

OPERATIONAL GUIDELINES

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF
DELAWARE COUNTY
STATE OF NEW YORK
Effective 1/1/2001 (revised June 2020)

COMMITTEE STRUCTURE

- Section 1. Standing and Special Committees:
The president shall be an ex-officio member of all board committees, excluding the nominating committee. The president does not have voting privileges in their service on board committees, with the exception of the executive committee.
- A. Personnel: Acts on behalf of the board of directors in employment and under the direction and authority of the board of directors in its responsibility for personnel policy. All personnel actions shall be in compliance with equal opportunity legislation.
- i. Composition: Two directors-at-large and one member from each program committee who may or may not be a director. A director-at-large shall serve as chairperson.
- B. Finance: Acts on behalf of the board of directors in its primary responsibility for financial policy. Acts under the direction and authority of the board of directors in its responsibility for financial decisions, policies and planning.
- i. Composition: Two directors-at-large, one of whom shall be the Association treasurer, and a director from each issue committee. A director-at-large shall serve as chairperson.
- C. Long range (scope and priorities): Serves to advise on broad aspects of program and organizational development and facilities. Also serves as the Association's affirmative action committee.
- i. Composition: Two directors-at-large and one member from each issue committee who may or may not be a director.
- D. Executive Committee: An executive committee of the board of directors composed of the president, vice-president, treasurer, and secretary, will conduct the business of the association in the interim between regularly scheduled board meetings. Membership may include other directors appointed annually by the president to include the immediate past president when the individual is still serving a regular term as a director. An immediate past president cannot be appointed if their term has expired and they are not eligible for another term.
- Section 2. Program Issue Committees:
- A. Composition: The Program Issue Committees for Agriculture and Human Ecology shall consist of seven (7) elected members each and up to three (3) appointed advisors. The 4-H Program Issue Committee shall consist of seven (7) elected members, two (2) additional elected members being teenagers not less than sophomores in high school, and up to three (3) appointed advisors. Advisors to the issue committees may be appointed by the president. The 4-H camp committee appointed annually by the Association president shall consist of five (5) members.
- i. All elected Program Issue Committee Members shall have voting privileges. Program Issue Committee Advisors shall not have voting privileges.

- ii. Program Issue Committee member or advisor shall not serve concurrently as a director-at-large on the board of directors.
- iii. A person is not eligible to serve on the program issue committee, or as an advisor, if any of the following relationships hold with a committee member or any Association staff member: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household.
- iv. A person is not eligible to serve on the issue committee, or as an advisor, if there is a conflict of interest.
- v. Members of the board of directors and/or issue committees shall abstain from voting on any issue in which such action could be construed as conflict of interest.

B. Duties: The program issue committee members and advisors shall:

- i. Adhere to policies and procedures of the Association and the Director of Extension as set forth in the constitution, memoranda of agreement, and the board of director's action.
- ii. Develop and administer issue policies consistent with those established for the Association.
- iii. Develop program issue, utilizing the county, area and university resources:
 - a. Establish program addressing priority issues and audience priorities consistent with needs of potential program participants.
 - b. Present program recommendations to the board of directors.
 - c. Implement program recommendations made by the board of directors.
 - d. Establish issue subcommittees/ advisory groups as needed.
 - e. Guide the professional staff in the conduct of the programs.
 - f. Evaluate program accomplishments, determine program impact and recommend future action.
 - g. Build effective working relationship and communications.
- iv. Consider program staff and financial needs and present recommendations to the board of directors.
 - a. Recommend program financial needs to the board of directors.
 - b. Support the board of directors in obtaining funds to support programs.
- v. A quorum of the issue committee shall consist of a majority of the issue committee=s total membership.

C. Term of office: The regular term of office for issue committee members is three years or until a successor is named. The officers (chairperson, vice-chairperson, and secretary shall be elected by a majority vote of all members of the committee present at the first meeting of the committee prior to the board of directors organizational meeting. Advisors shall be appointed, by the Board President, on a yearly basis and may serve no more than six (6) consecutive years. After six (6) consecutive years, advisors must take a lapse of one (1) year, before being eligible for re-appointment to a program issue committee.

Any person serving two consecutive terms as an issue committee member may, after a lapse of three (3) years, be eligible for re-election to an issue committee.

The term of office for the chairperson, the vice-chairperson and the secretary of each issue committee shall be for one calendar year or until their successors are elected. These officers may serve no more than six (6) consecutive years.

The chairperson of each issue committee shall perform such duties as usually pertain to the office. The chairperson may call meetings of any of the committees thereof.

The vice-chairperson shall perform the duties of the chairperson in his/her absence or disability.

The recording secretary shall keep in permanent form full and accurate records of all meetings of the issue committee; shall receive and present to the issue committee, all communications; and perform such other duties as usually pertain to the office of secretary.

- D. Vacancies: A position on the program issue committee may be declared vacant by the president of the Association when an elected member or advisor has resigned or has an unexcused absence at three (3) consecutive regular meetings.
- E. Filling Vacancies: Vacancies occurring in the issue committee shall be filled by appointment of the president of the board of directors after consultation with the committee chairperson. Such appointees to serve only until persons are chosen by the next regular election to fill unexpired terms or to fill the yearly appointed advisor position.

ENROLLMENT AND VOTING RIGHTS

Enrollment cards need to be filled out by interested participants with or without paying enrollment fee to vote.

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