number of representatives to the governing body, or district board. The number of representatives to be appointed by each council is determined by the member councils, but must be at least three and no more than five. Representatives will have a two-year term of office and may be reappointed. Once the board is created, it will meet to elect officers, who will serve as officers for two years. The board must meet regularly at least once every three months. Although not specifically addressed in the law, the board may adopt bylaws for operational procedures.

## Powers and duties

The district board has the following powers and duties:

- Review the activities and annual budgets of each participating council.
- Work cooperatively with each participating council to plan and facilitate the programs, equipment and activities in the district.
- Exercise its taxing authority by asking the voters of the district to institute a property

tax levy in the county or counties that compose the district.

- ▶ By September 1st of each year, the board will determine the tax rate necessary to generate sufficient revenue to fund the extension programming in the district, which includes annual funding for each participating council for the costs of personnel and the acquisition, supply and maintenance of each council's property, work and equipment.
- ▶ If the board chooses to exercise its taxing authority, it must submit the question to the voters in each county of the district at a general municipal election.
- Oversee the collection of any tax authorized under this section by ensuring the revenue is deposited into a special fund and monitoring the use of the funds to ensure they are used solely for extension programming in the district.
- Approve payments from the special fund in which the tax revenue is deposited.

## BUDGET ADOPTION

As part of working cooperatively, the district board and the county councils that compose the district should jointly adopt the annual budget for the district's educational programs. A single-county district will have one budget that serves as the budget for both the district and the county council.

## WITHDRAWING FROM A DISTRICT

A county may withdraw from a consolidated extension district by a majority vote of the county residents after a petition process to the county circuit court.