

Bath/Highland Extension Leadership Council (ELC)

Bylaws

June 2000

1. Purposes
 - a. To make available a broad based Extension Unit Educational Program for all County clientele.
 - b. Identify program priorities and opportunities that can serve as a basis for the content and emphasis of the Extension program.
 - c. To identify resources, facilities, materials, and funds needed to conduct effective educational programming.
 - d. To support and promote the total Extension Educational Program to local and state officials, governing bodies, and citizen clientele.
2. Membership
 - a. 12-22 (maximum) representatives elected or appointed from the following groups:
 - i. Commodity groups, families, 4-H, Master Gardeners and other Master Volunteer programs, County Board of Supervisors or City Council members, and business and industry, etc.
 - ii. Representatives from groups partnered, e.g. schools, social services, health departments, soil conservation services, etc.
 - iii. Non-users of services and programs in the unit.
 - iv. All salaried staff in unit.
 - b. Emphasis has been placed, and continues to be placed, on representatives regarding race, color, religion, sex, age, national origin, handicap, and political affiliation according to unit demographics. Unit Leadership Council is within guidelines.
 - c. If an ELC member changes residence from Bath or Highland Counties, membership on the ELC shall cease.
3. Rewards
 - a. Job achievement, job satisfaction, and join efforts in Extension programming.
4. Appointments
 - a. A nominating committee of lay and salaried members of the Council secures nominations from the community.
 - b. Letter of appointment from the Unit Director for the initial membership and then a letter of appointment from the Unit Leadership Council Chair for future membership.
 - c. Two-year terms with the exception of the first year when half the members are appointed for a one year term. Members may be re-nominated to serve a consecutive term.
 - d. Committees will be appointed as needed.
5. Meetings
 - a. Meetings scheduled as needed.
 - b. Annual evaluation and re-organizational meeting will be held in May, June, or July.
 - c. All members of the council vote.
 - d. Officers: Chair, Vice Chair, and Secretary elected to serve for a term of one year and may succeed for a second term.

- e. Meeting agendas are developed by the chair and designated support agent. Extension support rotates each year. An agenda of the next meeting will be sent to each member at least two weeks prior to the next meeting.
- f. Minutes will be prepared and sent to Leadership Council Membership of the last meeting. Minutes of the Unit Leadership Council meetings are kept in the Unit Extension Office and are available to be read by those requesting to do so.
- g. Meetings will be conducted by Robert's Rules revised.
- h. The members present at a regular meeting constitute a Quorum.

Council Members may be asked to:

1. Give oral and/or written reports to local groups and governments.
2. Make presentations on behalf of the Leadership Council.
3. Represent Extension on interagency or community committees or groups concerned with similar problems.