

WARREN COUNTY EXTENSION LEADERSHIP COUNCIL BYLAWS

Article I. Name

The name of this organization shall be the Warren County Extension Leadership Council. The term "ELC" used hereinafter shall be defined to mean the Warren County Extension Leadership Council.

Article II. Object

The following are functions of the ELC:

- 1) Identify community problems, issues, and concerns which Extension can and should address, and prioritize according to need and available resources.
- 2) Assess current programs and activities of Extension and decide which ones should be continued, eliminated, or modified in order to more effectively address the identified needs.
- 3) Identify other community organizations/agencies that are addressing some of the same needs and look for opportunities for cooperation and collaboration (to avoid duplication).
- 4) Report on program progress, issues, and concerns to appropriate groups, ie., area and state Extension Leadership Councils, funding sources, and local residents.
- 5) Be an advocate for Extension, its programs, and the results of those programs.

Article III. Membership

Members of the ELC are individuals who develop a clear understanding of Virginia Cooperative Extension's mission, vision, and local programs. Members are committed to assisting the local Extension staff in meeting the community's needs through education.

Section 1 - Composition of the ELC

The composition of the ELC shall be as follows:

1 member involved in Agriculture
1 member involved in Youth Development
1 member involved in Family & Consumer Science
1 youth member
1 partner from a cooperating agency
1 representative from an underserved population
1 representative from local business
1 representative from the press
1 Board of Supervisors member
All Extension Faculty

Membership shall include but not be limited to representation from the 4-H, family and consumer sciences, and agriculture program areas, and be representative of the county's population.

Section 2 - Selection of Members

A nominating committee will present a slate of new members to the entire ELC at the last meeting of the calendar year. When the slate is presented, new members shall be elected by a majority vote of all current members present and voting.

Section 3 - Term of Office for Members

Each member will serve a two-year term, except students, who will serve a one-year term. All members, except students, are eligible to be reappointed to serve one additional term, with a maximum of four years of service.

Section 4 - Termination of Membership

When a member misses two meetings in a row, a special notice will be sent before the next meeting advising the member that they may be replaced after the third missed meeting. The ELC will consider any special circumstances when making a decision about whether or not to replace the member.

Section 5 - Vacancy

Any vacancy on the ELC shall be filled for the unexpired term following the guidelines of this article.

Article IV. Officers

Section 1 - Officers

The officers of the ELC shall be a chairman and a vice-chairman. Clerical support will be provided by the Extension staff.

Section 2 - Election and Term of Office

The officers of the ELC shall be elected annually at the last meeting of the calendar year and shall serve for one year. Eligible officers may be elected for one additional term. The term of office begins in January of each year.

Section 3 - Removal

Any officer elected by the ELC may be removed by a two-thirds vote of all members of the ELC.

Section 4 - Vacancy

A vacancy in any office may be filled by the ELC for the unexpired portion of the term.

Section 5 - Duties of the Chairman

The chairman shall preside at all meetings of the ELC. The chairman shall appoint all committees. The chairman shall guide and coordinate all ELC activities.

Section 6 - Duties of the Vice-Chairman

The vice-chairman shall assume the duties of the chairman in the chairman's absence. The vice-chairman shall become the chairman, should that office fall vacant. The vice-chairman shall be responsible for securing the meeting locations.

Article V. Meetings

Section 1 - Regular Meetings

The ELC shall meet on a regular basis, no less than quarterly, beginning in January of each year.

Section 2 - Special Meetings

Special meetings may be called by the chairman or by majority vote of the ELC.

Section 3 - Decisions

All decisions of the ELC shall be made by consensus, provided a quorum is in attendance.

Section 4 - Quorum

A majority of the ELC shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the ELC.

Article VI. Committees

Section 1 - Standing Committees

The standing committees shall be the Nominating Committee and the Orientation Committee. The Nominating Committee shall present a slate of new members to the ELC for consideration. The Orientation Committee shall conduct orientation for new members.

Section 2 - Special Committees

Special Committees shall be appointed by the Chairman, as needed.

Section 3 - Advisory Committees

ELC members may also serve on a program advisory committee for agriculture, 4-H, or family and consumer sciences programs.

Articles VII. Parliamentary Authority

Robert's Rules of Order Newly Revised shall apply on all questions of procedures and parliamentary law not specified by these bylaws nor in conflict with these bylaws.

Article VIII. Amendments and Revisions

The bylaws can be changed at any meeting by a two-thirds majority vote, providing a quorum is present, with two-weeks notice having been given to the membership. A revision or amendment shall take effect upon adjournment of the meeting at which it was adopted. The bylaws shall be reviewed by a special committee at least every four years. Standing rules of the ELC can be changed at any meeting by a majority vote, with or without prior notice, to take effect at the close of the meeting.

Standing Rules

- 1) A survey form will be used to determine the special characteristics, activities, interests, and geographical location of both current and prospective members.
- 2) In order for the membership terms to rotate, the initial new members will draw terms of one or two years to ensure that only half of the membership goes up for reappointment or replacement each year.

- 3) The nominating committee will strive to achieve balanced representation under Article III, Section 1, of the by-laws.
- 4) After new members are voted in, the local Extension staff (all members) will jointly sign a letter of welcome which will include the function of the ELC, a copy of the bylaws and a job description.
- 5) An orientation meeting for new members will be conducted by the Extension Staff or ELC Planning District Representative.
- 6) The need for special committees will be discussed at the first meeting of each calendar year.

Approved 5/21/08