

**BY-LAWS OF THE  
CLATSOP COUNTY EXTENSION ADVISORY COUNCIL  
ADOPTED FEBRUARY 8, 2000**

**ARTICLE I**

**Name**

The name of the organization shall be the Clatsop County Extension Advisory Council.

**ARTICLE II**

**Purpose**

The purpose of this Council is to cooperate with Oregon State University Extension Service and the County Extension staff in planning, promoting, developing, implementing, and evaluating Extension programs to meet the needs and interests of county residents.

**ARTICLE III**

**Membership**

**Section 1. COMPOSITION**

Council membership shall be comprised of Extension clients (including youth) and community leaders who may or may not use Extension's services. All Council members should have an interest in Extension education and should represent all geographic and socio-economic groups. The following groups should be represented by at least one member on the Council: The Clatsop County 4-H Leaders Association, the Clatsop County Master Gardeners Association, the Clatsop County Livestock Association, the Clatsop County Family Community Education, the Coordinating Council for Clatsop County Watersheds, the Clatsop County Small Woodlands Association, one County Commissioner, one member of the marine community and Clatsop Community College. Membership on the Council shall be determined on a nondiscriminatory basis without regard to race, color, national origin, creed, sex, or disability. All members will be appointed jointly by the Extension faculty and the Board of County Commissioners.

**Section 2. NUMBER**

There shall be at least seven and not more than eighteen members comprising the total Council membership. The county Extension faculty shall be nonvoting members who interpret program needs.

### **Section 3. TERM OF MEMBERSHIP**

The term of membership shall be for three years. The terms shall be staggered in such a manner that one third of the membership will be appointed each year. Council members will recommend new members to be appointed as described in Article III Section 1. No member may serve more than two consecutive terms.

## **ARTICLE IV**

### **Officers**

#### **Section 1. OFFICERS**

The officers of the Council shall be president, vice-president, and secretary.

#### **Section 2. TERM OF OFFICE**

The officers will serve for a term of one year. Officers may be elected for a second term but will not be eligible to serve more than two consecutive years in a specific office.

#### **Section 3. METHOD OF ELECTION**

- a. There shall be a nominating committee appointed by the President. This committee shall recommend a candidate for each office after having acquainted the nominees with the responsibilities of the office and securing their willingness to serve.
- b. Additional nominations may be made from the floor.
- c. The officers shall be elected at the last regular Council meeting of the year and assume office in January.
- d. Officers shall serve until their successors have been elected and duly installed.

#### **Section 4. DUTIES**

- a. The president shall preside at all meetings of the Council and shall be chair and preside at the meetings of the Executive committees of the Council. S/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- b. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Council upon the resignation or death of the president. In the event the vice-president becomes president, a new vice-president shall be elected at the next regular meeting of the Council to fill the vacancy.
- c. The secretary shall keep an accurate record of the activities of the Council and its Executive Committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years and shall provide the county Extension office a copy of all records of the Council.
- d. Vacancies occurring in any of the offices due to resignation, illness, death, termination or other incapacity to comply with assumed duties shall be filled by election at the next regular

meeting of the Council by Council members except in case of the president, when the vice-president shall succeed to president, as noted in Article IV, section 4.b. Such officers shall serve only until the next regular election.

## **ARTICLE V**

### **The Executive Committee**

#### **Section 1. COMPOSITION**

The Executive Committee shall be composed of all the elected officers and the immediate past president. The Staff Chair will serve as an ex-officio member.

#### **Section 2. FUNCTIONS**

The function of the Executive Committee shall be:

- a. To perform the essential Council activities that must be acted upon between meetings of the membership.
- b. To formulate and recommend programs and activities to the members of the Council for their consideration and approval.
- c. To identify and help formulate committees necessary to further the purposes and functions of the Council.
- d. To carry on such other business as may be delegated to it by the Council membership.

#### **Section 3. MEETINGS OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall meet in sufficient time prior to regular Advisory Council meetings to formulate the agenda and have it printed and sent to Council members prior to the meeting.
- b. A majority of the Executive Committee members must be present to constitute a quorum for the transacting of business.

## **ARTICLE VI**

### **Meetings**

- a. A minimum of four regular meetings shall be held annually.
- b. Regular Council meetings shall be held at 7:00pm, first Tuesday of January, April, July, and October.
- c. The regular meetings of the Council shall be to conduct the business of the Council as outlined under Article II. More specifically, the meetings shall be for the following:
  - (1) To evaluate reports of completed activities, projects or programs and make suggestions for improvement.
  - (2) To provide Council members information concerning the county and state Extension programs helpful to address needs.

- (3) To identify and prioritize problems and issues facing the people in the county that can be addressed by Extension.
- (4) To approve, reject, amend, or refer back to the committees for further study, reports from special or standing committees.
- (5) To introduce new ideas with requests for the president to appoint committees to make further studies and report back recommendations to the council.
- d. Special meeting of the Council may be called by the president, the Executive Committee, or upon request of any five members.
- e. Written notice shall be sent to all members of the Council at least one week in advance of all meetings, giving the date, time and place of the meeting. (EXCEPTION--Amendment of the By-laws shall require a 10-day notice.)

## **ARTICLE VII**

### **Committees**

Committees deemed necessary by the Executive Committee shall be appointed by the President.

- a. The members of all standing committees shall serve for a period of one year.
- b. Ad-hoc committees shall exist until they conclude their job.

## **ARTICLE VIII**

### **Quorum**

Five voting members present at any regular or specially called meeting will constitute a quorum.

## **ARTICLE IX**

### **Amendments**

Amendments to the By-Laws may be made at any regular or special meeting by a two-thirds vote of those members present and voting provided the proposed amendment was submitted in writing to the membership at least ten days prior to the date of the meeting.

## **ARTICLE X**

### **Meeting Management**

The council will determine at the beginning of each year the style of meeting management it will use. (For example: decision-making by consensus or by parliamentary authority.)