

Cornell Cooperative Extension of Chautauqua County Board of Directors

Operating Guidelines

Pursuant to Article XII of the Constitution of Cornell Cooperative Extension of Chautauqua County, the following Operating Guidelines shall serve to guide the work of the Board of Directors in their role as the Governing Body of the Association. These guidelines are intended to summarize general operating procedures and may be amended or adjusted at any time by consensus of the Board of Directors. These Guidelines are valid only to the extent that they do not conflict with the Constitution.

1. Meetings

- a. Frequency: The Board of Cornell Cooperative Extension of Chautauqua County is required to meet at least five times a year.
- b. Locations: Meetings are currently held at Jamestown Community College, Carnahan Center, or at a partnering location that is educational to the board members at dates and times set by the sitting Board.
- c. Meeting Dates and Times: These will be posted at the Association, on the CCE Association website and sent to the newspaper of record, as determined annually at the Organizational Meeting.
- d. Agenda: Board Meetings shall follow an agenda, which is prepared in advance of the meeting by the Board President. Agenda items will typically include:
 - i. Approval/Edits to Agenda
 - ii. Review of minutes of the previous meeting
 - iii. Financial reports (as per F.O.R.M. Code 1002)
 - iv. Public comments*
 - v. Committee Reports
 - vi. Program Reports – staff or regional ag team members
 - vii. Old Business
 - viii. New Business
 - ix. Informational Reports
- e. Quorum: A quorum is half the membership of the Board +1. Any non-voting Board members shall not count towards the quorum. (i.e. State Extension Specialist)

Any person wishing to speak during the Board Meeting “at the pleasure of the President” must sign into the meeting at least 15 minutes in advance of the start. Speaking “at the pleasure of the President” is limited to a three-minute time period for individuals to present their comments. There shall be no replies or conversations with Board members during this time. The Board President has the authority to take any necessary measure to control the floor and spontaneous comments from the floor are not permitted.

2. Organizational Meetings

- a. The first meeting of the calendar year (to be held prior to February 1) will be deemed the “annual organizational meeting”
- b. The previous year’s Board President will open the meeting and preside until the election of officers takes place, at which time the newly elected Board President will preside.

- c. Agenda items for the Annual Organizational Meeting will include a set of annual resolutions, which may include the following:
 - i. Fiscal Authorizations
 - ii. Other Authorizations
 - iii. Approval of the Affirmative Action Diversity Inclusion Plan (if available from Cornell)
 - iv. Approval of Operating Guidelines
 - v. Other authorizations as required

3. Annual Meeting

The Annual Meeting of the Association will be held in the last quarter of the calendar year and conducted pursuant to Article X of the Constitution. The Annual Meeting notice will be provided to enrollees.

4. Board Committee Structure

The purpose of committees is to study and report back to the full Board on subjects that (a) are fundamental to the Association's core functions and also (b) that the Board has selected as priorities. These are expected to meet at least quarterly, but as frequently as necessary to fulfill their mission.

Like the Board, all committees are required to follow guidelines set forth by Open Meetings Law, to include proper public notification of meetings and documentation of meetings through minutes provided to the board for their review.

<https://www.dos.ny.gov/coog/openmeetlaw.html>

Standing Committees

The standing committees of the Board of Directors shall be established each year. The Board President is an ex-officio on each committee, but without voting rights. Typically, the standing committees and function are:

- Executive Committee: comprised of the Officers of the Board and may also include Past Board President (if still on the board); may act on behalf of the board, if necessary.
- Finance Committee
- Others may include: Personnel, Governance, etc.

Ad Hoc Committees

Other ad hoc committees may be established as required. (i.e. capital projects/financial development; strategic planning; Executive Director Search Committee; Diversity, Equity, and Inclusion, etc.) The President may appoint these. These committees may or may not be required to follow all elements of Open Meetings Law, depending on composition and scope of decision making.

Ad hoc committees may be disbanded as outcomes are accomplished or circumstances for their creation have changed.

Program Advisory Committees

As per the Constitution, program advisory committees must be established yearly and must be inclusive of all program areas being delivered within the Association. Their purpose is to ensure that the Association's programs of research-based education are relevant and based on current

community needs and issues; and that community stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the Association.

- The program advisory committees shall be comprised of no more than ten members.
- The program advisory committees will review the Association's various program areas and provide observations and recommendations to the board to help them fulfill their responsibility of setting program priorities and evaluating the program portfolio.
- These committees will review current programs – including content, impact, reach, and fee structure, and suggest ways to improve them and broaden their reach.
- Members will also consider whether there are emerging community needs that our programs can and should try to meet.
- Ideally, members will gain first-hand experience by attending programs.

Program Advisory Committees for CCE of Chautauqua County proposed for 2024 include:

- 4-H and Youth Development
- Agriculture and Food Systems

5. Nominating Committee

This is a committee of the Association, not a committee of the Board. Its purpose is to find, evaluate, and present to the Association a slate of Board members each year, as well as conduct the Annual Board Election. The Board President of the Association shall annually appoint a committee of at least 5 people who represent the broad interests of County residents and the work of the Association. A majority of the nominating committee must be non-Board members of the Association and the President will designate the Chair of the committee.

6. Organization of the Association

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the Association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the Association to the Executive Director. The Executive Director is responsible to the Board and is expected to carry out the policies and expend the resources of the Association as directed by the Board.

The Executive Director shall recommend an organizational structure for implementing the programs of the Association.

7. General Provisions

Other general provisions will be established as necessary.

4th Monday of odd numbered months at 7 pm, at the JCC Carnahan Center -unless otherwise noted

January 29, 2024, 2:00 pm JCC Community College Carnahan Center

March 4, 2024, 7:00 pm JCC Community College Carnahan Center

iCap Retreat at 5:30 pm

May 20, 2024, 7:00 pm JCC Community College Carnahan Center

July 15, 2024, 7:00 pm Chautauqua County Fairgrounds

September 23, 2024, 7:00 pm JCC Community College Carnahan Center

November 9, 2024, Association Annual Meeting- TENTATIVE

November 25, 2024, 7:00 pm JCC Community College Carnahan Center