

COLORADO STATE UNIVERSITY EXTENSION ADVISORY COMMITTEE BYLAWS

El Paso County

I. AUTHORITY

Article 23-34-104 of the “Colorado Cooperative Extension Act” authorizes the Board of County Commissioners (BoCC) to establish County advisory committees to assist local Extension personnel in planning, developing long-range objectives, establishing priorities and evaluating programs and performance.

The committee is mandated by the Colorado State University Cooperative Extension Administration and is supported by the Board of County Commissioners and by the local Extension office personnel.

The Board of County Commissioners’ Resolution No. 16-324, establishes the policy for appointments/reappointments to County advisory boards, committees, commissions, and task forces. These bylaws are intended to be consistent with that Resolution as may be amended from time to time.

II. APPOINTMENT AND CONSTITUTION OF CSU EXTENSION COMMITTEE MEMBERS

- A. Appointment. The members of the El Paso County Extension Advisory Committee (Committee) shall be appointed by the BoCC and shall consist of seven (7) members who are residents of El Paso County.
- B. Constitution of Committee - Active Program Areas. Members shall represent each of the currently active program areas in El Paso County and the community at large. Active program areas may change over time but may include:
 - 4-H Youth Development
 - Family and Consumer Sciences
 - Local Food Systems
 - Horticulture
 - General community concerns
- C. Constitution of Committee - General Community. All other members not representing an active program area will represent the general community.
- D. Staff Liaison. The County Extension Director shall serve as the staff liaison to the Committee.
- E. Term. The members of the Committee shall be appointed for terms of three (3) years or until a successor is appointed.

- F. Reappointment. At the expiration of a full or partial term, an incumbent may request reappointment; however, reappointment is not guaranteed. The BoCC will review the attendance record, participation and performance of each member who requests reappointment before determining whether to advertise for a replacement or for additional volunteers. It is within the sole discretion of the BoCC to re-appoint, re-advertise and/or re-interview for an appointment.
- G. Number of Terms and Vacancy Appointments. A member may serve two consecutive terms, not to exceed six (6) years. Upon expiration of a second successive term, no citizen shall be eligible for reappointment to the Committee until at least one (1) year has passed since service on the Committee. Members appointed to a vacancy to complete a term which has more than one and one-half years remaining shall be appointed to no more than one additional term.

III. COMPENSATION

Committee members shall serve without pay.

IV. REMOVAL

Committee members serve at the pleasure of the BoCC and may be removed by resolution of the BoCC. Reasons for removal include, without limitation, nonperformance of duties, misconduct, conflict of interest, or other activities deemed detrimental to the best interests of the County. Absence of a Committee member at two or more meetings in any calendar year may be grounds for the Committee to recommend to the BoCC that the Committee member be removed for non-performance.

V. FUNCTIONS AND RESPONSIBILITIES

The Extension Advisory Committee is appointed by the Commissioners and shall act in an advisory capacity to the Extension Director and liaison to the Commissioners regarding the business and activities of the CSU Extension program in El Paso County. The Committee shall:

- A. Serve as a liaison between the Extension staff, the Board of County Commissioners, and the people of the County.
- B. Review, comment, and make recommendations on programming priorities, including audience and subject area within staff capabilities, and in alignment with Colorado State University Extension programming priorities and resources.
- C. Review, comment, and make recommendations on resource distribution in support of local programming priorities, and in alignment with Colorado State University Extension programming priorities and resources.

- D. Review and make recommendations on Extension county budgets and Extension related issues.
- E. Help publicize Extension programs, obtain necessary support as needed for ongoing programs; emphasize Extension's role as an educational rather than service-type program.
- F. Report results of program evaluations to stakeholders, funders, and community members regarding program effectiveness, impact, and value.
- G. Identify and make recommendations in setting realistic long-range objectives for Extension in El Paso County.
- H. Consistent with these guidelines, the Committee may develop their own operating standards and procedures.

VI. CSU EXTENSION ADVISORY COMMITTEE ORGANIZATION

A. Officers: The Committee shall elect a Chairperson, Vice-Chairperson and Secretary by a quorum of the Committee at the third quarterly meeting as provided in Section VII(A) below. Each officer shall serve for a one-year term and not more than two consecutive terms.

1. *Chairperson*:

- a. The Chairperson shall preside at the Commission meeting and shall perform the duties ordinarily performed by that office including the appointment of subcommittees as authorized. The Chairperson shall be an *ex officio* member of all subcommittees.

2. *Vice-Chairperson*:

- a. The Vice-Chairperson, in the absence of the Chairperson, shall perform all the duties of the Chairperson. In the absence of the Chairperson and the Vice-Chairperson, the Committee shall elect a chairperson *pro tempore*.

3. *Secretary*:

- a. The Secretary shall maintain the minutes of the Committee meeting and shall sign all approved minutes of the meeting.

4. *Multiple offices*. No member shall hold more than one office at a time.

- B. Election of Officers. At the third quarterly meeting, nominations will be made from the floor and an election held. Officers so elected assume their duties in January of the

following calendar year. An election to fill a vacancy in an office may be held at any regular Committee meeting.

VII. MEETINGS

- A. Regular Meetings. Regular meetings of the Committee shall be held quarterly. The first meeting of the year will be held in January. A minimum of four meetings per year will be held.
- B. Special meetings. Special meetings may be called by the Chairperson on an as needed basis.
- C. Quorum. A majority of members currently appointed to the Committee shall constitute a quorum.
- D. Voting. All voting of the Commission shall be by voice vote, except that any member may request a roll call vote on any issue. Roll call votes shall be recorded as such in the minutes of the meeting. Proxy votes explicitly are not permitted.
- E. Attendance by telephone. Committee members may participate by way of telephone for any regular, special, or subcommittee meeting by means of a conference call or similar arrangement by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting. Any such telephone participation shall conform to the Open Meetings Law.
- F. Parliamentary Authority. Meetings shall be conducted in accordance with Robert's Rules of Order, as revised, unless waived by the Chairperson.
- G. Public Meetings. All meetings held by the Committee where public business is discussed or at which formal action may be taken shall be open to the public and subject to the Colorado Open Records Act, C.R.S. § 24-6-401, *et seq.*, and Board Resolutions #92-201, General-107, and #91-219, General-109, as the same may be amended from time to time.

VIII. AMENDMENTS

- A. BoCC Resolution. The resolution pertaining to these bylaws may be amended by resolution of the Board of County Commissioners.
- B. Committee recommendation. A recommendation to the BoCC to amend these bylaws can be made at any regular meeting of the Extension Advisory Committee, by a two-thirds vote of membership appointed and serving at the time the amendments are presented, provided that the proposed amendment has been submitted in writing to the Committee at the previous regular meeting

