THE COUNTY EXTENSION MANUAL

Introduction

The University of Missouri; Lincoln University; the federal, state and county governments; and other organizations have cooperated for many years in making extension services available throughout the state. These efforts, however, would have had little impact without the dedicated efforts of countless local leaders. Extension councils have guided and directed these programs of their universities toward the wants and needs of local people throughout the state.

The universities enlist continued support and assistance of county extension councils in extending their resources toward meeting objectives and solving problems of individuals, communities and organizations.

This manual was developed by the Council Leadership Development Committee (CLDC) to help councils understand the legal basis for extension and their own responsibilities It outlines the duties of council members and officers and provides a historical and legal background of the various agreements and laws pertaining to extension.

The CLDC, formed in 2001, is a representation of MU Extension county program directors, regional directors, council members and administrative support staff. Its purpose is to provide resources to councils to help them understand their roles and responsibilities as defined in state law.

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State of Missouri Revised Statutes Pertaining to University of Missouri Extension Programs

(Sections 262.550–262.620) *http://revisor.mo.gov/main/OneChapter.aspx?chapter=262*

262.550. Definitions.

The following words and phrases as used in sections 262.550 to 262.620, unless a different meaning is plainly required by the context, shall mean:

(1) "Council" shall mean University of Missouri extension council, authorized under section 262.563;
(2) "County" does not include the city of St. Louis;
(3) "University" shall mean the curators of the University of Missouri.

(L. 1961 p. 7 § 1)

262.553. University may receive and disburse federal grants for extension work.

The assent of the general assembly having heretofore been given to the provisions and requirements of the Act of Congress of May 8, 1914, and amendments thereto (7 U.S.C.A. Sec. 341 et seq.), the University of Missouri is authorized and empowered to receive and expend the grants of money appropriated under said acts and all acts amendatory or supplementary thereto, together with any money appropriated by the state or received from any source whatsoever for the aid of extension work in the counties of Missouri, and to cooperate with the United States Department of Agriculture, other agencies, and with persons and organizations in the conduct thereof, all in accordance with the terms and conditions expressed in said acts of congress. The treasurer of the University of Missouri is hereby empowered to receive the funds appropriated by said acts of congress and any money appropriated by the state or received from any source whatsoever for said purposes. Any funds accepted by the university for the purpose of aiding the extension work as provided in sections 262.550 to 262.620 subject to conditions and use thereof, shall be received by the university subject to such conditions and the money shall be expended by it for such purposes and in accordance with the terms of the grant or gift.

(L. 1961 p. 7 § 2)

262.557. Formulation and administration of extension program.

The university may formulate an extension program in the counties of the state and shall be responsible for the administration and execution of the extension program in each county.

(L. 1961 p. 7 § 3)

262.560. University to hire employees — salaries and expenses paid, how.

The university shall have the responsibility and authority to employ such persons as it deems necessary and proper for the conduct of extension work and shall prescribe and assign their duties and provide for the compensation and expenses incurred in the discharge of their duties and shall provide for the establishment and maintenance of proper offices, equipment, and supplies therefor, provided that, in counties having a council, the council shall pay such salaries and expenses as shall be assigned to it in the financial budget.

(L. 1961 p. 7 § 4)

262.563. Missouri extension council established in county, when.

1. The university may establish a University of Missouri extension council in each of the counties of the state, which shall be designated as the "University of Missouri Extension Council of ..... County".

2. If written requests be filed with the university by twenty-five citizens of voting age residing in each of the several townships of the county having more than one hundred citizens of voting age, or signed by ten percent of the citizens of voting age residing in those townships having less than one hundred citizens of voting age, the university shall establish a council in such county.

(L. 1961 p. 7 § 5)

262.567. Council, how composed — terms of members — vacancies — duties begin,when — limit on tenure.

1. The University of Missouri extension council in each county shall be composed of the following members:

(1) At least one elected member from each district within the county as established under the provisions of sections 262.550 to 262.620; if no districts shall be established then from each township within the county. Such member shall be a resident of the district from which elected.
(2) A member of the county commission to be designated by the commission, or if none be so designated, then the presiding commissioner of the county commission.
(3) One member from each general farm organization having a membership in the county of twenty-five or more persons, such members

to be appointed by the farm organization in such manner as it may determine.

(4) One member from each incorporated town or city within the county having a population of ten thousand or more, as shown by the latest federal decennial census, to be appointed by the mayor of the town or city. Such member shall be a resident of such town or city.

(5) In counties having no town or city with a population of ten thousand or more, as shown by the latest federal decennial census, one member to be appointed by the mayor of the town or city designated by the elected council of the county which may or may not be included in a district. Such member shall be a resident of the designated town or city.

2. Council members, both elected and appointed, shall hold office for a term of two years, and until their successors are elected and qualified, provided that in the first council in a county approximately one-half of the elected and appointed council members shall be elected or appointed for a term of one year, and until their successors are elected and qualified.

3. Men and women shall be eligible for membership on the council.

4. Vacancies in the elected council membership shall be filled until the next annual election by council appointment and vacancies in the appointed membership shall be filled until the next annual election in the manner provided for the original appointment.

5. The newly organized council shall assume its duties on March first of each year.

6. All elected or appointed council members may serve two consecutive two-year terms, provided that those members elected or appointed for a one-year term may not be elected or appointed for more than one additional consecutive two-year term.

7. An elected or appointed council member upon serving two two-year consecutive terms shall become eligible for reelection or reappointment to the council after one year.

8. The county agricultural extension councils of the respective counties created under provision of section 262.561, RSMo 1959, shall constitute the councils of the respective counties and shall perform the duties herein provided for such councils until the councils are established as provided by sections 262.550 to 262.620.

(L. 1961 p. 7 § 6)

262.570. Description of district boundaries filed with county commission — numbering of districts — publication.

On or before October 1, 1961, or of any year thereafter, the university shall file with the county commission in each county in which there is to be established a council an instrument setting forth the boundaries of each district within the county established for the purpose of electing members to the council. The districts in each county shall be consecutively numbered from one. A copy thereof shall be published within fifteen days after it is filed. If the districts as originally established are at any time thereafter altered or changed, the university shall, on or before the first day of July, file with the county commission an instrument setting forth the change in the districts and the boundaries thereof and like notice as above provided shall be given of such change.

(L. 1961 p. 7 § 7)

262.573. Annual election for membership on council.

In the month of January of each year an election shall be held in each of the established districts in which there is a vacancy for membership on the council, for the election of a member or members to the council, at which election each citizen of voting age residing in the district shall be entitled to vote.

(L. 1961 p. 7 § 8)

262.577. Notice of nominees and statement of right to nominate to be published — ballot.

The council shall cause the list of nominees named by it to be published at least once, which publication shall be not more than fifty days nor less than thirty days prior to the date fixed for the election. The publication of notice shall also contain a statement that additional nominees for council members may be made by petition of twenty-five or more qualified voters residing within the district filed with the council within twenty days after the publication of notice of election. The names of all such nominees shall be placed upon a ballot to be submitted to the voters of the respective districts at the election.

(L. 1961 p. 7 § 9)

262.580. Establishment of first county council.

If a council is established in any county not having a county agricultural extension council created under the provisions of section 262.561, RSMo 1959, the university shall do all acts and things required to be performed by the council incidental and necessary to the establishment of the first council within the county.

(L. 1961 p. 7 § 10)

262.583. Powers and duties of council — organization — meetings — duties of officers.

1. The council of the respective counties shall have the following powers and duties:

(1) Determine the number of elective council positions for each district provided that no district shall have less than one council member

and there shall not be less than ten or more than twenty members elected to the council;

(2) Nominate at least two citizens residing within the district for each elected council position;

(3) Determine the council positions to be filled for a one-year term and those to be filled for a two-year term when necessary under the provisions of subsection 2 of section 262.567;

(4) Set the date or dates, and places of the elections in the respective districts to be held in January of each year and set the dates and places for the bimonthly meetings of the council and the bimonthly meetings of the officers and may set the date and place of other meetings of the council or officers;

(5) Provide ballots and make all necessary arrangements for the holding of elections within each of the districts within the county;

(6) Give notice to the farm organizations selected to have representation on the council and to the towns and cities entitled to have representation thereon, at least thirty days before each annual election of council members and give notice to any organization, town or city in the event a vacancy occurs in the position on the council for which it shall make appointment;

(7) Give all notices and publications required by sections 262.550 to 262.620 and select the newspaper or newspapers in which publication of the notices shall be made.

2. At the first annual meeting after taking office the council shall elect from its elected and appointed members a chairman, a vice chairman, a secretary, and a treasurer.

3. All officers of the council shall, within five days after their election, take and sign the usual oath of public officers which shall be filed in the office of the county clerk.

4. The council shall meet at least bimonthly and special meetings may be called by the chairman or by five members of the council by giving written notice to all members of the council of the date, time and place of meeting not less than ten days prior to the day of the meeting.

5. The officers of the council shall meet bimonthly in the months in which the council does not have a regular meeting for the purpose of making requisitions to the county commission for the amount of the month's expenditures and for allowing and paying authorized accounts and passing upon routine matters, but no other business of the council shall be transacted at such officers' meetings.

6. Members of the council and the officers thereof shall receive no compensation for their services as members or officers of the council. Members of the council and the officers thereof shall be entitled to their actual expenses incurred on account of council business, provided all such expenses shall be approved by the council.

(L. 1961 p. 7 § 11)

262.587. Where council established, university to hire employees and consult with council on programs.

In counties in which there is a council the university shall:

(1) Have the responsibility and authority to employ and discharge such agents and employees as it deems necessary and proper for the conduct of extension work within the county and shall prescribe and assign their duties and determine their compensation and expenses allowed in the discharge of their duties and shall exercise supervisory powers in the establishment and maintenance of proper offices, equipment, and supplies necessary for the proper administration of the extension program.

(2) With the advice and counsel of the council, formulate extension programs in the county and it shall be responsible for the administration and execution of the extension program in each county.

(3) Before assigning any extension personnel in the area over which the council has jurisdiction first consult and advise with the council affected before making the assignment of personnel. If personnel proposed by the university is not satisfactory to the council another person shall be made available by the university.

(4) Consult with the council before taking action to discharge or remove any employee.

(L. 1961 p. 7 § 12)

262.590. Recommendations by council — administration of county's share of costs — council to receive property.

The council in any county shall have the right and duty to:

(1) Make recommendations and suggestions to the university concerning the extension program;

(2) Make recommendations and suggestions to the university concerning the appointment or removal of extension personnel;

(3) Arrange for and administer the county's share of the cost of the extension services in the area over which the council has jurisdiction;

(4) Receive by way of gift, purchase, or otherwise acquire, in its own name, real or personal property with the right to hold and to sell and convey title to any such property; provided no real estate not reasonably required for the administration of the extension program shall be

held by the council for a period longer than two years.
(L. 1961 p. 7 § 13)

262.593. Council official for purposes of federal law — activities forbidden — collection of fees — acceptance of contributions and assistance.

1. The council shall be recognized as the official body within the county to cooperate with the university in carrying out the provisions of the Smith-Lever Act of Congress and amendments and acts supplementary thereto (7 U.S.C.A. Sec. 341 et seq.) and any other acts affecting extension programs.

2. The council shall not engage in commercial or other private enterprises, legislative programs, or other activities not authorized by sections 262.550 to 262.620 and shall not give preferred service to any individual, group or organization.

3. Councils may collect fees for specific services which require special equipment or personnel, such as a soil testing laboratory, seed testing service or other educational service, but they shall not collect dues for or pay dues to any state or national organization or association. The furnishing of supplies or services deemed necessary by the university and the council to the conduct of any education program authorized under sections 262.550 to 262.620 shall not be considered private enterprise or commercial activity within the meaning of sections 262.550 to 262.620.

4. Councils may accept contributions of funds from private sources to be used for extension purposes. Nothing in sections 262.550 to 262.620 shall prevent councils or extension personnel from using or seeking opportunities to reach an audience of persons interested in extension work through the help of interested farm organizations, civic organizations or any other group, but in using or seeking such opportunities the council and extension personnel shall make available to all groups and organizations in the county equal opportunity to cooperate in the educational extension program.

5. Extension personnel shall not require uniform bylaws, regulations and methods of procedure.
(L. 1961 p. 7 § 14)

262.597. Financial budget for extension programs — appropriations from counties.

The council, in cooperation with the county commission and the university, shall prepare an annual financial budget covering the county's share of the cost of carrying on the extension services contemplated by sections 262.550 to 262.620 which shall be filed with the county commission on or before January first each year and the county commission shall include the budget so filed in class four of the budget of county expenditures for such year in counties budgeting county expenditures by classes, and in the budget document of all other counties, subject to the following minimum appropriations:

(1) In counties with an assessed valuation of seventy million dollars or more, ten thousand dollars;
(2) In counties with an assessed valuation of twenty-five million dollars or more, but less than seventy million dollars, five thousand dollars;
(3) In counties with an assessed valuation of fifteen million dollars or more, but less than twenty-five million dollars, four thousand dollars;
(4) In counties with an assessed valuation of ten million dollars or more, but less than fifteen million dollars, two thousand five hundred dollars;
(5) In counties with an assessed valuation of eight million dollars or more, but less than ten million dollars, one thousand five hundred dollars;
(6) In counties with an assessed valuation below eight million dollars, one thousand two hundred dollars.
(L. 1961 p. 7 § 15)

262.598. Extension districts authorized — powers and duties — tax authorized,ballot language — withdrawal, ballot language — increase in tax,ballot language.

1. As used in this section, the following terms shall mean:

(1) "Consolidated district", a district formed jointly by two or more councils;
(2) "Council", a University of Missouri extension council authorized under section 262.563;
(3) "District" or "extension district", a political subdivision formed by one or more councils;
(4) "Governing body", the group of individuals who govern a district;
(5) "Single-council district", a district formed by one council.

2. University of Missouri extension councils, except for any council located in a county with a charter form of government and with more than nine hundred fifty thousand inhabitants, are hereby authorized to form extension districts made up of cooperating counties for the purpose of funding extension programming. An extension district may be a single-council district or a consolidated district. A single-council district shall be formed upon a majority vote of the full council. A consolidated district shall be formed upon a majority vote of each participating council.

3. In a single-council district, the council shall serve as the district's governing body. In addition to any other powers and duties granted to the council under sections 262.550 to 262.620, the council shall also have the powers and duties provided under subsection 5 of this section.

4. In a consolidated district, the governing body of the district shall consist of at least three, but no more than five, representatives appointed by each participating council. The term of office shall be two years. Representatives may be reappointed. The governing body shall elect officers, who shall serve as officers for two years, and establish a regular meeting schedule which shall not be less than once every three months.

5. The governing body of a district shall have the following powers and duties:

(1) Review the activities and annual budgets of each participating council;
(2) Determine, by September first of each year, 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;
(3) 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;
(4) Approve payments from the special fund in which the tax revenue is deposited; and
(5) Work cooperatively with each participating council to plan and facilitate the programs, equipment, and activities in the district.

6. The governing body of a district may submit a question to the voters of the district to institute a property tax levy in the county or counties that compose the district. Questions may be submitted to the voters of the district at any general municipal election. Any such proposed tax shall not exceed thirty cents per one hundred dollars of assessed valuation. The costs of submitting the question to the voters at the general municipal election shall be paid as provided in section 115.063. Such question shall be submitted in substantially the following form:

Shall the Extension District in ..... County (insert name of county) be authorized to levy an annual tax of ..... (insert amount not to exceed thirty) cents per one hundred dollars of assessed valuation for the purpose of funding the University of Missouri Extension District programs, equipment, and services in the district?

In a single-council district, if a majority of the voters in the county approve the question, then the district shall impose the tax. If a majority of the voters in a single-council district do not approve the question, then no tax shall be imposed. In a consolidated district, if a majority of voters in each county in the district approve the question, then the district shall impose the tax. If a majority of the voters in a consolidated district do not approve the question, then no tax shall be imposed in any county of the district. In a consolidated district, if a majority of voters in a county do not approve the question, the council in the county that did not approve the question may withdraw from the district. Upon such withdrawal, the district shall be made up of the remaining counties and the tax shall be imposed in those counties. However, if the county that did not approve the question does not withdraw from the district, the tax shall not be imposed. Revenues collected from the imposition of a tax authorized under this section shall be deposited into a special fund dedicated only for use by the local district for programming purposes.

7. The county commission of any county in which the tax authorized under this section is levied and collected:

(1) Shall be exempt from the funding requirements under section 262.597 if revenue derived from the tax authorized under this section is in excess of an amount equal to two hundred percent of the average funding received under section 262.597 for the immediately preceding three years; or
(2) May reduce the current year's funding amount under section 262.597 by thirty-three percent of the amount of tax revenues derived from the tax authorized under this section which exceed the average amount of funding received under section 262.597 for the immediately preceding three years.

8. Any county that collects tax revenues authorized under this section shall transfer all attributable revenue plus monthly interest for deposit into the district's special fund. The governing body of the district shall comply with the prudent investor standard for investment fiduciaries as provided in section 105.688.

9. In any county in which a single-council district is established, and for which a tax has not been levied, the district may be dissolved in the same manner in which it was formed.

10. A county may withdraw from a consolidated district at any time by the filing of a petition with the circuit court having jurisdiction over the district. The petition shall be signed by not fewer than ten percent of those who voted in the most recent presidential election in the county seeking to withdraw that is part of a consolidated district stating that further operation of the district is contrary to the best interest of the inhabitants of the county in which the district is located and that the county seeks to withdraw from the district. The circuit court shall hear evidence on the petition. If the court finds that it is in the best interest of the inhabitants of the county in which the district is located for the county to withdraw from the district, the court shall make an order reciting the same and submit the question to the voters. The costs of submitting the question to the voters at the general municipal

election shall be paid as provided in section 115.063. The question shall be submitted in substantially the following format:

Shall the County of ..... (insert name of county) being part of ..... (insert name of district) Extension District withdraw from the district?

The question shall be submitted at the next general municipal election date. The election returns shall be certified to the court. If the court finds that two-thirds of the voters voting on the question voted in favor of withdrawing from the district, the court shall issue an order withdrawing the county from the district, which shall contain a proviso that the district shall remain intact for the sole purposes of paying all outstanding and lawful obligations and disposing of the district's property. No additional costs or obligations for the withdrawing county shall be created except as necessary. The withdrawal shall occur on the first day of the following January after the vote. If the court finds that two-thirds of the voters voting on the question shall not have voted favorably on the question to withdraw from the district, the court shall issue an order dismissing the petition and the district shall continue to operate.

11. The governing body of any district may seek voter approval to increase its current tax rate authorized under this section, provided such increase shall not cause the total tax to exceed thirty cents per one hundred dollars of assessed valuation. To propose such an increase, the governing body shall submit the question to the voters at the general municipal election in the county in which the district is located. The costs of submitting the question to the voters at the general municipal election shall be paid as provided in section 115.063. The question shall be submitted in substantially the following form:

Shall the Extension District in ..... (insert name of county or counties) be authorized to increase the tax rate from ..... (insert current amount of tax) cents to ..... (insert proposed amount of tax not to exceed thirty) cents per one hundred dollars of assessed valuation for the purpose of funding the University of Missouri Extension District programs, equipment, and services in the district?

In a single-council district, if a majority of the voters in the county approve the question, then the district shall impose the tax. If a majority of the voters in a single-council district do not approve the question, then the tax shall not be imposed. In a consolidated district, if a majority of voters in the district approve the question, then the district shall impose the new tax rate. If a majority of the voters in a consolidated district do not approve the question, then the tax shall not be imposed in any county of the district. Revenues collected from the imposition of the tax authorized under this section shall be deposited into the special fund dedicated only for use by the district.

(L. 2013 H.B. 542 merged with S.B. 9)
Effective 8-28-13 (H.B. 542)
10-11-13 (S.B. 9)
*S.B. 9 effective 10-11-13, see § 21.250. S.B. 9 was vetoed July 2, 2013. The veto was overridden on September 11, 2013.

262.600. Monthly requisitions on county commission, how issued, amount of — reversion of funds.

Immediately following the close of each month the council shall requisition the county commission for the estimated amount of the month's expenditures and within ten days after filing the requisition, shall submit to the county commission a certified, itemized statement of all expenditures covered by the requisition. The requisition shall constitute the basis for immediate issuance by the county commission and it shall, if there be funds available therefor, promptly issue a warrant covering the requisition in full and drawn in favor of the treasurer of the council. For the purpose of this section the chairman and secretary of the council shall be regarded as certifying officers. The requisition for any given month shall not exceed one-twelfth of the total amount appropriated for the year unless a reserve shall have accumulated as a result of expending less than the aforementioned twelfth portion during one or more preceding months, in which case the reserve shall be constantly available for current expenditures. If the amount of the certified itemized statement is less than the amount requisitioned the difference shall be credited against the next requisition. Any unused funds remaining in the appropriation on December thirty-first shall revert to the county treasury.

(L. 1961 p. 7 § 16)

262.603. Names of council members and officers given university and county commission, when.

Before the allocation of funds is made by the county commission the council shall present to the university and the county commission a list of members of the council and of its officers with statements signed by the chairman of the council certifying that the named officers have been duly elected and qualified as specified in sections 262.583 and 262.607.

(L. 1961 p. 7 § 17)

262.607. Bond of treasurer — action for breach, by whom brought.

1. The treasurer of the council within ten days after his election as treasurer and before entering upon the duties of his office shall execute to the council a corporate surety bond of not less than one hundred

twenty-five percent of the estimated amount that will be in his hands as treasurer at any one time. All such bonds shall be conditioned on his faithful discharge of the duties of the office of treasurer. The amount and sufficiency of all bonds shall be determined by the county clerk, and upon his approval endorsed on the bond, the bond shall be filed with the county clerk, who shall notify the chairman of the council and the county treasurer of the approval and filing. The cost of such bond shall be paid by the council.

2. In the event of the breach of any condition thereof, the chairman of the council shall, and if he does not any member of the council may, cause a suit to be commenced thereon in his own name for the benefit of the council, in which suit it shall not be necessary to include the treasurer as a party and the money collected shall be applied to the use of the council, as the same should have been applied by the treasurer.

(L. 1961 p. 7 § 18)

262.610. Deposits of funds — how disbursed — records — report and settlement of treasurer.

1. All moneys received by the treasurer for the council shall be deposited by him in a bank or trust company designated by the council and authorized to receive public deposits.

2. The treasurer shall pay out, on the warrant of the secretary of the council, or by a combination warrant check, signed by the chairman of the council and treasurer of the council, all moneys which come to his hands for the use of the council, and he shall not pay any sum from the funds of the council in any other manner.

3. He shall keep a book in which he shall enter all the moneys received and disbursed by him, specifying the person from whom received and to whom paid, and the object for which same has been paid out.

4. He shall present to the council at each annual meeting of the council a report in writing containing a statement of all moneys received by him from the county treasurer and from any other source since the last annual meeting of the council, and of the disbursements made by him with the items of such disbursements, and exhibit the warrants or checks or combination warrants and checks therefor, which report shall be recorded by the secretary of the council; and at the close of his term of office shall settle with the council; and shall hand over to his successor the books and all other records and papers coming into his hands as treasurer, together with all moneys remaining in his hands as such treasurer.

(L. 1961 p. 7 § 19)

262.613. Secretary, duties, report — records open.

The secretary of the council shall record the proceedings of all meetings of the council and of the officers of the council in books provided for that purpose; prepare and submit to each annual meeting of the council a report on the work and activities of the council since the last annual meeting; and perform such other duties as are usually performed by secretaries and as may be prescribed by the council.

(L. 1961 p. 7 § 20)

262.617. Annual report to county commission.

At the close of each calendar year the council, through its secretary, shall make an annual detailed report to the county commission, covering all receipts and expenditures, together with a summary of work undertaken and results accomplished. The report shall be filed with the county commission not later than February first, following the close of the year or portion of year covered by the report.

(L. 1961 p. 7 § 21)

262.620. Notices required, given how.

Any public notice required to be given under any of the provisions of sections 262.550 to 262.620 shall be given by publishing a copy thereof for at least one time in a newspaper published within the county and having a general circulation therein and if there be no such newspaper within the county, then in some newspaper having a general circulation within the county. Any notice required to be given to any council member shall be given by personal service or by mailing a copy thereof to the council member, provided that any council member attending any meeting shall be deemed to have waived service of notice of such meeting. No notice shall be required of regular council meetings or of regular meetings of the officers or of any special meeting of the council the date and place of which has been set and recorded in a prior meeting of the council. Any notice to be given to the county commission shall be given by delivery of a copy thereof to the clerk of the commission. Notice to organizations selected by the council to have members on the council and cities and towns entitled to have members on the council shall be given by delivering a copy thereof to the principal officers of the organization or to the mayor of the city or town or by mailing the same to the person to be served.

(L. 1961 p. 7 § 22)

Revised Statute Summary for Council Operations

Council Leadership Development Committee Interpretation

Composition of councils

(§ 262.550 to 262.620)

Counties in Missouri have extension councils. Members of each council are selected according to the provisions of the Missouri Revised Statutes, Chapter 262, which was adopted in 1961 by the General Assembly. Numbers following sections refer to the specific statute in the law.

The council's official name is *University of Missouri Extension Council of _____ County* (§ 262.563). (This state statute was passed before the amalgamation of University of Missouri and Lincoln University extension services by Public Law 95-113, Food and Agriculture Act of 1977.) Members are either elected or appointed. There must be at least 10 and not more than 20 elected members, as determined by the council. Elected members must live in their districts, as defined by the council. Appointed members are:

1. A member of the county commission (or administrative body) appointed by the court (or body) (§ 262.567);
2. A member from each general farm organization (as recognized in Missouri state statutes) with 25 or more members in the county (§ 262.567); and
3. (a) A representative of each city in the county having 10,000 or more population appointed by the mayor (§ 262.567); or
   (b) In counties having no city of 10,000 population, a representative of one town designated by the council. City representatives must be residents of their respective cities (§ 262.567).

Purposes of councils

(§ 262.590)

The councils have four purposes assigned by law:

1. Make recommendations and suggestions to the University concerning the extension programs.
2. Make recommendations and suggestions to the University concerning the appointment or removal of extension personnel.
3. Arrange for and administer the county's share of the cost of the extension services over which the council has jurisdiction.
4. Receive, hold and/or sell real and personal property reasonably required for the extension program.

Extension program and services

(§ 262.553, 262.557)

The programs and services encompassed in councils' purposes are those defined by the Smith-Lever and sub sequent acts of Congress, extending from 1914 to the present. This act charged land-grant colleges with dis seminating useful and practical information relating to agriculture, home economics and subjects relating there to, and encouraging application of such information.

The Morrill Act of 1862 set aside public lands in each state to be used for purposes of higher education.

Missouri has two land-grant colleges: Lincoln University (1890) and the University of Missouri (1862). This law defines extension programs as giving instruction, practical demonstrations and publications to per sons not enrolled in colleges. Subsequent legislation has expanded the topics to include such things as the solution of community problems, providing useful information to governments and industries, assisting small-scale farmers, nutrition education, urban gardening and numerous others.

University responsibilities

(§ 262.560, 262.587)

State and federal law mandates that the University:

1. Hire and discharge employees, establish offices and administer the extension program (federal and state funds);
2. Formulate extension programs with the council's advice;
3. Consult with the council before assigning personnel to the council's county; and
4. Consult with the council prior to removing or dis charging any employee.

Council responsibilities

State law assigns broad authority to councils for extension programs and staffing within their county.

Programs

(§ 262.590, 262.593)

The council shall:

1. Make recommendations and suggestions to the University concerning the extension program (§ 262.590).

2. Make available to all individuals, groups and organizations equal opportunity to share and participate in extension programs (§ 262.593).

The council may (§ 262.593):

1. Collect fees for specific services, such as soil testing, conferences and short courses.
2. Seek and accept contributions to be used for extension programs.

The council shall not (§ 262.593)

1. Engage in commercial or other private enterprise, legislative programs or other activities not authorized by sections § 262.550 to § 262.620 and shall not give preferred service to any individual, group or organization.
2. Collect dues or pay dues to a state or national association.

Personnel

(§ 262.590)

The council shall:

1. Make recommendations and suggestions to the University concerning the appointment or removal of extension personnel.

Finances

(§ 262.560-262.600)

The council shall:

1. Pay salaries and expenses as designated in the budget (§ 262.560).
2. Arrange for and administer the county's share of the expenses of the local extension office and staff (§ 262.590).
3. Arrange for the collection of fees for specific pur poses (§ 262.593).
4. Prepare an annual budget in cooperation with the county commission and the University (§ 262.597).
5. Requisition the county commission at the close of each month for the estimated amount of the month's expenditures (§ 262.600).
6. Submit to the county commission, within 10 days of filing of the requisition, a statement of expenditures covered by the requisition (§ 262.600).

Elections

(§ 262.577–262.603)

The council shall:

1. Publish all required legal notices (§ 262.577, § 262.583).
2. Accept nominees proposed by petition of 25 or more qualified voters (§ 262.577).
3. Determine the number of elected council positions within the 10 minimum, 20 maximum requirements (§ 262.583).
4. Set the date, time and place of the election each January. The third week is encouraged to obtain uniformity (§ 262.583).
5. Nominate at least two citizens for each elected position (§ 262.583).
6. Provide ballots and make necessary arrangements (§ 262.583).
7. Give notice to farm organizations and eligible cities at least 30 days prior to annual election (§ 262.583).
8. File notice of members elected and oaths of office with county clerk within five days after election (§ 262.583).
9. Before the allocation of funds is made by the county commission, present a list of council members and council officers to the county commission and the University certifying the elected officers, qualified as specified in sections § 262.583 and § 262.607 (§ 262.603).

Council organization

(§ 262.583)

1. The council sets the date for its annual meeting. Likewise, the council determines the date and place of monthly meetings of the officers and meetings of the council.
2. Council members serve without pay, although they may be reimbursed for expenses.

District option

(§ 262.598)

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 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.

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.

Guiding Principles

Council Leadership Development Committee Recommendations

Organization of councils

- Council members assume their duties on March 1 unless appointed to fill an unexpired term.
- All terms are for a two-year period.
- No member may serve more than two successive terms, but members may be re-elected or appoint ed after a lapse of one year.
- Vacancies in elected membership are filled by council appointment until the next election.
- Vacancies in appointed membership are filled in the same manner as the original appointment (§ 262.567).
- All council members take the oath of persons holding public office and file these documents with the county clerk (§ 262.583).

Annual meetings

- At its annual meeting, a council elects officers from its membership.
- The four council offices to be filled are chairperson, vice chairperson, secretary and treasurer (§ 262.583).

Regular meetings

- The council may meet as often as it desires (at least bimonthly), but council officers are required to meet monthly to take care of the council's financial obligations (§ 262.583).
- At the meeting of council officers, only routine matters may be handled, such as making requisitions to the county commission and allowing and paying authorized accounts.
- Officers are required to carry out the responsibilities delegated to them by the full council (§ 262.583).

Officers' responsibilities

Chairperson

State statute requirements

1. Takes responsibility to see that a list is prepared of the elected and appointed members of the council and submits copies of the membership to the county clerk and to the University of Missouri (§ 262.603).

CLDC recommendations

- Conducts the meetings according to parliamentary procedure and sees that all council members have equal rights;
- Appoints appropriate committees;
- Makes certain that proper arrangements have been made for council meetings;
- Assumes leadership for the council role relative to pro gram planning, personnel, financing, council elections and public information;
- Serves as the official representative of the council at county, regional and state meetings, or designates a representative.

Vice chairperson

State statute requirements

1. The responsibility of the council vice chairperson is not defined by state statute.

CLDC recommendations

- Presides in the absence of the chairperson; and
- Carries out responsibilities assigned by the chairperson.

Secretary

State statute requirements

1. Records the proceedings of all meetings of the council and of the officers (§ 262.613);
2. Keeps a record of these proceedings in a book or books provided for that purpose (§ 262.613);
3. Prepares and submits a report on the work and activities of the council at its annual meeting (§ 262.613); and
4. Submits to the county commission an annual report for the council, covering all receipts and payments, together with a summary of work accomplished (§ 262.617).

CLDC recommendations

- The secretary's responsibilities are well defined in state statutes.

Treasurer

State statute requirements

1. Executes a corporate surety bond of not less than 125 percent of the council funds of which the officer will be accountable at any one time, with

the cost of the bond being paid by the council (§ 262.607);
2. Deposits all moneys received by the treasurer in a bank or trust company designated by the council (§ 262.610);
3. Does not pay any sum from the council's funds in any other manner than outlined in § 262.610;
4. Gives a detailed report in writing, listing receipts and payment of funds at the council's annual meeting, to be filed with the secretary of the council (§ 262.610); and
5. Turns over all receipts, records and council funds to the next treasurer when the term of office is ended (§ 262.610).

CLDC recommendations

- Sees that all records are audited annually.
- Ensures that counties use standard accounting practices and procedures.
- Ensures that counties use the fiscal accounting procedures and resources as outlined in the "Understanding County Budgets and Fiscal Reports" CLDC module.
- Regional Extension Councils Council Leadership Development Committee Recommendations
- Establish a Regional Extension Council composed of delegates representing county councils.
- Partner with staff and other county councils to expand and sponsor extension activities.
- Assist the region in fulfilling University of Missouri mission.
- Give input for program priorities.
- Give recommendations for regional staffing plans.
- Assist with council leadership roles and responsibilities and report back to local county councils.
- Work with the University of Missouri Extension State Council.

University of Missouri Extension State Council (UMESC)

- Serves as the statewide advisory council, with representatives from each region. Members represent the interests of county extension councils and the people they are elected to serve.
- Promotes the common interest of county extension councils by supporting the research and extension programs of the University of Missouri and Lincoln University at all levels of government and disseminates information about the need for and benefits of research and extension for the economic, social and environmental well-being of the state and its residents.
- Provides leadership for Missouri's county extension councils through the development of effective councils in program, governance and membership.
- Assists in the support of University of Missouri Extension.
- Represents extension on the University of Missouri Alumni Alliance Association.

Unified funding

Federal funding and administration of extension programs of the state's two land-grant universities were combined in 1971.

Other resources

For more council resources and additional information, visit the County Extension Council website: ***https://extension.missouri.edu/extcouncil***.

Federal Legislation

http://nifa.usda.gov/nifa-related-legislation

Morrill Act of 1862

Donating lands for colleges of agriculture and mechanic arts

The Morrill Act of 1862 stated that public land be granted to the several states for the purpose of establishing a college of agriculture and mechanic arts. Land was to be apportioned to each state in a quantity equal to 30,000 acres for each Senator and Representative in Congress, per the census of 1860.

All monies derived from the sale of the lands by the states, and the interest from such sales, were to be appropriated by each state to endow, support and maintain at least one college "where the leading object shall be, without excluding other scientific and classical studies and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts."

Each state taking advantage of this act was to pro vide within five years not less than one college previously described.

Hatch Act of 1887

Establishing agricultural experiment stations

The Hatch Act established agricultural experiment stations in connection with the colleges of agriculture under the provision of an act approved July 2, 1862, and supplementary acts.

"It shall be the object and duty of the State agricultural experiment stations ... to conduct original and other researches, investigations or experiments bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry of the United States..."

Morrill Act of 1890

For the further endowment of historically black land-grant colleges

It was enacted by the Congress that "there shall be and hereby is annually appropriated ... to each state and territory for the more complete endowment and maintenance of colleges for the benefits of agriculture and the mechanic arts now established, or which may be here after established, in accordance with an act of Congress approved July 2, 1862, "a sum of money ... to be applied only to instruction in food and agricultural sciences ..."

Smith-Lever Act of 1914

Legislation authorizing cooperative extension work

An act to provide for cooperative agricultural extension work between the agriculture colleges in the several states receiving the benefits of an act of Congress approved July 2, 1862, and of acts supplementary there to, in the United States Department of Agriculture.

The Smith-Lever Act provided for the Cooperative Extension Service as a part of the Land-Grant College System through which local people, the University of Missouri and the United States Department of Agriculture cooperate in carrying out a system of organized adult education.

The Smith-Lever Act was amended in 1953 and again in 1955, consolidating all previous acts pertaining to the Agricultural Extension Service. It outlines how federal funds are to be distributed and how the program is to be administered.

Civil Rights Act of 1964

Title VI H.R. 7152

The Civil Rights Act was passed "To enforce the constitutional right to vote, to confer jurisdiction upon the district courts of the United States to provide injunctive relief against discrimination in public accommodations, to authorize the Attorney General to institute suits to protect constitutional rights in public facilities and public education, to extend the Commission on Civil Rights, to prevent discrimination in federally assisted programs, to establish a Commission on Equal Employment Opportunity, and for other purposes."

The U.S. Department of Justice website provides an overview of Title VI, plus links to the full text and relevant resources, at ***https://nifa.usda.gov/civil-rights-equal-employment-opportunity***.

Equal Opportunity/ADA statements

University of Missouri Extension complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with

Disabilities Act of 1990. The following statements have been adopted for use as appropriate:

Long version — for publications and curricula

University of Missouri Extension provides equal opportunity to all participants in extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

Short version — for brochures and other small publications

an equal opportunity/ADA institution

Letterhead

Please order or obtain University of Missouri Extension letterhead through the appropriate county extension office to ensure use of approved templates through University of Missouri Print and Mail Services, the only authorized supplier of MU Extension stationery items.

Rural Development Act of 1972

Public Law 92-419, Aug. 30, 1972
Title V – Rural development and small farm research and education purposes

Sec. 501. The overall purpose of this title is to encourage and foster a balanced national development that provides opportunities for increased numbers of the people of the United States to work and enjoy a high quality of life dispersed throughout our Nation by providing the essential knowledge necessary for successful programs of rural development. It is further the purpose of this title to:

provide multistate regional agencies, states, counties, cities, multicounty planning and development districts, businesses, industries, India n tribes on Federal and State reservations or other federally recognized Indian tribal groups and others involved with public services and investments in rural areas or that provide or may provide employment in these areas the best available scientific, technical, economic, organizational, environmental, and management information and knowledge useful to them, and to assist and encourage them in the interpretation and application of this information to practical problems and needs of rural development;

provide research and investigations in all fields that have as their purpose the development of useful knowledge and information to assist those planning, carrying out, managing or investing in facilities, services, businesses, or other enterprises, public and private, that may contribute to rural development;

enhance the capabilities of ... colleges and universities to perform the vital public service roles of research, transfer, and practical application of knowledge in support of rural development;

expand small-farm research and extend training and technical assistance to small farm families in assessing their needs and opportunities and in using the best available knowledge on sound economic approaches to small farm operations.

Food and Agriculture Act of 1977

Public Law 95-113, Sept. 29, 1977
Subtitle G – 1890
Land-grant college funding

There are hereby authorized to be appropriated annually such sums as Congress may determine necessary to support continuing agricultural and forestry extension a t colleges eligible to receive funds under the Act of August 30, 1890. Beginning with the fiscal year ending September 30, 1979, there shall be appropriated under this section for each fiscal year an amount not less than 4 per centum of the total appropriations for such year under the Act of May 8, 1914. Provided that the amount appropriated for the fiscal year ending September 30, 1979, shall not be less than the amount made available for the fiscal year ending September 30, 1978, to such eligible institutions under section 3(d) of the Act of May 8, 1914. Funds appropriated under this section shall be used for expenses of conducting extension programs and activities, and for contributing to the retirement of employees subject to the provisions of the Act of March 4, 1940.

The State director of the cooperative extension service and the administrative head for extension at the eligible institution in each State where an eligible institution is located shall jointly develop, by mutual agreement, a comprehensive program of extension for such State to be submitted for approval by the Secretary within one year after the date of enactment of this title.

Extension
University of Missouri

Issued in furtherance of the Cooperative Extension Work Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Director, Cooperative Extension, University of Missouri, Columbia, MO 65211 • MU Extension provides equal opportunity to all participants in extension programs and activities and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. • 573-882-7216 • extension.missouri.edu

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Revised 1/19; Reviewed 2/19