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## Draft of NUEL Operational Procedures

The following operational procedures were drafted by the NUEL Steering Committee after, and as a result of discussion at, the May 2015 membership meeting. It is the intention of the NUEL Steering Committee to finalize these, with input from the NUEL membership and other stakeholders, and adopt them by the end of 2015.

### **Article One ORGANIZATION**

- 1.1 The name shall be the National Urban Extension Leaders. These organizational guidelines pertain to the functioning of the organization.
- 1.2 The purpose of the National Urban Extension Leaders (NUEL) organization is to advance the strategic importance and long-term value of urban extension and their related activities. No one will be denied participation in NUEL activities.
- 1.3 Membership: NUEL was meant to be a grassroots Organization. Any Extension professional working in or responsible for Extension professionals working in urban or metropolitan communities that support the Organization's purpose of working at the policy level are welcome to join. Members will be on the Organization list serve.

### **Article Two MEETINGS**

- 2.1 Meetings of the Organization will be planned according to need but will not be less than twice per year.
- 2.2 At these meetings the Organizational membership may recommend Steering Committee members and receive minutes and other relevant reports.
- 2.3 Meetings will be held in urban areas and move around the country so that each region is equally accommodated.

### **Article Three NUEL STEERING COMMITTEE**

- 3.1 The Steering Committee shall be composed of 17 people including representatives as follows: 3 from each of ECOP's five regions, one from ECOP and one from NIFA. This group provides overall direction and assumes an active role in decision-making. The idea is to maintain a balanced representation from each region and to retain institutional knowledge. Regional Urban Extension Member Caucuses will recommend Steering Committee representatives to the ECOP Regional Director/Administrator Associations who would select/confirm membership of the Steering Committee.
  - (A) Fifty-one percent (51%) or more of the seated members of the Steering Committee shall constitute a quorum to take action on any matter brought before it.
  - (B) The affirmative vote of majority of all members present shall be required for approval of any action.
  - (C) The Chair shall be eligible to vote on any motion. In the event of a tie vote on any motion, the motion shall be considered defeated.
  - (D) Electronic meetings – Members may participate in a meeting of the

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Steering Committee by means of conference telephone or similar communication equipment that permits all persons participating in the meeting to interact and all persons so participating shall be deemed present at the meeting

- 3.2 The NUEL Steering Committee will be led by an Executive Committee which includes one representative from each of ECOP's five regions. Terms of the Executive Committee will be one year beginning with the annual meeting in December of each year. Elections will take place in the quarter before the annual meeting and will include Chair, Vice-Chair, Secretary, Internal Communications, and External Relations. The role of the Executive Committee is to manage the planning and communications; plan agendas; maintain focus and act on behalf of the group in between opportunities for broader decision-making.
- 3.3 Regional Urban Extension Member Caucuses are made up of NUEL members from the five designate ECOP regions. They may organize in whatever manner is most effective for the region. Their recommendation of representatives from their region for the Steering Committee must be determined at least one month prior to the Regional Extension Directors/Administrators meeting and the NUEL meeting at which that individual plans to attend as a confirmed Steering Committee member.
- 3.4 The term of a Steering Committee member shall be two (2) years, beginning January 1, 2016, and can be renewed based on the desire of the Regional Urban Extension Member Caucuses, subject to approval of the appropriate Regional Director/Administrator Association. Two of the three positions in each region may be renewed for up to four terms. Current Steering Committee members' names will be provided, by region, to the regional Chair and EDA team member for review and will be considered grand-fathered into the first 2-year term unless there are objections from a person's region.
- In the summer of 2017, Regional Urban Extension Member Caucuses should identify nominees and present them to the 5 Regional Director/Administrator Associations for approval to begin at the December 2017 NEUL meeting. To ensure staggered terms, 2 of the 3 members can have up to 4 consecutive terms.
- 3.5 The Steering Committee will meet monthly through conference calls or other communication technology. Special meetings may be called by a written request of any Steering Committee member with approval of the Executive Committee. A meeting reminder, including a tentative agenda, will be sent to all members at least one week prior to each meeting. The agenda will be prepared by the Chair, with input from the Executive Committee. Any member may suggest items for inclusion on the Steering Committee Meeting agenda by contacting the Chair.
- 3.6 All Steering Committee members are required to attend the scheduled meetings. The Steering Committee has the authority to remove any member if a member fails to attend 2 consecutive unexcused meetings.

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- 3.7 When a vacancy occurs among the members of the Steering Committee, other than from normal expiration, members of that Regional Urban Extension Member Caucuses shall make a recommendation to the Regional Association to fill the vacancy for the unexpired term. In the case of ECOP or NIFA, membership will be determined based on processes they decide to employ.

**Article Four NUEL ACTION TEAMS**

- 4.1 NUEL conducts work primarily through Action Teams, the make-up of which are established or reviewed annually, or more often if needed, by the Steering Committee and active members.
- 4.2 There shall be 5 standing Action Teams. These are: Policy, Communication, Resources, Professional Development, and Stakeholder.
- 4.3 Additional Ad hoc committees may be added based on organizational needs.
- 4.4 Active members will populate the Action Teams with at least one member from the Steering Committee. Each Action Team must select Team chair(s) who are responsible to ensure that work is completed and reported regularly to the Steering Committee.

**Article Five AMENDMENTS OF THE ORGANIZATIONAL PROCEDURES**

- 5.1 The Steering Committee shall have the authority to adopt, amend and repeal these procedures. Any procedural adoption, amendment, or repeal made hereunder shall be effective upon approval by a vote of two-thirds (2/3) of the Steering Committee at a meeting where a quorum is present. However, amendments impacting regional representation will need the concurrence of all regional associations prior to implementation.
- 5.2 Issues not covered by these Procedures will be referred to Robert's Rules of Order.