

Title: Administrative Policy CSU Extension Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 15
	Effective Date November 13, 2018
Policy Custodian CSU Extension Division and Board of County Commissioners	Adoption/Revision Date November 13, 2018

Adopting Resolution(s): CC18-378

References (Statutes /Resos/Policies): C.R.S. 23-34-104(4); CC12-174, CC16-317, CC17-050

Purpose: To establish the Colorado State University Extension Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: CSU Extension Advisory Committee

A. Establishment

The Jefferson County Colorado State University (CSU) Extension Advisory Committee (the Committee) was established November 7, 1961.

B. Responsibilities

1. The specific functions and responsibilities of the Committee shall include:
 - a. Understand the core program areas of the CSU Extension in Jefferson County.
 - b. Assist in identifying the needs and concerns of the community and county related to natural resources, horticulture, youth development and family and consumer services.
 - c. Provide input to the CSU Extension Director regarding the development and implementation of educational programs and priorities within CSU Extension's expertise.
 - d. Suggest resources and delivery methods to address identified priorities.
 - e. Serve as liaison among the citizens of Jefferson County, the Board of County Commissioners (BCC) and CSU Extension.
 - f. Communicate the benefits and impacts of CSU Extension programs and services with decision makers and citizens.

2. Meetings

- a. Regular meetings of the Committee shall be quarterly on the 3rd Thursdays of January, April, July and October. Notice shall be in writing or email and shall be sent to members at least seven (7) days prior to the day of the meeting.
- b. Special meetings may be called by the Chair at the request of the majority of the Committee members. Notice shall be in writing, email, or by telephone at least seven (7) days prior to the day of the meeting.
- c. All notices shall contain the date, time, place, and agenda of the meeting.
- d. More than fifty percent (50%) of the members shall constitute a quorum.
- e. The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

3. Staff

The CSU Extension Director or his/her designee shall staff the Committee.

4. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

- a. The Committee shall be composed of 7 members to be appointed by the BCC.
- b. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each member shall be appointed for a three (3)-year term. A member may continue to serve after a term has expired while a new appointment is pending.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation or, based on a recommendation from the Committee, is terminated by the BCC because of two unexcused absences in one 12 month period.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

4. Vacancies

Vacancies shall be filled by appointment by the BCC.