

Fremont County Extension Advisory Committee
Bylaws – Adopted January 28, 1996
Revised November 9, 1999

ARTICLE I

Name

The name of the organization shall be the Fremont County Extension Advisory Committee.

ARTICLE II

Purposes

The Extension Advisory Committee shall act in an advisory capacity to the County Extension Director and Extension Staff. The committee is advisory only and has no administrative authority. It shall:

- Section 1 - Review, plan and make recommendations on Extension Programs.
- Section 2 - Assist Extension Staff in evaluating educational programs.
- Section 3 - Identify and make recommendations in setting realistic long-range objectives.
- Section 4 - Assist in the public relations process of communicating Extensions role to the people of Fremont County.
- Section 5 - Serve as a liaison between the Extension staff, the people of Fremont County and the Board of County Commissioners.

ARTICLE III

Membership

- Section 1 - The Extension Staff and the Advisory Committee will select members, subject to approval by the Board of County Commissioners, to serve on the Advisory Committee and shall be composed of not fewer than nine (9) nor more than fifteen (15) members. Terms shall run from January to January.
- Section 2 - Members shall serve for terms of three (3) years.
- Section 3 - Advisory Committee members may be replaced during their term due to lack of performance, conflict of interest, three (3) unexcused absences or other activities deemed to be detrimental to the best interests of Fremont County or Extension.
- Section 4 - Ex-officio members shall be the Extension Staff, 4-H Council President and the County Commissioners.

ARTICLE IV
Officers

- Section 1 - Committee officers will consist of a Chairman, Vice-Chairman and Secretary.
- Section 2 - Duties of the officers:
- A. The Chairman shall preside over all meetings, appoint special committees and accept such duties normally carried out by the Chairman.
- B. The Vice-Chairman shall preside in the absence of the Chairman and be responsible for all committees appointed by the Chairman.
- C. It shall be the duty of the Secretary to make a record of all regular/annual meetings and submit a copy of the minutes to the County Extension office for distribution to all committee members before the next regular meeting. A permanent file copy will be maintained by the Extension Office.

ARTICLE V
Meetings

- Section 1 - Regular meetings will be held quarterly on the last Tuesday of January, April, July and October.
- Section 2 - Meeting dates may be changed when necessary by phone or written notice of the Fremont County Extension Director and the Advisory Committee Chairman.
- Section 3 - Officer elections will be held in April.
- Section 4 - The meetings will be open to the public, but only members of the Advisory Board will be allowed to vote. No action shall be taken unless there is a quorum. A vote by proxy will be permitted.
- Section 5 - A quorum shall be 51% of the membership.

ARTICLE VI
Committees

Special committees may be formed as branches of the main committee at the discretion of the Advisory Committee. Committees shall consist of not less than three (3) nor more than five (5) members.

ARTICLE VII
Amendments

These By-laws can be amended at any regular meeting of committee members, by an affirmative vote of two-thirds of the membership, provided the amendment has been submitted to the committee in writing at the previous regular meeting.