

NORTH CAROLINA COOPERATIVE EXTENSION SERVICE
State Advisory Council – Operating Procedures
(Revised - October 2016)

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 when 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 publically funded North Carolina agency, the membership shall include thirty-one leaders across the state consisting of six (6) members per Extension district, and one (1) NC A&T State University Strategic Planning Council Liaison. Membership is open to all person 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 Extension shall appoint member for one (1) three-year term. Members may be asked to serve a second term, but shall not be appointed to serve more than two(2) consecutive terms. The only exception to this two-term limit would be in the case of a Chair serving in the final year of his/her second term on the Board. In this case, the Chair would be eligible to serve an additional single year as Immediate Past Chair, in accordance with Section 4 (below). Member terms begin and end at the conclusion of the Summer Meeting. The Director of Extension will appoint an individual to fill an unexpired term of a Council member whenever a vacancy occurs.

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.

Section 4 – Officers

It is the intent of the State Advisory Council to foster long-term leadership continuity for the organization. To that end the following officers are designated:

- 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 circumstance, the Vice-Chair shall ascend to the office of the Chair.
- The **IMMEDIATE PAST CHAIR** shall serve as an Ex Officio, non-voting officer. The Immediate Past Chair will provide information and counsel to the Chair and Vice-Chair as needed.
- The **SECRETARY** shall take minutes of the State Advisory Council meetings and forward by electronic mail to the North Carolina State Extension Administrative Assistant for distribution to each SAC member within 14 days of each meeting. The Minutes shall capture an overview of the business actions and other relevant activities that occurred during the meeting. Additionally, each set of Minutes shall be distributed in printed form by the Extension Administrative Assistant for review at the upcoming SAC meeting and shall include any additional information and written committee report summaries which have been submitted to him/her that transpired during the regular SAC meeting. In the absence of a SAC secretary the North Carolina State Extension Administrative Assistant shall assume responsibility for duties as noted above.
- The **TREASURER** shall maintain such funds as deposited by counties on behalf of the Council purposes. The Treasurer shall prepare and submit to the Executive Committee by June 30 a proposed budget for the upcoming fiscal year. The Council shall consider and take action to approve a final budget at the summer meeting.
- The **TREASURER ELECT** is the expected successor to the Treasurer and shall work with the Treasurer to learn the financial processes and accounting means of the Council and to consult with the Treasurer as requested, upon Council financial operations. Should the Treasurer's office be vacated within a term, the Treasurer Elect will assume the office of Treasurer until the next regular election of officers.
- **TERM OF OFFICE** – The term of office is one (1) year. No Chair or Vice-Chair shall serve more than two (2) consecutive terms, with the immediate Past Chair being limited to a single one (1) year term. The Secretary, Treasurer, and Treasurer Elect may serve more than two (2) consecutive terms to maintain consistency of general and financial operations. The Vice-Chair is expected to move, by nomination and election, to the chair position in the following year.
- **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 Extension to present a slate

of officers for election by the Council at the Spring meeting. Nominations from the floor will be in order and accepted. A majority vote will be required for election of each officer. The new officers begin their terms at the end of the summer meetings.

- **OFFICIAL YEAR** – The service year for officers begins at the end of the prior year’s Summer meeting and ends at the close of the current year’s Summer meeting.

Section 5 – Meetings

The Council shall meet three (3) times per year, once time each in the Fall, Spring and Summer. To provide flexibility for aligning Council meetings with Extension leadership and NC Legislature functions, months for meetings are not specified in the Operating Procedures. The State Advisory Council Chair and Director of Extension will set each meeting agenda, involving council members and CES staff at their discretion. Normally, the meeting 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 work of the Council.

If circumstances make a special or called meeting advantageous, the State Advisory Council Chair and Director of Extension may jointly convene such a meeting as needed. Prior to any special meeting of the full State Advisory Council, a minimum advance notice of 14 calendar days must be given. Emergency meetings may also be called, as needed, with a minimum advance notice of 3 calendar days.

Section 6 – Committees

The Chair of the State Advisory Council shall appoint committees as needed. Ongoing committees shall be Executive, County Council Development, Government Relations, Relationship Marketing / Brand Ambassadorship, ~~Private Resources Development~~, Strategic Planning and Nominating. The Chair shall appoint committee members except for the Executive Committee, which is comprised of the Chair, Vice Chair, Immediate Past Chair, Secretary, Treasurer and Treasurer Elect.

- **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.
- **GOVERNMENT RELATIONS COMMITTEE** – The purpose of the Government Relations Committee is promotion and implementation of advocacy efforts supporting Cooperative Extension. This includes creating proactive relationships with national, state and local elected officials and key leaders.
- **RELATIONSHIP MARKETING/BRAND AMBASSADORSHIP COMMITTEE** – The purpose of this committee is to support statewide marketing and relationship-building efforts in coordination with the Cooperative Extension Communication

Department and representative and to make recommendations concerning marketing and communications to the Council.

- **COUNTY COUNCIL DEVELOPMENT COMMITTEE** – The purpose of this committee is to promote development of a stronger, more integrated Extension Advisory Leadership System of Councils County and the State Advisory Council..
- **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 one-third of the membership of the full State Advisory Council, or in the case of Committees, shall consist of one-third of the membership of that Committee. This quorum requirement shall apply to 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 Extension. Written proposals must be provided to the Council at least ten (10) calendar days prior to the scheduled business meeting.

Section 9 – Attendance Requirement

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

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 upon dissolution.

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 and the Treasurer shall disburse funds as approved. The fiscal year for the Council shall be from July 1 through June 30 or the next year.

Section 13 – Annual Report

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