

## **Rules of Operation Northeast Extension Directors**

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### **ARTICLE I – Name**

The name of this organization shall be the Association of Northeast Extension Directors, hereinafter called NEED, which is established in conformity with the by-laws of the Association of Public and Land -grant Universities (APLU).

### **ARTICLE II – Membership**

Those invited to be members of NEED include the Extension Directors and Administrators (or their designee) from the following 1862 and 1890 Land-grant institutions in the Northeast Region:

	Cornell University
1890	Delaware State University ( <i>ex officio</i> member)
	Rutgers, The State University of New Jersey
	The Pennsylvania State University
	University of Connecticut
	University of Delaware
	University of the District of Columbia
	University of Maine
	University of Maryland, College Park
1890	University of Maryland Eastern Shore ( <i>ex officio</i> member)
	University of Massachusetts, Amherst
	University of New Hampshire
	University of Rhode Island
	University of Vermont

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1890 West Virginia University  
West Virginia State University (*ex officio* member)

The Northeast Region U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) official (or his/her designee) and the Northeast Executive Director who shall be *ex-officio*, are non-voting members of NEED.

The voting members of NEED are those who have paid their annual NEED assessment in full. Each member institution representative shall have one vote. The Northeast 1890 administrators shall serve as *ex-officio* non-voting members of the Association; it is recognized that their assessments are paid to the 1890 Region.

On matters to be ratified by, reported to, or recommended to APLU, the consensus of NEED members shall be conveyed to the chair of ECOP (who is also the chair of the Extension Section) by the chair of NEED, the Northeast Region ECOP members, or the Northeast Executive Director.

If an institution does not pay the annual assessment, then the institution will not have voting rights for any decisions made by NEED during teleconferences or face to face meetings. This includes not applying for awards or regional grant funding opportunities, i.e. NEED-NERA grants.

### **ARTICLE III – Purposes**

The purposes of NEED include, but are not limited to, the following:

- Represents the member Cooperative Extension Directors and Administrators of the states in their collective dealings.
- Provides a forum for discussion among members, and represents and provides service to the individual member Cooperative Extension Directors and Administrators on matters of regional, national and international concern.
- Plans and develops programs that expand the quality and effectiveness of member Cooperative Extension programs and their impact.
- Monitors and coordinates reports of regional Extension activities, including projects, cooperative efforts and communications.
- Serves as the regional linkage to APLU, Extension Committee on Organization and Policy (ECOP) and the U.S. Department of Agriculture and other agencies and groups of interest to the Northeast region.

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- Provides recognition and awards for member institutions and affiliated staff and faculty members.

#### **Article IV-Functions**

- May contract for services of an Executive Director or other personnel to carry out multi-state, regional and NEED initiatives. It is the policy of the Association that indirect and overhead costs not be taken from this contract or agreement, paid for by Association funds.
- Collects and disburses dues or assessments, enters into agreements or contracts with cooperators and/or granting agencies as agreed upon by NEED members.
- Elects members to, and participates with, standing and *ad hoc* committees of NEED and other regional Associations in developing and conducting cooperative regional initiatives for members.
- When combined, the five Regional Associations makes up the Cooperative Extension Section, Board of Agriculture Assembly of APLU. The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as an Executive Committee of the Section.
- NEED elects members to ECOP, may formally exchange information between the regional and national levels via input to the Section or ECOP, and is the normal channel for Directors/Administrators of state Cooperative Extension in the Northeast Region to engage the Board on Agriculture Assembly via the Section or ECOP.
- NEED conducts its affairs in conformance with the Rules of Operation of the Cooperative Extension Section and APLU.

#### **ARTICLE V – Meetings**

Face to face meetings may be held as determined by NEED or at the call of the Chair, but no less frequently than twice per year. One meeting is held in conjunction with the summer mini land grant meeting and the second as part of the National Extension Directors and Administrators meeting in the fall. A minimum of nine monthly conference calls will be scheduled during the program year of November-October. Special meetings may be called as needed.

#### **ARTICLE VI – Officers and Committee Assignments**

##### **A. Officers**

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The officers of NEED shall be the Chair, Past-Chair, Chair-elect/Secretary each serving a one-year term that begins at the conclusion of the annual meeting of the APLU in November and ends at the same time the following year. A member may be elected to a previously held office.

#### B. Elections

The officers, committee members and liaisons are Directors whose states have paid the yearly assessment to NEED. The incoming Chair is a rotational position based on the alphabetized listing of institutions; refer to page one. A state can elect to defer for a term under extenuating circumstances. The one-year term begins at the conclusion of the annual meeting of the APLU (regardless of whether there is a meeting of NEED) and ends at the same time the following year. The Chair-elect/Secretary is the state next in the rotation to assume the Chair role.

In the event the Chair-elect/Secretary, a committee member or liaison resigns or is otherwise unable to serve, the Chair, in consultation with the remaining members of the Executive Committee, shall make an appointment to fill the unexpired term. If the Chair resigns or is unable to serve, the Chair-elect/Secretary automatically becomes the Chair and completes the unexpired term and then serves as Chair for his/her full term. If the Chair-elect/Secretary is unable or unwilling to take over the Chair role early, the Executive Committee shall make an appointment to fill the unexpired Chair term.

#### C. Duties of NEED Officers

The Chair shall preside at business meetings of NEED, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. S/he is the chief executive officer of NEED. The Chair provides written notice of official meetings and an agenda prior to each meeting. The Chair acts on behalf of NEED in taking interim actions between meetings, with the advice and consent of the Executive Committee, on matters of policy and precedent. The Chair shall appoint members to other committees.

The Chair-Elect/Secretary shall serve as Vice-Chair and undertake such duties as the Chair prescribes. S/he shall preside in the absence of the Chair. S/he shall be responsible for taking and distributing the official minutes of the meetings and facilitating communication among the members and the officers. S/he serves as the Secretary of NEED and of the Executive Committee.

Committee members and liaisons shall participate in and represent NEED at the assigned committee's meetings. S/he shall be responsible for reporting meeting outcomes and actions to NEED on a monthly basis or at least once annually.

#### D. Duties of the NEED Executive Director

The NE Executive Director's office maintains the NEED web site which serves as a repository of documents for NEED.

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ED expenses are paid by the home institution of the ED and then billed to Vermont on a quarterly basis.

The ED provides and submits a three year plan of work with annual goals and an annual report of accomplishments, both at the summer meeting. The Executive Committee conducts the ED's performance review at the same time and determines to continue the contract or not. A ninety day notification is required if the contract will not be renewed.

The ED assists the NEED Chair in organizing monthly meetings, the summer meeting, and other meetings as required; supports the chair in follow-up activities and in responding to requests from other regions, and in support of national and regional initiatives.

The ED represents the Northeast at all ECOP and APLU meetings as needed, serving as a national voice for the region.

The ED develops a collaborative working relationship with the Northeast Experiment Station Executive Director and staff.

The ED assists in making connections between and among states in the region and within other regions.

#### **ARTICLE VII – Executive Committee**

The Executive Committee shall be comprised of the Chair, Chair-elect/Secretary, immediate Past Chair, the Northeast representative to the ECOP Executive Sub-committee and, as a non-voting *ex-officio* member. The Executive Committee, through the Chair, executes the established programs such as the awards program, NEED initiatives and provides oversight for the activities of NEED. Should a member of the Executive Committee be unable to complete the term, then the Executive Committee will appoint a replacement with approval of a simple majority of Directors during an official meeting.

#### **ARTICLE VIII – Voting**

One vote is cast by each member institution whose NEED assessment is paid in full.

#### **ARTICLE IX – Quorum**

For purposes of doing the business of the Association, 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 X – Parliamentary Authority**

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

#### **ARTICLE XI – Assessment**

Each year in February, the Executive Director presents to the Executive Committee a proposed financial plan for the upcoming fiscal year. The plan is presented to the NEED membership for approval at the March meeting. The financial plan sets the assessment level for the July 1 start of the fiscal year. Vermont serves as the judiciary agent. Invoices are sent to each state director by May and are due no later than July 15<sup>th</sup>.

The billing cycle is July 1 to June 30. The assessment is based on three variables. First, the BAA factor assessment, recalculated each fiscal year; a flat fee of \$5,000; and a flat fee of \$500 to support work with NERA.

#### **ARTICLE XII – Amendment of Rules of Operation**

These Rules of Operation may be amended at any business meeting of NEED, provided the proposed amendment has been made available to all members in writing at least one month in advance of the meeting and is passed by a simple majority of the membership.

NEED/FY10/NEEDRulesOperation final 7.2010

Voted & adopted on: July 13, 2010

Reviewed and updated 2015