

BYLAWS

LARIMER COUNTY EXTENSION ADVISORY COMMITTEE

I. Committee Purpose: The Larimer County Extension Advisory Committee serves in an advisory capacity to the Larimer County Extension staff and the Larimer County Commissioners in developing, maintaining and providing Extension educational programs to community members. Specifically, this committee will:

- A. Assess individual and community issues and needs to which Extension might provide educational programming.
- B. Review, give advice to and recommend adoption of draft assessments, plans and policies and to the Board of County Commissioners (BCC), and State Extension Administration regarding Larimer County assessments, budgeting and staffing requirements to best respond to community and individual needs.
- C. Advise Extension staff in determining priorities and long-range guidelines for programming efforts.
- D. Advise in evaluating progress and effectiveness of Extension program.
- E. Assist staff in communicating impacts of Extension program to Board of County Commissioners and State Extension Administration and assist staff in networking and promoting education program opportunities to the present.
- F. Advise Extension staff in meeting diversity and inclusion goals as outlined in Colorado State University's Affirmative Action guidelines. Colorado State University Extension, of which the Larimer County Extension Office is a part, is dedicated to serve all people on an equal and non-discriminatory basis.

II. Members: The Committee members shall be selected to represent:

- A. The entire Extension educational program including but not limited to:
 - 1. Sustainable and Profitable Agriculture.
 - 2. 4-H Youth Development.
 - 3. Family and Consumer Education.
 - 4. Nutrition, Food Safety and Health.
 - 5. Environment and Natural Resource Management.
 - 6. Horticulture.
 - 7. Community Development.

- B. Geographic areas of Larimer County.
- C. Demographic diversity of Larimer County.
- D. The Advisory Committee will be composed of upto 12 members.
- E. Subcommittees may be formed from the Membership from time to time to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the chairman shall dissolve the subcommittee.
- F. At the discretion of the Board of County Commissioners, Committee members missing three (3) consecutive regular meetings or four meetings within a calendar year may be replaced.
- G. The Director of Larimer County Extension Office or an appointed representative shall be present at each meeting of the Advisory Committee.
- H. All Committee members serve at the pleasure of the Board of County Commissioners. No Board member has an entitlement to or property interest in the continued service. The Board of County Commissioners may terminate the service of any member at any time for any reason in its discretion.
- I. As an important part of the Extension mission, youth members may be consulted via the 4-H Junior Leadership Club as needed, and their recommendations made to the Advisory Committee by majority rule.

III. Terms:

- A. Terms for Committee Members begin July 1st unless otherwise directed by the Board of County Commissioners. Reappointment of existing members is subject to review of participation and contribution to the Extension program and mission. Unless otherwise specified by statute, any members of a board, committee, task force, volunteers, etc. serve at the pleasure of the Board of County Commissioners, have no property interest or entitlement in their membership or office and may be removed at any time for any reason by the Board of County Commissioners.
- B. Member terms shall be for three (3) years. To the extent possible, terms shall be staggered to maintain membership requirements. No member shall serve on any one board or commission for more than two consecutive terms or six consecutive years, whichever is longer.
- C. Mid-term appointments to positions that become vacant may be made at any time or may be postponed to the regular term period, at the discretion of the Board of County Commissioners.

IV.Officers:

- A. The officers of the Larimer County Extension Advisory Committee shall be Chairman and Vice- Chairman. A recording secretary will be provided by the Larimer County Extension Office.
- B. Officers shall be elected annually by a majority vote of the committee membership at the first meeting of the calendar year. Officers shall assume office upon election and serve for one year or until their successors are elected.
- C. Duties of the officers are:
 - 1. Chair: The Chair shall preside over all meetings of the Extension Advisory Committee and shall be the official spokesperson for the Committee.
 - 2. Vice-Chairman: The Vice-Chair shall preside in the absence of, or at the request of the Chair.
 - 3. Extension staff shall serve as the Secretary of the Committee - take attendance, written minutes of discussion and motions, keep a permanent file, distribute minutes, documents and information as necessary to the members of the Committee and the County Director.

V.Meetings:

- A. Six (6) meetings per calendar year are suggested. A majority (51%) of the membership will constitute a quorum.
- B. The Executive Committee will be the Chairman, Vice-Chairman, and Director of the Extension Office. A majority of the Executive Committee may call for a special meeting or cancel a meeting if deemed appropriate.
- C. A quorum at any meeting of the Committee shall consist of a majority of the currently appointed members. Any action by those present, provided there is a quorum, constitutes an action of the Committee. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting for a later date with required notice. A Committee member may participate by telephone, if necessary, to create a quorum or where a quorum is present and a Committee member is otherwise unable to attend in person. Telephone participation shall be conducted in a manner that allows a Committee member to hear what is being said by all others attending the meeting and for all others attending the meeting to hear the Committee member.
- D. All meetings and actions shall be in compliance with CRS 24-6-402 regarding

open meetings and any subsequent amendments to said statute.

VI. Parliamentary Authority:

- A. Each member of the Extension Advisory Committee shall vote on a recommendation proposed to be made to the Board of County Commissioners. A roll call vote shall be taken on all votes if not unanimous. No proxy votes shall be allowed.
- B. The Committee shall conduct its business in a manner consistent with the conditions adopted by the Board of County Commissioners, included in Larimer County Administrative Policy and Procedure 100.1 as amended. All meetings will be conducted under Roberts Rules of Order (revised) to the extent possible.

VII. Conflict of Interest, Compensation and Gifts:

- A. Extension Advisory Committee members shall conduct their business in a manner consistent with the Conflict of Interest clauses and Code of Ethics adopted by the Board of County Commissioners with the Larimer County Administrative Policy and Procedures (100.1).
- B. Compensation and Gifts: No committee member shall receive any salary or payment for his or her services. Members shall not accept personal gifts in excess of \$20.00 from an individual, organization, contractor or any other entity which does business with Larimer County or has business related activities with this particular Committee.

VIII. Amendments:

These Bylaws may be approved or amended in whole or in part by a two-thirds vote of all currently appointed Committee members, which shall be forwarded to the Board of County Commissioners to approve or deny in full or in part.

Approved by the Larimer County Extension Advisory Committee this 19
day of Aug, 2019.

Larimer County Extension Advisory Committee

By: [Signature]
Sue Ballou, Chair

Approved by the Larimer County Board of County Commissioners this 3
day of September, 2019:

Board of Commissioners of Larimer County, Colorado

By: [Signature]
Tom Donnelly, Chair

DATE 8/14/19
APPROVED AS TO FORM
[Signature]
SENIOR COUNTY ATTORNEY