MISSION

The State Advisory Council on behalf of the North Carolina Cooperative Extension Service:

- Advocates with government and community leaders
- Markets program impacts
- Promotes development of resources
- Ensures programming meets local needs
- Serves as a liaison between County Advisory Councils and State Administrators

VISION

Through strong advocacy, resource development and communication efforts, the State Advisory Council helps to ensure that every community in the state participates and claims ownership with engaged citizens and committed Advisory Leadership in North Carolina Cooperative Extension Service programs

GOALS

The State Advisory Council will:

- Work with local Extension Centers to develop and strengthen Advisory groups.
- Serve as a liaison body between County Advisory Councils, State Extension Administration and Foundation Regional Directors.
- Build relationships with federal, state and local government and community leaders to effectively advocate for North Carolina Cooperative Extension Service and private resource development.
- Work with North Carolina Cooperative Extension Service state program leaders and University departments to ensure that programs are relevant and the resources are available at the county level for delivery of quality programs.
- Market North Carolina Cooperative Extension Service as a leader in addressing the changing needs of rural and urban North Carolina communities.

Extension educational programs are primarily planned and delivered at the county level where local advisory councils and committees identify needs and develop educational programs. The State Extension program must reflect these needs plus the demands of regional and national levels.

Section 1 – Name

The name of this organization shall be North Carolina Cooperative Extension Service State Advisory Council.
Section 2 – Philosophy and Purpose
The State Advisory Council builds pathways within the Advisory Leadership System to benefit all North Carolinians through NC Cooperative Extension Service programs.

Section 3 – Membership
As an official Advisory Council to a publicly funded North Carolina agency, the membership shall include thirty-one leaders across the state consisting of six (6) per Extension district, and one (1) NC A&T State University Strategic Planning Council Liaison. Membership is open to all persons regardless of race, color, religion, creed, sex, national origin, age, disability, veteran status or sexual orientation.

Potential State Advisory Council members are nominated by County Extension Directors with the approval of the District Extension Director. The Director of North Carolina Cooperative Extension Service shall appoint members for three-year (3) terms. Members may be asked to serve a second term but shall not be appointed to serve more than two (2) consecutive terms. The Director will appoint an individual to fill an unexpired term of a Council member whenever a vacancy occurs.

Section 4 – Officers
The term of office is one (1) year. The Chair and Vice-chair will normally serve one (1) term in their respective positions. The Vice-chair is expected to move, by nomination and election, to the chair position in the following year. The Council may elect a Chair or Vice-chair to a second consecutive term but neither may serve more than two (2) consecutive terms in a single office. The office of the Treasurer shall be considered an exception allowing the treasurer to serve more than two (2) consecutive years to keep consistency in financial records.

- The CHAIR shall preside at all meetings and shall have general responsibility for the affairs of the Council, including the appointment of Council committees.

- The VICE-CHAIR shall preside in the absence of the Chair and fulfill all other duties of the Chair if the Chair is unable to perform duties of the office. Under normal circumstances, the Vice-Chair shall ascend to the office of the Chair.

- The TREASURER shall maintain such funds as deposited by counties on behalf of the Council purposes. The Treasurer shall prepare a proposed budget annually. The Council shall consider and take action to approve a final budget at the summer meeting.

- TERM OF OFFICE - The term of office is one (1) year. Officers will only serve one term. At the will of the Council, officers may be asked to serve a second term. No
Chair shall serve more than two (2) consecutive terms. The office of Treasurer shall be considered as exceptional allowing the treasurer to serve more than two (2) years to keep consistency in financial records.

- **ELECTION** - The members of the council shall select officers. The Chair of the Council will appoint a Nominating Committee of three members at the fall meeting. This committee will work in cooperation with the Director of the North Carolina Cooperative Extension Service and present a slate of officers for election by the Council at the winter meeting. Nominations from the floor will be in order and accepted. A majority vote will be required. The new officers begin their term at the end of the summer meeting.

- **OFFICIAL YEAR** - The official year for the Council shall be from July 1 through June 30 of the next year. This shall delineate terms of appointments and term of office.

**Section 5 – Meetings**

The Council shall meet three (3) times per year. The State Advisory Council Chair, Director of Extension (NCSU), County Extension Director (host district), District Extension Director and Advisory System Leader will plan the agenda for respective meeting. Normally, the meetings will be held in a face-to-face setting; however, discussions and decisions arrived at through phone conferences, email, web conferences and mail on specific proposals will also be considered as official meetings of the Council.

**Section 6 – Committees**

The Chair of the State Advisory Council shall appoint committees as needed. Ongoing committees shall be Executive, Advocacy, Marketing, Communications, Strategic Planning and Nominating. The Chair shall appoint committee members except for the Executive Committee, which is comprised of the Chair, Vice-Chair and Treasurer.

- **EXECUTIVE COMMITTEE** - The purpose of the executive committee is to consult when required between formal meetings and to act on matters related to the management of the State Advisory Council. This includes State Advisory Council development, governance, procedures and financial matters.

- **ADVOCACY COMMITTEE** – The purpose of the Advocacy Committee is promotion and implementation of advocacy efforts supporting Cooperative Extension. This includes communication with national, state and local elected officials and key leaders.

- **MARKETING COMMITTEE** - The purpose of the marketing committee is to support statewide marketing efforts in coordination with the Cooperative Extension
Marketing Director and to make recommendations concerning marketing to the Council.

- **COMMUNICATIONS COMMITTEE** - The purpose of this committee is effective communication regarding the Advisory Leadership System, both internally and externally, with Cooperative Extension. Two (2) major activities of this committee are producing the LINK newsletter and review of the Advisory Leadership System website.

- **STRATEGIC PLANNING COMMITTEE** - The Strategic Planning Committee consists of one member from each district appointed by the Chair of the State Advisory Council. This committee will meet after the summer meeting to review the plan and develop proposed plan for the following year.

- **NOMINATING COMMITTEE** - a committee of three appointed by the Chair of the State Advisory Council recommends and presents a slate of officers to the State Advisory Council.

**Section 7 – Quorum**
A quorum shall consist of those members present. This quorum policy shall include all face-to-face meetings, prescheduled phone conferences, e-mail, and mailed responses to specific proposals.

**Section 8 – Amendment**
These operating procedures may be amended or modified by the duly appointed members of the Council at any regularly scheduled meeting with the concurrence of the Director of North Carolina Cooperative Extension Service. Written proposals must be provided to the Council at least ten days prior to the scheduled meeting.

**Section 9 – Attendance Requirement**
Active participation of members is VERY important and valued. Advisory Council members should notify the Chair and/or Extension Director in case of a need to miss a meeting. Two (2) consecutively missed meetings shall prompt a discussion between the member and the Director of North Carolina Cooperative Extension Service to evaluate the member’s availability to fulfill important roles. If a member missed three consecutive meetings, this shall constitute resignation from the council. Members can also resign by writing the Chair or Director if duties of the role cannot be fulfilled. Final decision on membership will be from the Executive Committee.
Section 10 – Disposition of Funds Should the State Advisory Council Dissolve

The State Advisory Council would contribute all funds to the North Carolina Extension Service Foundation should dissolution occur.

Section 11 – Equality

The State Advisory Council and the Advisory Leadership System are open to all persons regardless of race, color, religion, creed, sex, national origin, age, disability, veteran status or sexual orientation.

Section 12 – Finance

State Advisory Council members shall approve the State Advisory Council Budget annually. Funds allocated to Districts need approval of the District Extension Director in consultation with the State Advisory Council treasurer and the Advisory System Leader to be disbursed.

- Within each fiscal year the Council members will review the status of the checking account used for Council operating funds to determine whether any part of the balance should be transferred to the Council’s CES Foundation account. A majority vote of the applicable meeting quorum is required to assign funds to the CES Foundation account.

- Transfers from the Foundation account to cover unbudgeted expenses require unanimous approval of the Executive Committee members. Any such transaction must be documented by the Treasurer in a timely manner to the Council Secretary and then reported to Council members at the next meeting of the State Advisory Council.

Section 13 – Annual Report

Reports will be made annually at the June meeting documenting accomplishments during the previous year. These reports will be given during the “District Meetings.”

Section 14 – Strategic Planning Council (SPC) Liaison

The SAC liaison to the SPC will be appointed by the SAC Chair. He/she will attend all SPC meetings and participate as an active member of both councils, working to promote the mission, vision and goals of NC Cooperative Extension Service.