

Operating Guidelines of Cornell Cooperative Extension of Niagara County

In accordance with Article XII of the Constitution of Cornell Cooperative Extension Association of Niagara County (“CCE”), the following regulations identify the details of operation of the Board of Directors and Advisory Committees not contained in the Constitution.

I. BOARD OF DIRECTORS

General Guidelines: The Board of Directors is required to meet at least five times a year. However, as a matter of practice, the Board generally meets twelve times a year, inclusive of the Reorganization Meeting and exclusive of the Annual Meeting. Meetings are generally held at the CCE Administration Office in the Board Room (4487 Lake Ave., Lockport, NY) at dates and times set by the sitting Board. Board Meetings shall follow an agenda, which is prepared in advance by the Executive Director in consultation with the Board President. Agenda items will typically include review of minutes of the previous meeting and any committee minutes, the report of the Executive Director, and any old business and/or new business topics and associated reports.

Board Committee Structure: The standing committees of the Board of Directors shall be established on an annual basis. At the first Board meeting of the calendar year, individual members will choose the committees on which they would like to serve. The Executive Committee will then meet to finalize the list of members for each standing committee.

Typically, the standing committees and their functions are:

- **Personnel Committee** - shall be responsible for the evaluation of the performance of the Executive Director, and shall serve as a consultative committee for matters related to personnel issues on an as needed basis.
- **Finance Committee** - shall be responsible for monitoring the budget of the Association on a monthly basis and recommending Board action related to financial issues. The Treasurer shall chair the Finance Committee.
- **Buildings & Grounds Committee** – shall consider issues related to the Association’s facilities, buildings and grounds, serve in a consultative capacity to staff and make any necessary recommendations to the Board.
- **Executive Committee** - shall be comprised of the officers of the Association and which may act on behalf of the Board as required.

Additionally, a **Nominating Committee** comprised of five citizens, none of whom are current Board members, shall be appointed by the Board President. The Nominating Committee will develop a proposed slate of candidates for the Association elections to be held at the Annual Meeting/Dinner in October of each year.

Other *ad hoc* committees may be established as required.

II. PROGRAM ADVISORY COMMITTEES

General Guidelines: Specific composition and duties of Advisory Committee are detailed below. The Board President and Executive Director are ex-officio members of all committees, unless otherwise

stipulated, with attendance at their discretion. A staff liaison(s) shall be assigned to each Advisory Committee at the discretion of the Executive Director.

Duties of Program Advisory Committee: The Board of Directors shall establish annually up to 5 major program areas of the Association to be advised by the Program Issues Committee (PIC) and the Agriculture Committee. Each Advisory Committee will provide overall support to the association and its programming with the Agriculture Committee focusing on the Agriculture and Food System program area and PIC on all remaining program areas including: Environment and Natural Resources, Sustainable Energy, and Climate Change; 4-H Youth Development/Children, Youth, and Families; Nutrition, Food Safety and Security, and Obesity Prevention; Community and Economic Vitality.

Each Advisory Committee shall assist the Association by providing input on areas including:

- the need for particular educational programming
- defining/reaching the appropriate audience for a program(s)
- marketing and evaluating a specific program(s)
- representing CCE, staff and programming to the public in a positive and informative manner
- program goal setting
- the Association Plans of Work

Composition: Each committee shall consist of seven (7) or more members representative of the potential program participants and consistent with the affirmative action plan and equal program opportunity. The Program Issues Committee shall also include four youth members who shall serve an overlapping two year term.

Officers: Each committee shall have a Chairperson, Vice Chair and Secretary nominated and elected by the committee. The Secretary shall take minutes of each meeting to be submitted for review at the next meeting of the Board of Directors.

Quorum: Quorum shall be a simple majority of the members of each committee.

Vacancies: Any vacancy on a Program Advisory Committee shall be filled by appointment as approved by a majority of the Board of Directors after consultation with the respective program committee. Such appointments to serve only until persons are chosen by the next regular election to fill the unexpired terms.

Meetings: Advisory Committees shall meet at least 5 times annually.

These Operating Guidelines shall be approved annually by the Board of Directors, but can be amended at any point and in any manner by a majority of those members.