

NORTH CAROLINA COOPERATIVE EXTENSION SERVICE

**State Advisory Council - Operating Procedures**

Approved July 2013

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**PHILOSOPHY AND PURPOSE**

The State Advisory Council builds pathways within the Advisory Leadership System by empowering people and providing solutions that benefit all North Carolinians through NC Cooperative Extension Service programs.

**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**

The State Advisory Council, through strong advocacy, communication efforts, committed Advisory Leadership and engaged citizens, will help to ensure that every community in the state participates in and claims ownership 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.
- 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.

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1 Section 3 – Membership

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

7 Potential State Advisory Council members are nominated by County Extension Directors with the  
8 approval of the District Extension Director. The Director of Extension shall appoint members for one (1)  
9 three-year term. Members may be asked to serve a second term but shall not be appointed to serve more  
10 than two (2) consecutive terms. The Director of Extension will appoint an individual to fill an unexpired  
11 term of a Council member whenever a vacancy occurs.  
12

13 **Strategic Planning Council (SPC) Liaison** – The SAC liaison to the SPC will be appointed by the SAC  
14 Chair. He/she will attend all SPC meetings and participate as an active member of both councils,  
15 working to promote the mission, vision and goals of NC Cooperative Extension Service.  
16

17 Section 4 – Officers

18 • The **CHAIR** shall preside at all meetings and shall have general responsibility for the affairs  
19 of the Council, including the appointment of Council committees.  
20

21 • The **VICE-CHAIR** shall preside in the absence of the Chair and fulfill all other duties of the  
22 Chair if the Chair is unable to perform duties of the office. Under normal circumstances, the  
23 Vice-Chair shall ascend to the office of the Chair.  
24

25 • The **TREASURER** shall maintain such funds as deposited by counties on behalf of the  
26 Council purposes. The Treasurer shall prepare and submit to the Executive Committee by  
27 June 30 a proposed budget for the upcoming fiscal year. . The Council shall consider and  
28 take action to approve a final budget at the summer meeting.  
29

30 • The **TREASURER ELECT** is the expected successor to the Treasurer and shall work with the  
31 Treasurer to learn the financial processes and accounting means of the Council and to consult  
32 with the Treasurer, as requested, upon Council financial operations. Should the Treasurer's  
33 office be vacated within a term, the Treasurer Elect will assume the office of Treasurer until the  
34 next regular election of officers.  
35

36 • **TERM OF OFFICE** – The term of office is one (1) year. Officers will only serve one (1) term.  
37 At the will of the Council, officers may be asked to serve a second term. No Chair shall serve  
38 more than two (2) consecutive terms. The Vice-chair is expected to move, by nomination  
39 and election, to the chair position in the following year. The offices of Treasurer and  
40 Treasurer-Elect shall be considered an exception allowing those officers to serve more than  
41 two (2) consecutive years to maintain consistency in financial operations.  
42

43 • **ELECTION** – The members of the council shall select officers. The Chair of the Council will  
44 appoint a Nominating Committee of three members at the Fall meeting. This committee will  
45 work in cooperation with the Director of Extension to present a slate of officers for election by  
46 the Council at the Spring meeting. Nominations from the floor will be in order and accepted.  
47 A majority vote will be required for election of each officer. The new officers begin their terms  
48 at the end of the summer meeting.

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- 1       • **OFFICIAL YEAR** – There will be three (3) official meetings per year, labeled Fall, Spring, and  
2 Summer meetings. To provide flexibility for aligning Council meetings with Extension  
3 leadership and NC Legislature functions, months for meetings are not specified in the  
4 Operating Procedures. Each Council member serves for three (3) meetings per year in each  
5 three (3) year term. An official service year begins at the end of the prior year's Summer  
6 meeting and ends at the close of the current year's Summer meeting. This shall delineate  
7 terms of appointments and terms of office.  
8

### 9 Section 5 – Meetings

10       The Council shall meet three (3) times per year. The State Advisory Council Chair and Director of  
11 Extension will set each meeting agenda, involving council members and CES staff at their discretion.  
12 Normally, the meetings will be held in a face-to-face setting; however, discussions and decisions arrived  
13 at through phone conferences, email, web conferences and mail on specific proposals will also be  
14 considered as official work of the Council.  
15

16       If circumstances make a special or called meeting advantageous, the State Advisory Council Chair and  
17 Director of Extension may jointly convene such a meeting as needed. Prior to any special meeting of the  
18 full State Advisory Council, a minimum advance notice of 14 calendar days must be given.  
19

### 20 Section 6 – Committees

21       The Chair of the State Advisory Council shall appoint committees as needed. Ongoing committees shall  
22 be Executive, County Council Development, Government Relations, Relationship Marketing / Brand  
23 Ambassadorship, Private Resources Development, Strategic Planning and Nominating. The Chair shall  
24 appoint committee members except for the Executive Committee, which is comprised of the Chair, Vice-  
25 Chair and Treasurer.  
26

- 27       • **EXECUTIVE COMMITTEE** – The purpose of the Executive Committee is to consult when  
28 required between formal meetings and to act on matters related to the management of the  
29 State Advisory Council. This includes State Advisory Council development, governance,  
30 procedures and financial matters.  
31
- 32       • **GOVERNMENT RELATIONS COMMITTEE** – The purpose of the Government Relations  
33 Committee is promotion and implementation of advocacy efforts supporting Cooperative  
34 Extension. This includes creating proactive relationships with national, state and local  
35 elected officials and key leaders.  
36
- 37       • **RELATIONSHIP MARKETING / BRAND AMBASSADORSHIP COMMITTEE** – The purpose  
38 of this committee is to support statewide marketing and relationship-building efforts in  
39 coordination with the Cooperative Extension Communication Department representative and  
40 to make recommendations concerning marketing and communications to the Council.  
41
- 42       • **COUNTY COUNCIL DEVELOPMENT COMMITTEE** – The purpose of this committee is to  
43 promote development of a stronger, more integrated Extension Advisory Leadership System  
44 of Councils County and the State Advisory Council.  
45
- 46       • **PRIVATE RESOURCE DEVELOPMENT COMMITTEE** – The purpose of this committee is to  
47 promote development of external financial resources for Cooperative Extension through

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1 collaboration with CES staff, other NCSU organizations, State Advisory Council members,  
2 and our communities.  
3

- 4 • **STRATEGIC PLANNING COMMITTEE** – The Strategic Planning Committee consists of one  
5 member from each district appointed by the Chair of the State Advisory Council. This  
6 committee will meet after the summer meeting to review the plan and develop proposed plan  
7 for the following year.  
8
- 9 • **NOMINATING COMMITTEE** – a committee of three appointed by the Chair of the State  
10 Advisory Council recommends and presents a slate of officers to the State Advisory Council.  
11

12 **Section 7 – Quorum**

13 A quorum shall consist of those members present. This quorum policy shall include all face-to-face  
14 meetings, prescheduled phone conferences, e-mail, and mailed responses to specific proposals.  
15

16 **Section 8 – Amendment**

17 These operating procedures may be amended or modified by the duly appointed members of the Council  
18 at any regularly scheduled meeting with the concurrence of the Director of Extension. Written proposals  
19 must be provided to the Council at least ten (10) calendar days prior to the scheduled business meeting.  
20

21 **Section 9 – Attendance Requirement**

22 Active participation of members is VERY important and valued. Advisory Council members should notify  
23 the Chair and/or Director of Extension in case of a need to miss a full council meeting. Two (2)  
24 consecutively missed full council meetings shall prompt a discussion between the member and the  
25 Director of Extension to evaluate the member’s availability to fulfill important roles. If the member has  
26 made significant contributions to State Advisory Council activities outside the scheduled meetings, the  
27 Executive Committee and Director of Extension may modify the meeting attendance requirements. Any such  
28 modifications shall be on a case-by-case basis. *If a member misses three (3) consecutive full council*  
29 *meetings, this shall constitute resignation from the council. Members can also resign by writing the Chair*  
30 *or Director of Extension, if duties of the role cannot be fulfilled.*  
31

32 **Section 10 – Disposition of Funds Should the State Advisory Council Dissolve**

33 The State Advisory Council would contribute all funds to the North Carolina Extension Service  
34 Foundation upon dissolution.  
35

36 **Section 11 – Equality**

37 The State Advisory Council and the Advisory Leadership System are open to all persons regardless of  
38 race, color, religion, creed, sex, national origin, age, disability, veteran status or sexual orientation.  
39

40 **Section 12 – Finance**

41 State Advisory Council members shall approve the State Advisory Council Budget annually and the  
42 Treasurer shall funds disburse as approved. The fiscal year for the Council shall be from July 1 through  
43 June 30 of the next year.  
44

45 **Section 13 – Annual Report**

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