

CORNELL COOPERATIVE EXTENSION ASSOCIATION
OF RENSSELAER COUNTY

OPERATIONAL GUIDELINES

COMMITTEE STRUCTURE

- Section 1. Standing Committees: The President of the Board serves as a voting ex-officio member of all committees.
- Section 2. All Committees shall be established during the first organizational meeting of the calendar year, if the subject Committee is not established the duties and responsibilities of the Committee shall fall on the Executive Committee, composed of the officers of the Association Board of Directors and the Executive Director. The Executive Committee shall meet ***as needed***
- A. Finance and Resource Development: Acts on behalf of the Board of Directors to review and provide oversight for the Association budget, and further the short- and long-term fund development efforts of the Association.
- i. Minimum composition consists of three Board members. Additional Board members may serve voluntarily or be appointed by the President of the Board. A director-at-large shall serve as chairperson.
 - ii. The Executive Director is a non-voting, ex-officio member.
 - iii. The Bookkeeper/Payroll/Finance staff member is a non-voting, ex-officio member.
 - iv. Community volunteers may be appointed by the President of the Board.
 - v. All volunteer members serve a one-year term, or until a replacement is chosen.
- B. Marketing: Acts on behalf of the Board of Directors to develop and implement organization marketing strategies.
- i. Minimum composition consists of three Board members. Additional Board members may serve voluntarily or be appointed by the President of the Board. A director-at-large shall serve as chairperson.

- ii. The Executive Director is a non-voting, ex-officio member.
 - iii. Community volunteers may be appointed by the President of the Board.
 - iv. One staff member shall be designated a member of the committee by the Executive Director.
 - v. All members serve a one-year term, or until a replacement is chosen.
- C. Personnel: Acts on behalf of the Board of Directors in employment matters. All personnel actions are in compliance with equal employment opportunity regulations.
- i. Minimum composition consists of three Board members. Additional Board members may serve voluntarily or be appointed by the President of the Board. A director-at-large shall serve as chairperson.
 - ii. The Executive Director is a non-voting, ex-officio member.
 - iii. All members serve a one-year term, or until a replacement is chosen.
- D. Strategic Planning: Acts on behalf of the Board in the development and implementation of a 5-year strategic plan as well as collaborates with Association staff in the development of 4-year program plans of work.
- i. Minimum composition consists of three Board members. Additional Board members may serve voluntarily or be appointed by the President of the Board. A director-at-large shall serve as chairperson.
 - ii. The Executive Director is a non-voting, ex-officio member.
 - iii. One staff member shall be designated a member of the committee by the Executive Director.
 - iv. Community volunteers may be appointed by the President of the Board.
 - v. All members serve a one-year term, or until a replacement is chosen.

Section 3. Program Development Committees (PDC): A staff liaison appointed by the Executive Director shall serve as a non-voting ex-officio member of each committee.

A. Composition: The PDC for shall consist of five (5) to fifteen (15) members each.

- i. A PDC member of one program shall not serve concurrently on the PDC of another program, or as a director-at-large on the Board of Directors.
- ii. A person is not eligible to serve on the PDC if the following relationships hold with any other member of that committee: mother, father, son, daughter, brother, sister, husband, wife, person residing in the same household, or any board member, or any staff member.
- iii. Members of the Board of Directors and/or program committees shall abstain from voting on any issue in which such action could be construed as conflict of interest.
- iv. The President of the Board of Directors and the Executive Director are voting ex-officio members of all PDCs.

B. Duties: The PDC's shall:

- i. Adhere to policies and procedures of the Association and the Director of Extension as set forth in the constitution, memoranda of agreement, and the Board of Director's action.
- ii. Develop and administer program policies consistent with those established for the Association.
- iii. Develop a program, utilizing the county, area and university resources:
 - a. Establish program addressing priority issues and audience priorities consistent with needs of potential program participants.
 - b. Present program recommendations to the Board of Directors.
 - c. Implement program recommendations made by the Board of Directors.

- d. Establish program subcommittees as needed.
 - e. Guide the professional staff in the conduct of the programs.
 - f. Evaluate program accomplishments, determine program impact and recommend future action.
 - g. Build effective working relationship and communications.
- iv. Consider program staff and financial needs and present recommendations to the Board of Directors.
- a. Recommend program financial needs to the Board of Directors.
 - b. Support the board of directors in obtaining funds to support programs.
- v. A quorum of the program committee shall consist of a majority of the PDC's total membership.
- C. Term of office: The regular term of office shall be consistent with that of directors-at-large, as indicated in the Association bylaws.
- D. Election of Officers: The committee shall annually elect a chair, a secretary, and a Board representative (plus alternate that only attends Board meetings as a voting member in the absence of the PDC elected representative).
- i. The term of office shall be one year, or until a successor is named.
 - ii. No one committee member may serve concurrently in two of the above noted offices.
 - iii. The officers and Board representative shall be elected by a majority vote of all members of the committee present at the first meeting of the committee. Said meeting shall be held prior to the Board of Directors organizational meeting.
- E. Vacancies: A position on the PDC may be declared vacant by the President of the Board of Directors when a member has resigned or has an unexcused absence at three (3) consecutive regular meetings.

- F. Filling Vacancies: Vacancies occurring on the PDC shall be filled by appointment of the President of the Board of Directors after consultation with the committee chairperson and staff liaison. Such appointees will serve until the next scheduled election

Section 4. Standing Motions

A. In order to operate efficiently in the performance of Business operations the following motions shall be voted on and approved at the first organizational meeting of the calendar year. Should a delay in the first meeting occur, all motions remain in effect until the next available quorum occurs.

- 1) Authorize the Association Treasurer to sign checks and transfer bank funds.
- 2) Require that checks over \$10,000 must have two authorized signatures.
- 3) Authorize the Association Executive Director and Assistant Treasurer to transfer funds between association accounts in accordance with the approved association budget.
- 4) Authorize Bernadine Wiesen and David Chinery to sign Vouchers in the Executive Director's absence. Note that the same person that signs a voucher cannot sign the check for the same.
- 5) Designate Carol McDonald, association staff secretary, as the Assistant Treasurer.
- 6) Authorize the following persons to sign checks for the Association: Treasurer: David Dietrich, Carol McDonald, David Chinery, Bernadine Wiesen.
- 7) Authorize the President of the Association to sign the Memorandum of Agreement with Rensselaer County and Cornell University.
- 8) Equal Opportunity Statement; Cornell Cooperative Extension Association of Rensselaer County reaffirms and endorses the Affirmative Action and Diversity Advantage Plans of the Cornell Cooperative Extension System.
- 9) Cornell Cooperative Extension Association of Rensselaer County will adhere to the required and recommended Personnel Policy Manual of Cornell Cooperative Extension as published by Cornell University unless revised or amended by separate Board action.
- 10) Appointing David Hawley, Executive Director, as Records Management Officer/Freedom of Information Officer for Cornell Cooperative Extension of Rensselaer County.
- 11) Authorize Cornell Cooperative Extension to reimburse private vehicle travel at the IRS recommended rate for the current Calendar year.
- 12) Authorize County Extension Educators to utilize Association property in their homes and away from the office in accordance with established Personnel Policies.
- 13) Authorize the Executive Director to sign contracts and grants in lieu of the Board President or Board Treasurer where appropriate.
- 14) Authorize staff with over two years in CCE Rensselaer County to hold and use Association credit cards for business use.
- 15) Authorize Cornell Cooperative Extension to hold local charge accounts for the purpose of conducting business. Currently those accounts include: Hills, Pollocks, Staples, Office Max, Key Bank, Trustco (credit cards), Wells Fargo, GE Capital, Sunoco, Mobil, Wiley bros., Sherman Williams Paint, Mangoine Locksmiths, W.B. Mason, Quality Retail Systems, AiT Computers, Hoosick Valley Exchange, Seagroatts Ricardi, and NYS EZ Pass. Additional

accounts may be established by the Executive Director and included in this motion annually.

16) Establish the number of Program Development Committee members as seven (7) for each committee.

17) Establish the Committee representation as authorized in the approved Constitution as one member elected from the Program Committees. The elected composition of the Board becomes seven (7) members-at-large plus four (4) primary Program Committee representatives. This establishes the Board of Directors' quorum as six (6) of eleven (11) elected members. Additionally, the County Executive and the County Legislature have been asked to provide a voting member of the board. Should both the primary and alternate Program Development Committee (PDC) members attend the Board of Directors meeting only one member may vote on motions.

Section 5. Parliamentary Authority

- A. Roberts Rules of Order: The rules contained in the most current "Roberts Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws or other special rules of the Association. The Executive Director or the Board President, in the Executive Director's absence, shall be the interpreter of applicable parliamentary procedure.

Section 6. Operational Guidelines

- A. These Operational Guidelines shall be filed with the Association Constitution. If any conflict occurs between the Constitution, or applicable laws the Constitution an/or law takes priority over the Organizational Guidelines.

These Organizational Guidelines adopted on 20th day, of January, 2010 .