

## **UNIVERSITY OF NEW HAMPSHIRE COOPERATIVE EXTENSION, EXTENSION EDUCATOR COUNCIL OPERATING BY-LAWS**

### **STATEMENT OF PURPOSE**

The Extension Educator Council (EEC) examines issues that affect Extension Educators as employees of the University of New Hampshire. The Extension Educator classification includes the job titles of Extension Field Specialist and Extension State Specialist.

The EEC represents UNH Extension Educators in UNH administrative affairs. Individuals representing the EEC serve on the System Personnel Policy Committee and on UNH committees of importance to Extension Educators

### **STRUCTURE**

#### Membership

To be eligible for EEC membership, Extension Field Specialists and Extension State Specialists must have been employed for a minimum of one year with at least a 0.5 FTE appointment in the Extension Educator (EE) Classification System. The EEC consists of nine elected members with three-year terms representing the following four \*Program Area Teams by job title:

Community and Economic Development	1 Extension Field/State Specialist
Food and Agriculture	2 Extension Field Specialists 1 Extension State Specialist
Natural Resources	1 Extension Field Specialist 1 Extension State Specialist
Youth and Family Development	2 Extension Field Specialists 1 Extension State Specialist

The Dean and Director of UNH Cooperative Extension or his/her designee will be an ex officio, non-voting member of the Extension Educator Council.

\*For an EE to represent a Program Team Area, the EE must have the majority of their assignment in that Program Team Area.

### Election of Members

#### Nominating and Voting:

The nominating and voting process seeks to have fair representation among (based on numbers) the program teams and among the state-level specialists and field specialists. Nominations will be placed on a ballot. Field Specialists and State Specialists may only vote for candidates within their program team.

Nomination and voting will be as follows:

#### Community and Economic Development Team

Field and State Specialists can nominate and vote for:

1 Field specialist or 1 State Specialist

#### Food and Agriculture Team

Field and State Specialists can nominate and vote for:

2 Field Specialists

1 State Specialist

#### Natural Resources

Field and State Specialists can nominate and vote for:

1 Field Specialist

1 State Specialist

#### Youth and Family Development

Field and State Specialists can nominate and vote for:

2 Field Specialists

1 State Specialist

Nominations will be held each September, with voting held in October. The election process is the responsibility of the EEC Chair or designee.

### Length of Term

The length of each term will be three years. The term begins in January and ends in December.

Members are eligible for re-election to one additional consecutive term. Three years must pass before the person is again eligible to serve on the EEC.

If an EEC member is unable to fulfill his/her term, an election will be held. If this occurs in the last year of them member's term, the EEC Chair will appoint a replacement. A person appointed to fill an unexpired term may be elected for two consecutive terms.

## **ORGANIZATION OF EXTENSION EDUCATOR COUNCIL**

### Officers

The EEC Chairperson, Vice-Chair and Secretary will be elected by the EEC at the January meeting. The terms of office will be one year.

The secretary will distribute the minutes to EEC members and to the Dean and Director of Cooperative Extension and/or his/her designee (ex officio member).

Approved minutes will be distributed to all Field and State Specialists. Minutes will also be posted on the Cooperative Extension website.

EEC Bylaws October 2012

### Committees

Committees of the Extension Educator Council will be formed as needed.

Each committee will be chaired by a member of the Extension Educator Council. Membership on the committees will not be limited to EEC members. The Chair of the EEC will have the authority to appoint a committee for a designated period of time to address a specific issue. The need for the committee must be ratified by the EEC.

Timely committee reports will be made to the EEC. The reports will be made available to all Extension Field and State Specialists for input and review. Following review of input, committees will present policy recommendations to the EEC for consideration. Final EEC recommendations will be made to the Extension Dean and Director.

Representatives from, or appointees of the EEC will represent employees of the Extension Educator Classification System on relevant university committees and participate in relevant university forums.

## **OPERATING PRINCIPLES**

### Meetings

Meeting of the EEC will be held at least quarterly. Special meetings of the EEC can be called anytime by the Chair.

All EEC members are expected to attend EEC meetings, to assist in committee work, and to be responsive to the Extension Field and State Specialists they represent. Any EEC member who is absent without extenuating circumstances from two consecutive regular meetings shall forfeit his/her seat and all EEC appointments. The vacant seat will then be filled as described in Length of Term.

Expenses of the EEC will be handled through the Dean and Director's office. They include, but are not limited to, telephone, postage, supplies, and mileage.

### Quorum

Meetings of the Extension Educator Council require a quorum which, for the EEC, shall be a majority of the elected membership.

## **REVISION OF THE EXTENSION EDUCATOR COUNCIL BY-LAWS**

Any proposed change in the Extension Educator Council By-laws must be sent to all Extension Field and State Specialists for review and comment one month prior to the meeting at which action will be taken. Changes in the by-laws require a two-thirds vote by the EEC members.