



## **By-Laws**

### **Jefferson County CSU Extension Advisory Committee**

#### **Bylaws**

*Approved by the Advisory Committee – 4/18/2019*

#### **Article I Governance**

##### **Section 1. Officers**

The officers of the Advisory Committee are the Chairperson and Vice Chairperson.

##### **Section 2. Election of Officers**

Officers will be elected annually for one-year terms by the Advisory Committee at its first meeting of each calendar year or as otherwise necessary in the event of a vacancy. A candidate wins if he or she receives a majority vote of those present and voting.

##### **Section 3. Duties & Responsibilities of Officers**

The Chairperson will preside at all Advisory Committee meetings. S/He will coordinate with the Extension Director or his/her designee to prepare an agenda in advance of each meeting.

The Chairperson will serve as liaison with elected officials to further the CSU Extension mission, and provide leadership and motivation to Board members to ensure participation, and representation at meetings and events. S/He will serve as liaison with the State Extension Advisory Board.

The Vice Chairperson will assume the duties of the Chairperson in his/her absence. S/he will also assist the Chair in representing the committee at CSU Extension events.

The Vice Chairperson will assume duties of the Chair if the current Chair is unable to complete the term.

##### **Section 4. Vacancy of officers**

In the event of a vacancy of either officer, an election will take place at the next official meeting of the Advisory Committee to fill the office for the remainder of the term.

## **Section 5. Advisory Committee Membership**

Membership on the Advisory Committee is at the discretion of the Board of County Commissioners as described in Board of County Commissioners' Administrative Policy for CSU Extension Advisory Committee.

It is understood that the limit of consecutive terms refers to complete terms; a partial term will not be considered toward the consecutive terms. A member who leaves the Advisory Committee after serving the limited number of consecutive terms is considered eligible to re-apply for membership beginning one full year following the completion of his/her term.

## **Article II Meetings**

### **Section 1. Notice**

Notification of meetings and an agenda will be emailed to the Advisory Committee members at least one week before the meeting.

### **Section 2. Attendance**

Attendance at all scheduled meetings is expected of Advisory Committee members. Members must notify the Chairperson if they will be unable to attend the meeting at least 24 hours in advance of the meeting. Attendance may be in person or via conference call unless specifically stated that the meeting must be attended in person. In the event that an Advisory Committee member has two unexcused absences in one calendar year, the member may be asked to resign their position. Absences may be excused at the Advisory Committee's discretion. The Board of County Commissioners reserves the right to terminate a member based on non-attendance.

## **Article III Conduct of meetings**

### **Section 1. Quorum**

More than fifty percent (50%) of the members shall constitute a quorum. If there is no quorum at a meeting, no resolutions can be passed.

### **Section 2. Minutes and Records of Meetings**

Written minutes of each regular and any special meeting shall be prepared by CSU Extension staff and presented to the Advisory Committee for approval prior to becoming an official record of the meeting. Minutes and other material resulting from the conduct of Advisory Committee activities shall be kept on file in the Jefferson County CSU Extension office.

**Section 3. Parliamentary Procedure**

All meetings shall be conducted in accordance with Roberts Rules of Order.

**Article IV. Amendments**

**Section 1.** The By-Laws may be amended at any meeting by a majority vote of the present quorum. To amend By-Laws, notice of the proposed amendment must be given to the members at least (7) days prior to the meeting.

Adopted: 4/18/19  
Date

Nancy McAlally  
Chair

Jack Poon  
Extension Director

**Extension Mission - Colorado**

*We empower Coloradans to address important & emerging community issues using dynamic, science-based educational resources.*

**Colorado State University (CSU) Extension in Jefferson County**

**VISION**

We are seen as the front door of the university, regarded as a reliable source of research-based information and a high quality provider of innovative programs and services that enrich life in Jefferson County.

**MISSION**

CSU Extension, Jefferson County provides research-based information and innovative services that aid in developing youth, further the local production and consumption of healthy foods, and enhance plant life and natural resources.