

Michigan State University Extension -- Bay County
EXTENSION COUNCIL BYLAWS

ARTICLE I - MEMBERSHIP

Section 1. - Program area representation. Each Michigan State University Extension program area (Agriculture and Natural Resources/4-H /Family Consumer Science/Community and Economic Development) shall have representatives appointed at the discretion of the Extension Director with the approval of the Council. Membership on the Council will consist of no less than nine (9) and no more than thirteen (13) representatives from the county/city who will contribute to the program development of the Michigan State University Extension. One of the council members representing the 4-H program area shall be the President of the Bay County 4-H Council. The council may designate one seat on council as a "Lifetime Member" seat and nominate an individual to serve in that role. Services are open to all citizens regardless of race, color, national origin, sex, disability, age, or religion.

Section 2. - Tenure of membership. Membership shall be for one year with an option to extend for a three-year term upon a unanimous vote from members present at the meeting when the extension is requested. A member can serve two three-year terms. After serving two consecutive three-year terms, a member may be elected by majority to an at-large membership for a term of one year after which he/she would be once again eligible to serve as a Council member. The council seat designated for the President of the 4-H Council shall rotate membership with that office. The term for the council seat designated for a "Lifetime Member" shall be the same as any other member of council.

Section 3. - Voting Rights. Each member of the Extension Council will have one vote.

Section 4. - Absenteeism. After two consecutive unexcused absences, the Extension Director will contact the member to stress the importance of their input and attendance at meetings. The Director will also inquire if the member wishes to continue on the Council. If the member wishes to vacate his/her seat, the position will be filled with input from the Extension Council and Extension staff. If a person has been selected to complete a term of a resigning member, this term should be completed before beginning to count a term in their own right, if the member chooses to continue with the Council.

ARTICLE II - OFFICERS

Section 1. - Officers. The officers of the council shall be Chair, Vice-Chair and Secretary.

Section 2. - Chair. The Chair shall preside at all meetings of the Council. The Chair and/or Secretary shall sign all general correspondence, and other instruments made by the Council. At each meeting, the Chair shall submit such recommendations and all information related to the business, affairs and policies of the Council. The Chair will provide the Council with an annual overview of the bylaws at the March meeting.

Section 3. - Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and, in case of resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Council shall select a new Chair.

Section 4. - Secretary. The Secretary shall oversee the records of the Council, shall act as Secretary of the meetings of the Council and record all votes, shall oversee a record of the proceedings of the

Council, and shall perform all duties incidental to the office of Secretary. In the absence of the Chair and Vice-Chair, the Secretary may institute and sign general correspondence and other instruments made by the Council.

Section 5. - Election. The Chair, Vice-Chair and Secretary shall be elected annually by the Council from the members of the Council at the January meeting which shall be deemed the annual meeting. Nominations for officers shall be made by the members of the Council at the November meeting and a ballot will be prepared for the January meeting.

ARTICLE III - COMMITTEES

Section 1. - Committees. Committees that are deemed necessary to provide efficiency to the overall operations of the Council, may be appointed by the Council Chair with recommendation from appropriate agent.

Section 2. - Committee Membership. Committee membership may include Council members and non-Council members.

ARTICLE IV. - MEETINGS

Section 1. - Regular Meetings. Meetings will be held in January, March, May, August, September and November at the Michigan State University Extension office or an alternate date and location selected by the Chair of the Council and/or the County Extension Director.

Section 2. - Special Meetings. The Chair of the Council may, when he/she deems it expedient, or upon the written request of two members of the Council, call a special meeting of the Council for the purpose of transacting any business designated in the call. At such special meeting, no business shall be considered other than as designated in the call, but, if two-thirds of the membership of the Council are present at a special meeting, any and all business may be transacted at such special meeting.

Section 3. - Quorum. All meetings of the Council, with a majority of the membership present, shall constitute a quorum for the purpose of transacting business.

ARTICLE V - AMENDMENTS

Section 1. - Bylaws Review. A full review of the bylaws will be conducted at least every three years.¹ If any revisions are made, the names of the Review committee and the date must be affixed to the revised document. Any amendments to this document must be submitted to the Council at least three weeks prior to the meeting in which it will be acted upon.

Section 2. - Amendments to Bylaws. The bylaws of the Extension Council shall be amended with vote approval of two-thirds of the membership present at the meeting.

ARTICLE VI. - PARLIAMENTARY PROCEDURE

Section 1. - Robert's Rules of Order. Robert's Rules of Order, latest edition, shall be the governing parliamentary procedure of this body, except as otherwise provided for in this guidelines.

1. Revised, October 1998; Adopted, November 1998. Review Committee: Sondra Juers-Yantz, Kathy Kinkema and Roy Hayes
Revised July - September 2005; Adopted without change, September 2005. Review Committee: Douglas Rise, Philip Engelhardt, Ray VanDreissche.
Revised, May 2007, Adopted November 2007. 4-H president standing appointment; Lifetime member. Article 1, Sections 1 and 2