

**Statement of Operating Procedures  
for the  
UNH Cooperative Extension State Advisory Council**

**PREAMBLE**

UNH Cooperative Extension County Advisory Councils were established in 1957 through a Memorandum of Understanding endorsed by each County Delegation and the President of the Board of Trustees of the University of New Hampshire. An updated Memorandum of Understanding was established with each county in 2001 and signed by the County Commissioners and representatives of UNH and the University System of New Hampshire.

Each county has a UNH Cooperative Extension County Advisory Council composed of 14 members. One member is a representative from the County Delegation and another is a County Commissioner. The duties and responsibilities of the County Advisory Councils are to sponsor, guide and promote UNH Cooperative Extension work in accordance with a Statement of Operating Procedures filed with the County Delegation and with the University of New Hampshire.

**I. Organization**

**A. Membership**

The UNH Cooperative Extension State Advisory Council is composed of two (2) representatives of each County Advisory Council, the state CARET (Council of Agriculture, Research, Extension and Teaching) representative, and up to five (5) members-at-large. Its members shall function in an advisory capacity to the County Advisory Councils and to the UNH Cooperative Extension Administration.

**B. Term of Membership**

All members of the UNH Cooperative Extension State Advisory Council have voting power at the State Advisory Council meetings. Membership periods will begin and end on June 15, and when a vacancy occurs, it will be filled as soon as expedient by the State Council or appropriate County Advisory Council. The individual selected will serve for the unexpired term.

Representatives from the County Advisory Councils will be elected for a two-year term at the county organizational meeting following June 15, and may be re-elected as long as they are a member of a UNH Cooperative Extension County Advisory Council. The CARET representative is a member of the State Advisory Council as long as he/she serves in that (CARET) capacity.

When a Member-at-large position becomes vacant, the chair will appoint an ad hoc committee consisting of three (3) members of the Council. The ad hoc committee will then solicit nominations. Within a two-month period, a slate of potential candidates will be developed and an election held at a State Advisory Council meeting. Members-at-large serve a two (2) year term and may be re-elected by a majority vote of council members.

### **C. Duties of the Officers**

1. The Chair - shall preside at all meetings of the State Advisory Council and vote only in case of a tie.
2. The Vice-Chair - shall perform the duties of the Chair in his/her absence or at his/her request.
3. The Secretary - shall keep accurate records of all meetings and handle such correspondence as directed by the Chair of the State Advisory Council. These records will be on file in the office of the Dean & Director of the UNH Cooperative Extension. Copies of the minutes will be sent to all members of the State Advisory Council.

**D. Quorum** - Fourteen members [with at least eleven (11) being County Advisory Council representatives] present at State Advisory Council meetings constitute a quorum.

**E. Election of Officers** - The above officers will be elected bi-annually and take office immediately.

**F. Executive Committee** - The officers will serve as an executive committee.

### **II. Meetings**

Meetings of the State Advisory Council may be held on the third Thursday of January, April, and October or as called by the UNH Cooperative Extension Administration or the Executive Committee of the State Advisory Council. The annual meeting shall be the April meeting.

### **III. Function**

To guide and promote UNH Cooperative Extension by offering advice and counsel to Extension Administration in areas which can help to strengthen the Cooperative Extension program in New Hampshire. The Council will also support the operation of the UNH Cooperative Extension County Advisory Councils, and will assist in increasing public awareness and securing appropriations for UNH Cooperative Extension.

### **IV. Operating Procedure Review**

The Executive Committee will periodically review these operating procedures and those of the County Advisory Councils and present recommended changes to the State Advisory Council for approval and adoption.