

**FRIO COUNTY EXTENSION
LEADERSHIP ADVISORY BOARD
BY-LAWS**

Article 1. Name

The name of this organization shall be the Frio County Extension Leadership Advisory Board and herein called the “board” or the “LAB”.

Article 2. Purpose

The LAB develops a long term vision for the county Extension program, advocates for and interprets the program throughout the county, and develop resources for the county program. It is responsible for the broad, overall perspective of county programming.

Specifically the LAB focuses on these specific objectives:

- Review the County Extension program’s mission and purpose and the local program’s goals, objectives and primary audiences served.
- Develop resources to ensure that high quality programs can be implemented.
- Ensure that accountability and legal and ethical integrity are maintained.
- Monitor and strengthen the educational program.
- Enhance the county Extension program’s public standing.
- Serve as the Community and Economic Development Program Area Committee (optional)

Frio County Extension’s Leadership Board supports and abides by the established policies of Texas Cooperative Extension.

Article 3. Membership and Attendance

Membership shall be open to community leaders who have a genuine interest in the community and Texas Cooperative Extension in Frio County. The County Leadership Advisory Board should have at least 10 but no more than 20 members.

Each member serves a 3 year term, with the terms staggered so that one third of the members is replaced each year. Leadership Advisory Board members do not have to be members of other committees.

LAB members have these major responsibilities:

- Attend all board meetings. The LAB meets approximately twice a year. The president and county Extension agent(s) will provide meeting dates well in advance.
- Stay informed about the organization's mission, services, policies and programs.
- Review agendas before the meetings and be ready to discuss the agenda items.
- Serve on subcommittees and assist with special assignments as needed.
- Inform others about Texas Cooperative Extension.
- Work with the county Extension agents to recruit new LAB members.
- Keep current on developments concerning the County Extension Program.
- Help the board carry out its responsibilities, such as developing a long term vision, reviewing financial statements and being advocates for the county Extension program.

Article 4. Officers

The LAB officers are elected at the annual fall meeting and serve 1 year terms. Elections must be coordinated by the county Extension agent(s) following *Robert's Rules of Order- Newly Revised*.

To be eligible for an office, a person must be nominated by an LAB member. Before the council's annual meeting, the LAB may select a nominating committee of three LAB members. If the LAB selects a nominating committee this committee shall nominate at least one qualified candidate for each of the council officers to be elected at the upcoming LAB meeting. The nominating committee shall ascertain that those nominated will serve if elected.

A quorum is needed for elections to take place. Each LAB should have a president, vice president and secretary but may add other offices if needed. Listed below are the functions of the LAB officers.

President - Christopher Toalson

- Oversees board and executive committee meetings.
- Acts as a spokesperson for the organization.
- Works with the county Extension agent(s) to recruit new LAB members.
- Calls special LAB meetings as needed.
- Helps the county Extension agent(s) evaluate the board members' roles and performance.

Vice President - Joey Burlison

- Attends all board meetings.
- Serves on the executive committee.
- Carries out special assignments as requested by the board president.
- Understands the duties of the board president and performs them when the president is absent.

Secretary - Rigoberto Lopez

- Attends all board meetings.
- Serves on the executive committee.
- Maintains all board records and ensures their accuracy.
- Reviews board minutes.
- Notifies members of board and committee meetings when notice is required.
- Assumes the responsibility of the president and vice president in their absence.

No person shall be elected to the same office for more than two consecutive terms.

The duties of the officers shall be those that usually pertain to their offices and those that are stated in these bylaws as well as other duties assigned to them by the LAB.

When a vacancy in the office of president occurs, the vice president will succeed to the position of president for the remainder of the term in office. The LAB shall promptly fill the remaining term of other vacancies in office by appointment from the membership.

Article 5. LAB Meetings

The LAB shall meet twice annually. One meeting will be held in the spring and the other in the fall. General agenda items for the two meetings are listed below.

Spring

- Review the strategic plan for the county Extension program to ensure that outcomes are being met.
- Discuss long term county educational plans to ensure that the programs are relevant to the county.
- Review county Extension budgets from the previous year and potential spending for the current year.
- Plan for the recruitment of new members.
- Hear updates on how programs are being implemented.
- Discuss how to diversify and expand the program.

Fall

- Hear in depth report from the Extension faculty about the county programs conducted. That program year, including the results of outcome and output programs.
- Develop strategies to demonstrate the impact of the county program.
- Elect and install officers for the coming year.
- Review program plans for the coming year (These plans are developed by the Extension faculty with guidance from program area committees and youth boards).
- Determine strategies for developing resources to support major programming efforts.

The president shall designate the place, date and time of the LAB meetings. The secretary shall notify the LAB members about each meeting at least 2 weeks before meeting date.

Article 6. Quorum

A quorum of the LAB consists of a minimum of 51 percent of the members present at a properly called meeting of the LAB. Properly called meetings are those for which the secretary has provided 2 weeks notice to all members of the LAB.

Article 7. Amendments

These by-laws may be amended by a two thirds majority vote of members present at a properly called meeting of the LAB. At least 2 weeks before the meeting, the secretary shall send each member of record an announcement of the meeting with notice that by-law changes or amendments are to be acted upon. A copy of the proposed amendments or changes shall be included in the meeting notice.

Article 8. Task Forces and Coalitions

The LAB shall decide whether a task force or coalition should be formed to address and issue. The LAB may dissolve task forces or coalitions as well as create new ones to fulfill its plans and objectives.

Task forces and coalitions shall be empowered by the LAB to consider, take action or investigate matters consistent with the plans and purposes of the LAB.

Each task force and coalition will have a chair, and the person serving as chair will serve in this capacity until the task force or coalition has completed its task and/or is dissolved.

Task force and coalition activities shall make reports to the LAB at its meetings. A committee representative shall give the report and submit a copy to the LAB.

Article 9. Rules of Order

the newest revision of *Robert's Rules of Order Newly Revised* shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these by-laws. Rere