November 16, 2015

To: Regional Extension Education Directors
    Office Points of Contact
    County Extension Council Chairs
    County Office Assistants/Managers

From: Robert E. Dodds, Interim Assistant Vice President County Services

Re: Extension Council Organization

The instructions and forms needed to organize the extension council for the upcoming year can be found at the following url: http://www.extension.iastate.edu/content/county councils. A checklist is included to assist you in maintaining a schedule. Timeliness is important.

The organizational meeting is a time to establish a working relationship that will help the members be more effective throughout the year. Prior to the meeting, work with the current extension council chair to discuss the options provided and add other county business items to the agenda. A number of motions/actions that depend on the current policies and procedures in your county have been provided. The goal in providing these motions is to assist the council in fulfilling the requirements of the Extension law and ensure that your county has a legally constituted council – not to direct the actions of your council. Please review the new material with the current extension council leadership.

A quorum of the members must be present to conduct council business. The Iowa Code (Chapter 4.1, subsection 25) defines a quorum as “A quorum of a public body is a majority of the number of members fixed by statute.” With a quorum required to conduct business, the council will need to make provisions for the payment of monthly bills if no quorum is present at the regular meeting. Each council should discuss and come to an agreement concerning the council’s rules of procedure. I suggest that the council formally adopt “Robert’s Rules of Order” as its guide to conduct business (see ISU Extension Publication PM 1781). Optional motions for the council’s consideration are provided in ECO-2, the template for Minutes of the Organizational Meeting. Each council is responsible for completing the Certificate of Organization (ECO-3A).

Please feel free to contact your regional director or me with any questions.

cc: Extension Leadership Team