

RULES OF OPERATION

Cooperative Extension Section

Contents

Article I - Name

Article II - Purpose

Article III - Membership

Article IV - Organization and Function

Article V - Officers

Article VI - Extension Committee on Organization and Policy (ECOP)

Article VII - Section Committees

Article VIII - Quorum

Article IX - Parliamentary Authority

Article X - Amendment to the Rules of Operation

Article XI - Linkages to Association Board on Agriculture Assembly

ARTICLE I - Name

The name of this organization shall be the Cooperative Extension Section, Board on Agriculture Assembly (hereafter called the BAA), Commission on Food, Environment, and Renewable Resources (CFERR) in accordance with the Constitution and By-Laws of the Association of Public and Land-grant Universities (hereafter called the APLU).

ARTICLE II - Purpose

The Cooperative Extension Section (hereafter called the Section) will represent the directors and administrators of member Extension organizations in their collective dealings with other units of CFERR, the APLU, federal agencies, organizations, and the public. On official matters that are to be ratified, reported or recommended to the APLU, the consensus shall be conveyed to the BAA Policy Board of Directors (hereafter called the Board) by the Chair of the Section in meetings of the Board or by correspondence through the Chair of the Board to other officers or committees of the APLU. The Section shall conduct its affairs in accordance with the stated objectives and Rules of Operation of the BAA.

ARTICLE III - Membership

The voting membership of the Section shall consist of one representative each from the dues paying member institutions of the APLU and shall be the Director of Cooperative Extension of an 1862 institution or Administrator of an 1890 institution and Tuskegee University Extension Program or his/her designee. Each member institution representative shall have one (1) vote in matters of the Section. The Executive Vice President for the APLU, the Extension Committee on Organization and Policy (ECOP) Executive Directors/Administrator, and the Director or his/her designee of the National Institute for Food and Agriculture (NIFA) USDA, shall be ex-officio, non-voting members of the Section.

ARTICLE IV - Organization and Function

The Cooperative Extension Section shall constitute one of the five sections of the APLU Commission on Food, Environment and Renewable Resources. The five Cooperative Extension Regional Associations (1890, North Central, Northeast, Southern, and Western), arrange for and conduct their own affairs, elect three members from each region to the Extension Committee on Organization and Policy (ECOP), make recommendations to the ECOP and to the Section, and react to proposals of the ECOP and the Section. Section meetings normally are held once a year in conjunction with the annual meeting of the APLU. Special meetings of the Section may be called at other times by the Chair. Interim business is handled by the Regional Associations and by the ECOP.

ARTICLE V - Officers

A. Officers: The officers of the Section are the Chair and Chair-elect of the Extension Committee on Organization and Policy (ECOP), each for one-year terms, and the Section Representative to the BAA Policy Board of Directors (BAA-PBD). The terms shall expire at the close of the last Section business meeting held in conjunction with the APLU's annual meeting.

B. Elections: The Chair-elect of the ECOP will become the Chair of the Section and take office at the close of the annual business meeting of the Section, held in conjunction with the APLU's annual meeting. The Section representative to the BAA-PBD - shall be elected by the APLU membership as specified by the APLU Rules of Operation.

C. Duties: The Section Chair shall plan the program for the annual meeting of the Section and preside at the business meetings. As Chief Executive Officer of the Section, the Chair assigns the duties and directs the activities of all standing committees. The Chair communicates through the Chair of the BAA-PBD to the other officers or committees of the APLU.

The Chair-elect fulfills all the secretarial duties of the Section. It shall be the duty of the Chair-elect to arrange to have minutes prepared and distributed for all meetings of the Section held during the term of office and to ensure the effective continuity of secretarial functions. If the Chair-elect is unable to serve, the Chair shall designate a person to serve as secretary.

All officers are responsible for maintaining and making available to their successors complete electronic official documents of a continuing and directive nature. A permanent record copy of all such documents shall be made available to the APLU office.

ARTICLE VI - Extension Committee on Organization and Policy (ECOP)

A. The ECOP is a standing committee created by the Cooperative Extension Section of the APLU. The ECOP represents the 75 state, territorial, and 1890 Cooperative Extension Systems in policy decisions, and provides nationwide program and organizational leadership. It is an elected committee that functions as a board of directors with the authority to make decisions consistent with a common mission and purpose. Structurally, the ECOP works through the

APLU, in concert with NIFA/USDA, to initiate strategic planning and identify nationwide issues that lead to program and budget priorities. It represents the states, territories, and 1890s in legislative matters before Congress and develops and maintains linkages and supportive relationships with other national organizations and associations.

The ECOP shall consist of fifteen voting members – three from each of the five regions, elected by the Regional Associations, each serving a four-year term on a rotation basis. The Director or his/her designee of NIFA/USDA, the ECOP Executive Directors/Administrator, and the Section representative to the BAA-PBD serve as non-voting ex-officio members. Liaison representatives from other Association units may include but are not limited to the representatives of the Experiment Station Committee on Organization and Policy (ESCOP), Academic Programs Committee on Organization and Policy (ACOP), International Committee on Organization and Policy (ICOP), Administrative Heads Section (AHS), and the Council for Agriculture Research, Extension and Teaching (CARET). ECOP elects its own officers.

Normally the ECOP holds several meetings via technology; three face-to-face meetings may be held per year: (1) a February/March meeting connected to the National Extension Director/Administrator Annual Meeting; (2) a July meeting; and (3) an October meeting preceding the annual meeting of the Section. Other meetings may be called by the Chair.

B. Executive Committee: The Executive Committee of the ECOP shall consist of one ECOP member from each of the five regions. The Director or his/her designee of NIFA/USDA, one or more of the ECOP Executive Directors, and the Section representative to the BAA-PBD serve as ex-officio, non-voting members. This committee is empowered to act for ECOP on matters requiring immediate attention when the ECOP is not in formal session. The Executive Committee shall meet, face to face or via teleconference, a minimum of six times throughout the year upon the call of the Chair.

C. Other Committees: The ECOP may designate standing committees with long-range or continuing assignments and ad hoc committees or task forces, with short-term, specific assignments. All committees report to the ECOP.

ARTICLE VII - Section Committees

Section committees may be established. These may be standing, ad hoc, or task forces. Committee chairs shall make written reports to the Chair of the Section. The Executive Committee of the ECOP shall decide whether to formally submit the reports to the Section.

ARTICLE VIII - Quorum

For purposes of doing business of the Section, a quorum shall consist of a majority of the duly constituted membership. A simple majority resolves all issues except amendment of the Rules of Operation.

ARTICLE IX - Parliamentary Authority

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge it shall be answered by reference to Roberts Rules of Order, Revised.

ARTICLE X- Amendment to Rules of Operation

These Rules of Operation may be amended at any business meeting of the Section provided the proposed amendment has been mailed to all members one month in advance of a business meeting and is passed by a two-thirds majority of the voting members present at the meeting.

ARTICLE XI - Linkages to the Association Board on Agriculture Assembly.

The Cooperative Extension Director or Administrator or designate of each member institution shall serve as a voting delegate to the APLU Board on Agriculture Assembly in accordance with Assembly Rules of Operation.

Adopted November 14, 1988

Amended November 11, 1991

Amended November 17, 1996

Amended February 20, 2002

Amended January 12, 2012