

**Cooperative Extension Service
University of Alaska Fairbanks
State Advisory Council**

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Cooperative Extension Service State Advisory Council, University of Alaska Fairbanks (hereinafter Council).

ARTICLE II. PURPOSE

The purposes of the organization shall be to maximize stakeholder input into the planning and budgeting process of the Cooperative Extension Service (CES) program and to assist in developing program direction and priorities.

ARTICLE III. MEMBERSHIP

A. Composition: The council shall consist of:

1. A minimum of 11 members who provide a broad range of stakeholder and CES plan of work linkages representing geographic areas divided as such: Interior (two seats), Southcentral (four seats), Southeast (one seat), Southwest (one seat), and Northwest (one seat). The remaining two seats may represent any geographic area. The council shall acknowledge this division of seats as a working guideline only allowing for flexibility as agreed upon.
2. Two ex officio (non-voting) members: one to be chosen by and to represent CES faculty, and one to be chosen by and to represent CES staff shall serve for one three-year term and then must sit off the Council at least one year before being permitted to serve another term. Ex officio members' terms begin on July 1 and run for three years through June 30. A new ex officio member filling a vacancy shall serve out the unexpired term and be eligible for serving an additional full term providing the vacancy period is less than two years. Any vacancy filled longer than two years in duration shall be considered a full term of service.

B. Compensation: Members shall serve without compensation but may be reimbursed for reasonable and necessary travel expenses in accordance with the Board of Regents' Policies and University Regulations.

C. Terms: Members shall be elected for three-year terms unless filling a vacated seat. To provide continuity, terms shall be staggered. A member may serve two consecutive three-year terms but then must sit off the council for at least one year before being re-nominated to

the Council. Council member terms shall begin on July 1 and run for three years, ending on June 30.

- D. Appointment: The nomination process shall begin with an advisory council member, office coordinator, or CES employee submitting a letter of nomination and a brief biography from the nominee. In addition, an interested candidate may also submit a letter of interest and biography directly to the CES director's office. A committee made up of current council members and the Extension director shall review the nominations and forward recommendations to the College of Rural and Community Development Executive Dean for final appointment.
- E. Duties: Members are expected to attend all meetings (on-site or audio conferences) of the council, represent their particular stakeholder interest and/or geographic areas, and keep the best interest of the statewide system as a top priority.
- F. Attendance: Any member who misses three consecutive meetings (excused or unexcused) may be deemed a non-active member of the council and they may be replaced. Notification of a necessary absence from a council meeting shall be made to the chairperson or the CES director's office prior to the meeting.
- G. Vacancies: If a vacancy occurs on the council, the executive committee of the council shall fill that vacancy prior to the next meeting if possible. New members filling vacancies shall serve out the unexpired term and be eligible for serving an additional two full terms providing the vacancy period is less than two years. Any vacancy filled longer than two years in duration shall be considered to have been a full term.

ARTICLE IV. OFFICERS

- A. Membership: The executive committee shall be comprised of council officers: chairperson, vice chairperson and secretary. The election of officers shall occur during the last quarter of the fiscal year (April, May, or June) by the most appropriate means that may include, but are not limited to, on-site meeting, audio-conference meeting, or mailed ballots.
- B. Terms: The officers shall serve one-year terms. Officers' terms shall begin on July 1 and end the following June 30.
- C. Duties:
 - 1. Chairperson's Duties: The chairperson shall preside at all meetings of the council, prepare the agenda for all meetings, appoint committees, and participate as an ex-officio member of all committees. The chairperson shall assure that a council annual report is made to the Board of Regents of the University of Alaska and oversee all council business.
 - 2. Vice Chairperson's Duties: The vice chairperson shall preside at council meetings in the absence of the chairperson. In the event the chairmanship is vacated, the vice chairperson shall fulfill the duties of the chairperson until a new chairperson is elected.

3. **Secretary's Duties:** The secretary shall see that minutes are taken at all council meetings, notify council members of all meetings, keep all council documents properly filed, take care of council correspondence, and perform other duties as outlined by the council. The secretary shall forward all council minutes to the Board of Regents president, University of Alaska president, chancellors of UA campuses, UAF provost, College of Rural and Community Development executive dean, each CES office, and president of each active CES district advisory council.

D. **Vacancies:** When a vacancy occurs in an office, the chairperson shall appoint a council member to fill the position until the next meeting, at which time the election of a new officer shall be the first order of business. In the event that the chairmanship is vacated, the vice chairperson shall fulfill the duties until election of a new chairperson at the next meeting.

ARTICLE V. MEETINGS

A. Types of Meetings:

1. **Regular On-site Meetings:** There shall be at least one (possibly two) regular on-site meetings of the council per year, which should coincide with budgeting and program considerations. Members shall be notified at least 30 days in advance of all on-site meetings; the notice shall include a person to contact if unable to attend.
2. **Audio Conference Meetings:** Audio conference meetings shall be scheduled between regular on-site meetings as a means of keeping council members updated on council business and to transact that business which seems feasible and appropriate for that type meeting. Members shall be notified 10 days in advance of audio conference meetings; the notice shall include a person to contact if unable to participate.
3. **Special Meetings:** A special meeting of the council may be called by the chairperson: all members of the executive committee or five council members if they feel there is urgent business the council needs to consider. Members shall be notified ten days prior to an on-site special meeting and five days prior to an audio conference special meeting; the notice shall include a person to contact if unable to attend.
4. **Additional Statewide Meeting:** Individual council members may be required to attend additional meetings to discuss CES program stakeholder issues.

B. **Quorum:** A majority of filled seats of the council constitutes a quorum. A quorum is necessary to conduct official business of the council. If a quorum is not declared present, the meeting or audio conference council participants may continue in a work session with no formal action being taken on agenda items.

C. **Voting:** Approval of council action items shall be by simple majority vote of those members present.

D. Meeting Notification: The council-approved meeting schedule and special meeting times shall be displayed at each CES office in a place conspicuous to the general public.

ARTICLE VI. COMMITTEES

The council shall approve types of committees necessary to effectively conduct the council’s business. The council chairperson shall make committee appointments using council suggestions. The committee chairperson shall report committee progress to the council. Committees shall serve as long as the council chairperson and/or the council deems necessary.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Council meetings shall be conducted according to Robert’s Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VIII. AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds vote of the filled seats of the council provided the proposed amendment(s) was submitted to the members in written form 14 days prior to the meeting at which the amendment is to receive action. Revisions to the bylaws shall be accepted and acted upon on an annual basis.

ARTICLE IX. EFFECTIVE DATE

These bylaws were approved by those members present and voting at a council meeting on November 28, 2001, and became effective immediately.

These bylaws were amended, May 26, 2006.

ATTESTED:

Chairperson Date

Vice-Chair Date

Secretary Date