Dear Volunteer,

Welcome!

Thank you for sharing your time and talents with Buchanan County Agriculture Extension District’s programs and services. It is because of volunteers like you that we are able to deliver the quantity and quality programs we provide to our customers. The numbers of volunteers we have just in our 4-H and Master Gardener programs are staggering.

Please read through this Volunteer Policy Handbook. You will find a range of topics, some of which (hopefully) you will not need, but some others are likely to come up regularly. Your comments and concerns are always welcome.

Sincerely,

Roxanne R. Fuller  
Executive Director
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CHAPTER 1: INTRODUCTION, MISSION AND STRUCTURE

POLICY

Introduction
In an effort to reflect pride and maintenance of a high standard of professionalism in our office and programs, both staff and volunteers need a common policy guide. Cooperation and team work will permit us to offer our customers quality programs and services.

Administrative Organization
Iowa State University Extension and Outreach (ISUEO) in Buchanan County is governed by the County Agricultural Extension District Council (Council) made up of nine members elected at large from the County. They assume responsibility for planning and carrying out of the Extension programs in the County by establishing a budget, levying a tax, authorizing payment of expenses, and employing staff.

The Council sets policies and procedures which are then implemented by staff and volunteers.

Our current Council members are:
Michelle Mangrich, President
Paul Short, Vice President
Bill Versluis, Treasurer
Judy Olsen, Secretary
Steve Copenhaver
Nick Dennic
Doug Lentz
Barb Rawson
Nick Wilgenbusch

Our current staff members are:
Roxanne Fuller, Executive Director
Rosemary Brimmer, Office Assistant
Alexia Hamlett, County Youth Coordinator
Ashley Sherrets, Agriculture/Horticulture Program Coordinator
A summer assistant joins the staff from mid-May to mid-August

Authorization of Operation
Federally, Cooperative Extension work is provided by an Act of Congress dated May 8, 1914 known as the Smith-Lever Act. The Code of Iowa 176A as amended titled County Agriculture Extension Law provides for the extension program in the county and state. Copies of both the Smith-Lever Act and Code of Iowa 176A are attached.
Mission of Iowa State University Extension and Outreach

“ISU Extension builds partnerships and provides research-based learning opportunities to improve quality of life in Iowa. We believe in quality, access, diversity and accountability. We are dedicated to engagement, entrepreneurship and local presence.”

Operations

The Buchanan County Agricultural Extension District Council shall maintain resources to carry out the ISUEO program within the District.

Iowa State University Extension and Outreach and the Buchanan County Agricultural Extension District have entered into a Memorandum of Understanding in order to form a partnership. This partnership is for the purpose of delivering on the land-grant mission of education and for extending ISU beyond the campus borders to provide locally determined educational programs. This partnership also meets the needs as authorized by the Code of Iowa, Chapter 176A, as amended.

Program Priorities

In the fall of 2013 a community needs assessment was conducted in Buchanan County through the assistance of ISUEO. This needs assessment determined that our program priorities should be in the following areas – ranked in order of importance:

1. Youth/Development/STEM/Health
2. Economic Development
3. Community Vision/Planning/Design
4. Natural Resources and Environmental Stewardship
5. Strengthen Families
6. Increase Family Financial Capabilities
7. Nutrition and Health
8. Efficient and Effective Local Government

If you see or know of programs/services which fall into these priorities that we are not currently partnering with please let us know.
CHAPTER 2: VOLUNTEER ADMINISTRATION

POLICY
The District supports Federal and State laws prohibiting discrimination in volunteer opportunities to all qualified individuals without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, gender identity, and marital or family status. This philosophy is observed in the areas of recruitment, selections, assignment, training, promotion, reassignment, discipline, discharge, evaluation, recognition, and all other terms and conditions of the volunteer position. Volunteers who wish to file a complaint should follow the steps in Chapter 8 – Discrimination & Harassment Policy.

All staff and volunteer positions within the Buchanan County Extension District office have a written job description that outlines the responsibilities, required skills, and qualifications.

PROCEDURES
Definitions and Appointments of Volunteers

Probationary Placement
All volunteers are subject to a probationary period of:
- Office volunteers – 3 months
- Program Volunteers – 6 months
- Livestock Superintendent and Livestock Committee member volunteers – 6 months

Appointed Volunteer
Few volunteers are appointed to their roles:
- Livestock Superintendents are appointed to their positions for a term of three years by the Youth Advisory Committee.
- Appointed volunteers may request additional terms by submitting a request to the Youth Advisory Committee.

Program Volunteers
Program volunteers are those volunteers who primarily work in the office assisting with program dissemination or general office duties.

Master Gardener and Master Conservationist Volunteers
These volunteers have attended hours of instruction in either gardening or conservation. Upon completion of the trainings they are required to complete a certain number of volunteer hours prior to becoming a “Master”. Each program has different requirements for annual volunteer hours as set by ISU Extension and Outreach.

Temporary Short Term Volunteers
These volunteers are those which help us to deliver one time programs such as Safety Day and 5th Grade Environmental Day.

All volunteers will be subject to disciplinary action consisting of oral warning, written warning, suspension, and termination, not necessarily in that order, based on performance and adherence to the Code of Ethics.
CHAPTER 3: RECRUITMENT, INTERVIEW AND PLACEMENT OR APPOINTMENT PROCEDURES

POLICY
The office will strive to maintain an active volunteer base to support the needs of programs and services.

PROCEDURES
Recruitment
The need to recruit additional volunteers for any program area is prompted by the managing staff person.

These procedures are:

Volunteer Announcements
- Volunteer job descriptions will be re-evaluated each year.
- All staff and other volunteers are notified of current volunteer needs.
- The volunteer needs will be posted in such places as Facebook, extension website, public access channels, church bulletins, school offices, senior centers, Chamber of Commerce’s, libraries, and other avenues of publicity as deemed appropriate.
- The volunteer need announcement will be advertised in newspapers when free of charge.
- Target recruiting will be done to increase the successful addition of the volunteer possessing the skills required for the position.

New Volunteer Applicants
- All applicants must submit a completed Volunteer Application. Basic skills testing may be administered to determine if the applicant has the required skills. For example, an office volunteer is needed to assist with the data base program, in this case a typing test may be asked of the volunteer to insure the volunteer is able to be accurate.
- Staff will determine the time line and events of screening, interviewing and volunteer placement.
- An interview will be conducted with the volunteer candidate. Present at the interview will be the County Youth Coordinator and the Executive Director. Interviews for Livestock Committee Members will also include the Livestock Superintendent.
- Volunteers needing to be appointed to their positions will be presented for appointment to the Youth Advisory Committee by staff.
- Volunteer placement will be offered based on a satisfactorily returned background and driving record check.

Orientation and Training
- All volunteers will complete an orientation with the appropriate staff or volunteer.
• Any training required for the volunteer position is the sole responsibility of the volunteer unless prior arrangements are made. With the exception of mandatory 4-H Leader trainings required by Iowa State 4-H.

Background Check Policy

All volunteers connected with the Buchanan County Extension Agriculture District and ISUEO will have a background check conducted using First Advantage. The personal information collected for the background and driving records check will be kept in a safe location in the Extension Office.

A criminal conviction is not an automatic bar to placement. The recency, severity, frequency, and nature of a conviction, as well as its relation to the position in question will be considered. Other factors may include the candidate's role in the crime, the candidate's actions and activities since the crime, including rehabilitation or restitution, work history, truthfulness and completeness of the candidate's disclosure of convictions, and any other relevant information. A matrix of acceptable situations has been developed by ISU for county offices to follow in matters such as this.
CHAPTER 4: ANNUAL PERFORMANCE AND PLACEMENT

POLICY
All volunteers will be affirmed annually. With the exception of the Livestock Superintendents who will be appointed by the Youth Advisory Committee for three year terms.

PROCEDURES
Affirmations will be performed as follows:

Livestock Committee Members

- At the post fair meeting the superintendent and committee members will review the volunteer list. They then will make a recommendation to staff which volunteers should remain on the list and which should be removed.
- Staff will then discuss the recommendations with the Livestock Superintendent at a separate meeting.
- Staff then will reaffirm or remove volunteers from the committee.
- If the committee would like additional volunteers recruited, staff, with the assistance of the Livestock Superintendent, decide the preferred skills needed in new volunteers.
- Staff will then target recruit committee members for that species. Target recruiting will include all public means of advertising but also include one on one contact with individuals who posses the skills needed by the committee.

Office Volunteers

- Will meet with their direct supervisor each year to discuss performance not only of the volunteer but of the staff.
- Volunteers will be asked to complete an evaluation of their own performance and the state of their volunteer placement.
- Staff and the volunteer will then meet to discuss the successes, improvements needed and continuance of volunteer service.

4-H Leaders and Assistants

- Leaders and Assistants will be reaffirmed annually at the Awards Banquet held the second Saturday of November.

Master Gardener and Master Conservationists

- Will meet or exceed the state program guidelines to remain a volunteer for our programs.
CHAPTER 5: CODE OF ETHICS FOR VOLUNTEERS

The following guidelines are to assist volunteers in understanding what behavior is expected while performing within the course and scope of a youth or other program volunteer.

CODE OF CONDUCT
All volunteers shall act in ways that promote positive youth and volunteer development and are not in conflict with policies and procedures. The following are prohibited when acting on behalf of programs:
1. Possession or use of alcohol, tobacco, and/or illegal drugs (or be under the influence)
2. Use of abusive, obscene, and discriminatory language
3. Personal attack or harassment (emotional, verbal, or physical) on another person
4. Behavior that is illegal, unsafe, or contrary to the highest standards of ethics

RESPONSIBILITIES
1. Recognize the responsibilities of Buchanan County Iowa State University Extension and Outreach staff in setting program standards, priorities, and directions
2. Be committed to the core values, educational goals, and standards of the 4-H Youth Development Program and other county delivered programs
3. Respect and safeguard the individual rights, safety, and property of program participants
4. Possess a valid driver’s license, carry proof of automobile liability insurance, and ensure that all passengers use seat belts when transporting 4-H members and/or volunteers (event liability insurance must be obtained through the County Youth Coordinator prior to any travel)
5. Actively participate in trainings required by Buchanan County and Iowa State University Extension and Outreach
6. Recognize the importance of appropriate dress, oral and written communications, and behavior
7. Prohibit discrimination of any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical conditions, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

RIGHTS
1. To be respected by Buchanan County Iowa State University Extension and Outreach staff, volunteers, and youth
2. To have access to current program materials, trainings, and curriculum
3. To be informed of any action that could result in disciplinary actions or expulsion from the program
4. To be immune from liability when reporting suspected child abuse, unless it can be proven that a false report was filed and the volunteer knew it was false

PENALTIES FOR INFRACTIONS
Infractions of the Volunteer Code of Ethics must be reported by anyone observing them to the Buchanan County Extension and Outreach management staff. Penalties include:
1. Discussion of inappropriate actions with the volunteer, and clarification of policy when appropriate
2. Releasing the adult to the appropriate law enforcement agency, if appropriate
3. Written notice of termination of volunteer status and removal from the program

Please initial this page ____________________
CHAPTER 6: BENEFITS

POLICY
The District shall provide applicable benefits to our volunteers.

PROCEDURES
Volunteer benefits include:

- Annual recognition
- Annual statement of hours volunteered (track your mileage volunteers are permitted to deduct their “out of pocket” expenses incurred in providing donated services — when those expenses are not reimbursed).
- Annual evaluation/feedback
- Training
- Letters of Recommendation
- Liability coverage – a copy of coverage is available if you would like one

Below is an excerpt from United Way of Americas’ website regarding volunteering

BENEFITS OF VOLUNTEERING

Whether it is important to you to solve a community problem, advance a worthy cause or to develop as a person, volunteering offers many benefits in appreciation for the gift of your time and expertise. Volunteering can help you:

- Make important networking contacts
- Learn or develop skills
- Teach your skills to others
- Enhance your résumé
- Gain work experience
- Build self-esteem and self-confidence
- Improve your health
- Meet new people
- Feel needed and valued
- Express gratitude for help you may have received in the past from an organization
- Communicate to others that you are ambitious, enthusiastic and care about the community
- Make a difference in someone’s life
- Improves the likelihood that children will volunteer as an adult
CHAPTER 7: DAYS/HOURS OF DUTY

POLICY
The District shall develop and maintain a system to communicate disseminate information and schedules to all volunteers.

PROCEDURES

Hours
In general, volunteer job descriptions and duties will determine a volunteer’s schedule.

For those volunteers working in the office our hours are 8:00 a.m. to 4:30 p.m. The office follows the Independence School closing policy as it pertains to road conditions in the winter. For example if the Independence School District cancels school our office is closed. If they implement a delayed start our office will delay opening also. Our office is closed for the following holidays:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Two days for Christmas

When a holiday falls on a Saturday, the Friday preceding will be declared the holiday. When a holiday falls on a Sunday, the Monday following the calendar holiday will be declared the work holiday.

Illness or otherwise detained
If you are ill or otherwise detained and cannot be to work at your scheduled time please call the office as soon as possible. It is our practices that if you are sick do not come into the office and share!

It is always a good idea to obtain a cell phone number of your staff supervisor.

Non-office volunteers will maintain schedules which best meet the needs of the program.

During the Buchanan County Fair the Livestock Superintendent and Livestock Committee Members are expected to put in many hours to insure a safe and successful program/show.
CHAPTER 8: DISCRIMINATION AND HARASSMENT POLICY

POLICY
The District is committed to providing a professional working and learning environment, which shall be fair and responsible. It shall support, nurture, and reward educational and volunteer growth based on relevant factors of ability and performance. The environment shall be free of discriminatory, inappropriate, disrespectful conduct and any type of harassment or bullying.

The District prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class. For religion or disability, the law allows employees to request reasonable accommodations to continue their work. The District extends this to our volunteers. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with or limit the ability of an individual to work or participate in District Extension activities.

Sexual Harassment
Sexual harassment will not be condoned in the office or during program delivery outside the office and all allegations of sexual harassment shall be investigated. It is also the Council’s policy that false accusation of sexual harassment will not be condoned.

The Civil Rights Act defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s volunteer placement; or
- Submission to or rejection of such conduct by an individual is used as the basis for volunteer placement decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. Such actions as patting inappropriately, cornering, sexually oriented comments about an individual’s body, and dirty jokes are included in this definition.

PROCEDURES
Harassment
The following suggestions are made for anyone who believes he/she is, or has been, harassed by a supervisor, peer or person conducting business with the office:

Report the incident immediately to the Council Designee or to the Extension Council Chair if the Council Designee is involved in the harassment.

Complaint Procedures
The charging volunteer may follow the procedures in sequence or proceed directly to a higher step, depending on the seriousness of the situation.
After attempts to resolve issues directly with the offender have failed, the volunteer reserves a time to discuss the problem with the Council Designee as soon as possible after the alleged discrimination/harassment occurs.

The Council Designee determines the nature of the problem and discusses the situation with the person who allegedly discriminated/harassed. The discussion will include the nature of the complaint and corrective action to remedy the situation. If possible, based on the nature of the complaint, and if the accuser requests, anonymity will be maintained. The accuser will be informed if anonymity is possible prior to the discussion.

The Council Designee determines the course of action to be taken. If the party wishes to appeal the decision of the Council Designee a letter must be submitted within 5 days to the Youth Advisory Committee (if you are a youth program volunteer) or the Council Personnel Committee (if you are non-youth program volunteer). The governing committee will assess the situation and determine the course they would like to pursue to address the issue.

**Retaliation**

Any volunteer of the District who feels he/she has suffered retaliation or reprisal for filing a discrimination/harassment complaint, testifying, or assisting in any manner in the investigation or hearing under the complaint procedures identified above should immediately contact the Council Designee. If the Council Designee is involved in the retaliation, then the volunteer should contact the Council Chair.

**Complaint Procedures Involving a Non-Employee**

If a written complaint is received regarding the behavior of a non-employee and the content or the claim occurred in the context of a working relationship, the business, organization, or agency of the offender will be contacted by the Council Designee, and apprised of the situation and circumstances surrounding the claim, and request that some appropriate type of investigative action be taken. Follow up will be made to ensure appropriate action is taken. If the follow up reveals appropriate action has not been taken and if circumstances warrant such, the offense will be forwarded to the Youth Advisory Committee (if it concerns a youth program volunteer) or the Buchanan County Agriculture Extension Council Personnel Committee (if it concerns a non-youth program volunteer). The governing committee will assess the situation and determine the course they would like to pursue to address the issue. The issue may be forwarded to the Council.
CHAPTER 9: CONDUCT

POLICY
The District shall establish standards of conduct that ensures a safe, cooperative, and productive work environment for all staff, volunteers and clients.

PROCEDURES

Confidential Information
Volunteers handling confidential information must keep it that way. Such information should not be discussed with others within or outside the extension office. Confidential information should not be left in an exposed manner. Disclosure of confidential information can become grounds for disciplinary action and possible dismissal.

Building Security
A key is issued to each employee who is responsible for its safekeeping. Keys are not issued to volunteers. Customers or volunteers needing the front door unlocked for special events are to make arrangements with the staff. The front door is to be locked by the last employee to leave the building at the end of the workday or upon closing the office unless prior arrangements have been made. This includes the office door and the main entrance to Heartland Acres Agribition Center. All employees and volunteers should treat building security with the highest regard and discretion.

Building security also applies to Livestock Superintendents and Livestock Committee Members issued keys to buildings on the Fair Grounds for the purpose of youth programs only.

Physical Security
If a physical disturbance occurs within the office, any available staff member is to immediately call 911 for help.

Responsibility for District Property
All volunteers use District-purchased property and supplies to some extent. Volunteers are accountable for property issued to them or used by them. Any personal use or abuse of property will not be tolerated. This policy includes computer usage.
By signing below I acknowledge that I have received a copy of the Volunteer Policy Handbook of the Buchanan County Extension District. I acknowledge that I understand the policies outlined in this handbook. I understand that the handbook is intended only as a general reference, and not as a full statement of policies and procedures or a legal contract.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Volunteer Position</th>
<th>Date</th>
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SMITH-LEVER ACT

[As Amended Through Public Law 107–293, Nov. 13, 2002]
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13–3
1 First Morrill Act. There is a compilation available showing that Act.
2 Second Morrill Act. There is a compilation available showing that Act.

13. SMITH-LEVER ACT
Chap. 79.—AN ACT TO PROVIDE FOR COOPERATIVE AGRICULTURAL EXTENSION WORK BETWEEN THE AGRICULTURAL COLLEGES IN THE SEVERAL STATES RECEIVING THE BENEFITS OF AN ACT OF CONGRESS APPROVED JULY SECOND, EIGHTEEN HUNDRED AND SIXTY-TWO, AND OF ACTS SUPPLEMENTARY THERETO, AND THE UNITED STATES DEPARTMENT OF AGRICULTURE
SEC. 1. §7 U.S.C. 341. In order to aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture, uses of solar energy with respect to agriculture, home economics, and rural energy, and to encourage the application of the same, there may be continued or inaugurated in connection with the college of colleges in each State, Territory, or possession, now receiving, or which may hereafter receive, the benefits of the Act of Congress approved July second, eighteen hundred and sixty-two, entitled “An Act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts” (Twelfth Statutes at Large, page five hundred and three) 1 and of the Act of Congress approved August thirtieth, eighteen hundred and ninety (Twenty-sixth Statutes at Large, page four hundred and seventeen and chapter eight hundred and forty-one), 2 agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture:
Provided, That in any State, Territory, or possession in which two or more such colleges have been or hereafter may be established, the appropriations hereinafter made to such State, Territory, or possession shall be administered by such college or colleges as the legislature of such State, Territory, or possession may direct.
For the purposes of this Act, the term “solar energy” means energy derived from sources (other than fossil fuels) and technologies included in the Federal Non-Nuclear Energy Research and Development Act of 1974, as amended.
SEC. 2. §7 U.S.C. 342. Cooperative agricultural extension work shall consist of the development of practical applications of research knowledge and giving of instruction and practical demonstrations of existing or improved practices or technologies in agriculture, uses of solar energy with respect to agriculture, home economics, and rural energy, and subjects relating thereto to persons not attending or resident in said colleges in the several communities, and imparting information on said subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information in connection with the foregoing; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the

Sec. 3 SMITH-LEVER ACT 13–4
1 Notwithstanding subsection (a), a specific authorization of appropriations for extension programs of the Department of Agriculture is contained in section 1464 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3312). That authorization of appropriations is effective through fiscal year 2007. There is a compilation available showing that Act.
State agricultural college or colleges or Territory or possession receiving the benefits of this Act.
SEC. 3. 1 §7 U.S.C. 343. (a) there are hereby authorized to be appropriated for the purposes of this Act such sums as Congress may from time to time determine to be necessary.
(b)(1) Out of such sums, each State and the Secretary of Agriculture shall be entitled to receive annually a sum of money equal to the sums available from Federal cooperative extension funds for the fiscal year 1962, and
subject to the same requirements as to furnishing of equivalent sums by the State, except that amounts
heretofore made available to the Secretary for allotment on the basis of special needs shall continue available
for use on the same basis.
(2) There is authorized to be appropriated for the fiscal year ending June 30, 1971, and for each fiscal year
thereafter, for payment to the Virgin Islands and Guam, $100,000 each, which sums shall be in addition to the
sums appropriated for the several States of the United States and Puerto Rico under the provisions of this
section. The amount paid by the Federal Government to the Virgin Islands and Guam pursuant to this
paragraph shall not exceed during any fiscal year, except the fiscal years ending, June 30, 1971, and June 30,
1972, when such amount may be used to pay the total cost of providing services pursuant to this Act, the
amount available and budgeted for expenditure by the Virgin Islands and Guam for the purposes of this Act.
(3) There are authorized to be appropriated for the fiscal year ending June 30, 1996, and for each fiscal year
thereafter, for payment on behalf of the 1994 Institutions (as defined in section 532 of the Equity in
Educational Land-Grant Status Act of 1994), such sums as are necessary for the purposes set forth in section 2.
The balance of any annual funds provided under the preceding sentence for a fiscal year that remains
unexpended at the end of that fiscal year shall remain available without fiscal year limitation. Such sums shall
be in addition to the sums appropriated for the several States and Puerto Rico, the Virgin Islands, and Guam
under the provisions of this section. Such sums shall be distributed on the basis of a competitive application
process to be developed and implemented by the Secretary and paid by the Secretary to 1994 Institutions (in
accordance with regulations that the Secretary may promulgate) and may be administered by the 1994
Institutions through cooperative agreements with colleges and universities eligible to receive funds under the
Act of July 2, 1862 (12 Stat. 503, chapter 130; 7 U.S.C. 301 et seq.), or the Act of August 30, 1890 (26 Stat.
419, chapter 84; 7 U.S.C. 321 et seq.), including Tuskegee University, located in any State.
(c) Any sums made available by the Congress or further development of cooperative extension work in
addition to those referred to in subsection (b) hereof shall be distributed as follows:
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13–5 SMITH–LEVER ACT Sec. 3
(1) Four per centum of the sum so appropriated for each fiscal year shall be allotted to the Secretary of
Agriculture for administrative, technical, and other services, and for coordinating the extension work of the
Department and the several States, Territories and possessions.
(2) Of the remainder so appropriated for each fiscal year 20 per centum shall be paid to the several States in
equal proportions, 40 per centum shall be paid to the several States in the proportion that the rural population
of each bears to the total rural population of the several States as determined by the census, and the balance
shall be paid to the several States in the proportion that the farm population of each bears to the total farm
population of the several States as determined by the census. Any appropriation made hereunder shall be
allotted in the first and succeeding years on the basis of the decennial census current at the time such
appropriation is first made, and as to any increase, on the basis of decennial census current at the time such
increase is first appropriated.
(d) The Secretary of Agriculture shall receive such amounts as Congress shall determine for administration,
technical, and other services and for coordinating the extension work of the Department and the several States,
Territories, and possessions. A college or university eligible to receive funds under the Act of August 30,
1890 (7 U.S.C. 321 et seq.), including Tuskegee University, may apply for and receive directly from the
Secretary of Agriculture—
(1) amounts made available under this subsection after September 30, 1995, to carry out programs or initiatives
for which no funds were made available under this subsection for fiscal year 1995, or any previous fiscal year,
as determined by the Secretary; and
(2) amounts made available after September 30, 1995, to carry out programs or initiatives funded under this
subsection prior to that date that are in excess of the highest amount made available for the programs or
initiatives under this subsection for fiscal year 1995, or any previous fiscal year, as determined by the
Secretary.
(e) MATCHING FUNDS.—(1) REQUIREMENT.—Except as provided in paragraph (4) and subsection (f), no allotment shall be made to a State under subsection (b) or (c), and no payments from the allotment shall be made to a State, in excess of the amount that the State makes available out of non-Federal funds for cooperative extension work.

(2) FAILURE TO PROVIDE MATCHING FUNDS.—If a State fails to comply with the requirement to provide matching funds for a fiscal year under paragraph (1), the Secretary of Agriculture shall withhold from payment to the State for that fiscal year an amount equal to the difference between—(A) the amount that would be allotted and paid to the State under subsections (b) and (c) (if the full amount of matching funds were provided by the State); and (B) the amount of matching funds actually provided by the State.

(3) REAPPORTIONMENT.—F:\COMP\AGRES\SMITHLEV

Sec. 3 SMITH-LEVER ACT 13–6

(A) IN GENERAL.—The Secretary of Agriculture shall reapportion amounts withheld under paragraph (2) for a fiscal year among the States satisfying the matching requirement for that fiscal year.

(B) MATCHING REQUIREMENT.—Any reapportionment of funds under this paragraph shall be subject to the matching requirement specified in paragraph (1).

(4) EXCEPTION FOR INSULAR AREAS.—

(A) IN GENERAL.—Effective beginning for fiscal year 2003, in lieu of the matching funds requirement of paragraph (1), the insular areas of the Commonwealth of Puerto Rico, Guam, and the Virgin Islands of the United States shall provide matching funds from non-Federal sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas, respectively, under this section.

(B) WAIVERS.—The Secretary may waive the matching fund requirement of subparagraph (A) for any fiscal year if the Secretary determines that the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.

(f) MATCHING FUNDS EXCEPTION FOR 1994 INSTITUTIONS.—There shall be no matching requirement for funds made available to a 1994 Institution pursuant to subsection (b)(3).

(g)(1) The Secretary of Agriculture may conduct educational, instructional, demonstration, and publication distribution programs and enter into cooperative agreements with private nonprofit and profit organizations and individuals to share the cost of such programs through contributions from private sources as provided in this subsection.

(2) The Secretary may receive contributions under this subsection from private sources for the purposes described in paragraph (1) and provide matching funds in an amount not greater than 50 percent of such contributions.

(h) MULTISTATE COOPERATIVE EXTENSION ACTIVITIES.—

(1) IN GENERAL.—Not less than the applicable percentage specified under paragraph (2) of the amounts that are paid to a State under subsections (b) and (c) during a fiscal year shall be expended by States for cooperative extension activities in which 2 or more States cooperate to solve problems that concern more than 1 State (referred to in this subsection as “multistate activities”).

(2) APPLICABLE PERCENTAGES.—

(A) 1997 EXPENDITURES ON MULTISTATE ACTIVITIES.—

Of the Federal formula funds that were paid to each State for fiscal year 1997 under subsections (b) and (c), the Secretary of Agriculture shall determine the percentage that the State expended for multistate activities.

(B) REQUIRED EXPENDITURES ON MULTISTATE ACTIVITIES.—

Of the Federal formula funds that are paid to each State for fiscal year 2000 and each subsequent fiscal year under subsections (b) and (c), the State shall expend for the fiscal year for multistate activities a percentage that is at least equal to the lesser of—F:\COMP\AGRES\SMITHLEV

13–7 SMITH-LEVER ACT Sec. 4

(i) 25 percent; or

(ii) twice the percentage for the State determined under subparagraph (A).
(C) REDUCTION BY SECRETARY.—The Secretary may reduce the minimum percentage required to be expended for multistate activities under subparagraph (B) by a State in a case of hardship, infeasibility, or other similar circumstance beyond the control of the State, as determined by the Secretary.

(D) PLAN OF WORK.—The State shall include in the plan of work of the State required under section 4 a description of the manner in which the State will meet the requirements of this paragraph.

(3) APPLICABILITY.—This subsection does not apply to funds provided—
(A) by a State or local government pursuant to a matching requirement;
(B) to a 1994 Institution (as defined in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (Public Law 103–382; 7 U.S.C. 301 note)); or
(C) to the Commonwealth of Puerto Rico, the Virgin Islands, or Guam.

(i) MERIT REVIEW.—
(1) REVIEW REQUIRED.—Effective October 1, 1999, extension activity carried out under subsection (h) shall be subject to merit review.

(2) OTHER REQUIREMENTS.—An extension activity for which merit review is conducted under paragraph (1) shall be considered to have satisfied the requirements for review under section 103(e) of the Agricultural Research, Extension, and Education Reform Act of 1998.

(j) INTEGRATION OF RESEARCH AND EXTENSION.—Section 3(i) of the Hatch Act of 1887 (7 U.S.C. 361c(i)) shall apply to amounts made available to carry out this Act.

SEC. 4. 7 U.S.C. 344e. ASCERTAINMENT OF ENTITLEMENT OF STATE TO FUNDS; TIME AND MANNER OF PAYMENT; STATE REPORTING REQUIREMENTS; PLANS OF WORK.

(a) ASCERTAINMENT OF ENTITLEMENT.—On or about the first day of October in each year after the passage of this Act, the Secretary of Agriculture shall ascertain as to each State whether it is entitled to receive its share of the annual appropriation for cooperative agricultural extension work under this Act and the amount which it is entitled to receive. Before the funds herein provided shall become available to any college for any fiscal year, plans for the work to be carried on under this Act shall be submitted by the proper officials of each college and approved by the Secretary of Agriculture. The Secretary shall ensure that each college seeking to receive funds under this Act has in place appropriate guidelines, as determined by the Secretary, to minimize actual or potential conflicts of interest among employees of such college whose salaries are funded in whole or in part with such funds.

(b) TIME AND MANNER OF PAYMENT; RELATED REPORTS.—The amount to which a State is entitled shall be paid in equal quarterly payments in or about July, October, January, and April of each year to the treasurer or other officer of the State duly authorized by the laws of the State or receive the same, and such officer shall be required to report to the Secretary of Agriculture on or about the first day of April of each year, a detailed statement of the amount so received during the previous fiscal year and its disbursement, on forms prescribed by the Secretary of Agriculture.

(c) REQUIREMENTS RELATED TO PLAN OF WORK.—Each extension plan of work for a State required under subsection (a) shall contain descriptions of the following:

1. The critical short-term, intermediate, and long-term agricultural issues in the State and the current and planned extension programs and projects targeted to address the issues.

2. The process established to consult with extension users regarding the identification of critical agricultural issues in the State and the development of extension programs and projects targeted to address the issues.

3. The efforts made to identify and collaborate with other colleges and universities within the State, and within other States, that have a unique capacity to address the identified agricultural issues in the State and the extent of current and emerging efforts (including regional efforts) to work with those other institutions.

4. The manner in which research and extension, including research and extension activities funded other than through formula funds, will cooperate to address the critical issues in the State, including the activities to be carried out separately, the activities to be carried out sequentially, and the activities to be carried out jointly.
(5) The education and outreach programs already underway to convey available research results that are pertinent to a critical agricultural issue, including efforts to encourage multicounty cooperation in the dissemination of research results.

(d) EXTENSION PROTOCOLS.—
(1) DEVELOPMENT.—The Secretary of Agriculture shall develop protocols to be used to evaluate the success of multistate, multi-institutional, and multidisciplinary extension activities and joint research and extension activities in addressing critical agricultural issues identified in the plans of work submitted under subsection (a).

(2) CONSULTATION.—The Secretary of Agriculture shall develop the protocols in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board established under section 1408 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3123) and land-grant colleges and universities.

(e) TREATMENT OF PLANS OF WORK FOR OTHER PURPOSES.—To the maximum extent practicable, the Secretary shall consider a plan of work submitted under subsection (a) to satisfy other appropriate Federal reporting requirements.

SEC. 5. § 7 U.S.C. 345ζ. If any portion of the moneys received by the designated officer of any State, for the support and maintenance of cooperative agricultural extension work, as provided in this Act, shall by any action or contingency be diminished or lost

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27 U.S.C. 347. Repealed by the Act of June 29, 1960, Public Law 86–533, section 1(21), 74 Stat. 249. or be misapplied, it shall be replaced by said State, and until so replaced no subsequent appropriation shall be apportioned or paid to said State. No portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in college, or any other purpose not specified in this Act. It shall be the duty of said colleges, annually, on or about the first day of January, to make to the Governor of the State in which it is located a full and detailed report of its operations in extension work as defined in this Act, including a detailed statement of receipts and expenditures from all sources for this purpose, a copy of which report shall be sent to the Secretary of Agriculture.

SEC. 6.1 (Repealed)
SEC. 7.2 (Repealed)
SEC. 8. § 7 U.S.C. 347aζ (a) The Congress finds that there exists special circumstances in certain agricultural areas which cause such areas to be at a disadvantage insofar as agricultural development is concerned, which circumstances include the following: (1) There is concentration of farm families on farms either too small or too unproductive or both; (2) such farm operators because of limited productivity are unable to make adjustments and investments required to establish profitable operations; (3) the productive capacity of the existing farm unit does not permit profitable employment of available labor; (4) because of limited resources, many of these farm families are not able to make full use of current extension programs designed for families operating economic units nor are extension facilities adequate to provide the assistance needed to produce desirable results.

(b) In order to further the purposes of section 2 in such areas and to encourage complementary development essential to the welfare of such areas, there are hereby authorized to be appropriated such sums as the Congress from time to time shall determine to be necessary for payments to the States on the basis of special needs in such areas as determined by the Secretary of Agriculture.

(c) In determining that the area has such special need, the Secretary shall find that it has a substantial number of disadvantaged farms or farm families for one or more of the reasons heretofore enumerated. The Secretary shall make provisions for the assistance to be extended to include one or more of the following: (1) Intensive
on-the-farm educational assistance to the farm family in appraising and resolving its problems; (2) assistance and counseling to local groups in appraising resources for capability of improvement in agriculture or introduction of industry designed to supplement farm income; (3) cooperation with other agencies and groups in furnishing all possible information as to existing employment opportunities, particularly to farm families having underemployed workers; and (4) in cases where the farm family, after analysis of its opportunities and existing resources, finds it advisable to seek a new farming venture, the providing of information, advice, and counsel in connection with making such change. (d) No more than 10 per centum of the sums available under this section shall be allotted to any one State. The Secretary shall use project proposals and plans of work submitted by the State Extension directors as a basis for determining the allocation of funds appropriated pursuant to this section. (e) Sums appropriated pursuant to this section shall be in addition to, and not in substitution for, appropriations otherwise available under this Act. The amounts authorized to be appropriated pursuant to this section shall not exceed a sum in any year equal to 10 per centum of sums otherwise appropriated pursuant to this Act.

SEC. 9. §7 U.S.C. 348. The Secretary of Agriculture is authorized to make such rules and regulations as may be necessary for carrying out the provisions of this Act.

SEC. 10. §7 U.S.C. 349. The term "State" means the States of the Union, Puerto Rico, the Virgin Islands, and Guam.

SEC. 11. §7 U.S.C. 341 note. SHORT TITLE.
This Act may be cited as the "Smith-Lever Act".

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176A.1 SHORT TITLE.
This chapter may be known and cited as the "County Agricultural Extension Law".

Section History: Early Form
176A.2 DECLARATION OF POLICY.
It is the policy of the legislature to provide for aid in disseminating among the people of Iowa useful and practical information on subjects relating to agriculture, home economics, and community and economic development, and to encourage the application of the information in the counties of the state through extension work to be carried on in cooperation with Iowa state university of science and technology and the United States department of agriculture as provided in the Act of Congress known as the Smith-Lever Act, adopted May 8, 1914, as amended, 38 Stat. 372-374, codified at 7 U.S.C. § 341-349.

Section History: Recent Form
[C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.2]
176A.3 DEFINITION OF TERMS.
Whenever used or referred to in this chapter, unless a different meaning clearly appears from the context:
1. "County agricultural extension council", hereinafter referred to as "extension council", means the agency created and constituted as provided in section 176A.5.
2. "County agricultural extension district", hereinafter referred to as "extension district", means a governmental subdivision of this state, and a public body corporate organized in accordance with the provisions of this chapter for the purposes, with the powers, and subject to the restrictions set forth in this chapter.
3. "Director of extension" means the "director of Iowa state university of science and technology extension service", and shall hereinafter be referred to as "director of extension".
4. "Extension service" means the "cooperative extension service in agriculture and home economics of Iowa state university", and shall hereinafter be referred to as "extension service".
5. "Iowa state university" means the "Iowa state university of science and technology", and shall hereinafter be referred to as "Iowa state university".

Section History: Early Form>
[C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.3]
Section History: Recent Form
2009 Acts, ch 41, § 69
176A.4 ESTABLISHMENT -- BODY CORPORATE -- COUNTY AGRICULTURAL EXTENSION DISTRICTS.
Each county, except Pottawattamie, is constituted and established as a "county agricultural extension district" and shall be a public body corporate organized in accordance with the provisions of this chapter for the purposes, with the powers and subject to the restrictions hereinafter set forth. Pottawattamie county shall be divided into and constitute two districts with one district to be known as "East Pottawattamie" which shall include the following townships: Pleasant, Layton, Knox, James, Valley, Lincoln, Washington, Belknap, Center, Wright, Carson, Macedonia, Grove, Waveland; and the other "West Pottawattamie" which shall include the following townships: Rockford, Boomer, Neola, Minden, Hazel Dell, York, Crescent, Norwalk, Lake, Garner, Hardin, Kane, Lewis, Keg Creek, Silver Creek.

Section History: Early Form
[C24, 27, 31, 35, 39, § 2930; C46, 50, 54, § 176.8; C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.4]
176A.5 COUNTY AGRICULTURAL EXTENSION COUNCIL.
There shall be elected in each extension district an extension council consisting of nine members. Each member of the extension council shall be a resident registered voter of the extension district.
Section History: Early Form
[C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.5]

Section History: Recent Form
90 Acts, ch 1149, §1; 94 Acts, ch 1169, §64
Referred to in § 176A.3

176A.6 ELECTIONS.
An election shall be held biennially at the time of the general
election in each extension district for the election of members of
the extension council. All registered voters of the extension
district are entitled to vote in the election.

Section History: Early Form
[C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.6]

Section History: Recent Form
90 Acts, ch 1149, §2; 95 Acts, ch 67, § 53
Referred to in § 39.21

176A.7 TERMS -- MEETINGS.
1. Except as otherwise provided pursuant to law for members
elected in 1990, the term of office of an extension council member is
four years. The term shall commence on the first day of January
following the date of the member's election which is not a Sunday or
legal holiday.
2. Each extension council shall meet at least two times during a
calendar year and at other times during the year as the council
determines. The date, time, and place of each meeting shall be fixed
by the council.

Section History: Early Form
[C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.7]

Section History: Recent Form
90 Acts, ch 1149, §3; 99 Acts, ch 133, §1

176A.8 POWERS AND DUTIES OF COUNTY AGRICULTURAL
EXTENSION COUNCIL.
The extension councils of each extension district of the state
shall have, exercise, and perform the following powers and duties:
1. To elect from their own number annually a chairperson, vice
chairperson, secretary and a treasurer who shall serve and be the
officers of the extension council for a term of one year, and perform
the functions and duties as herein in this chapter provided.
2. To serve as an agency of the state and to manage and transact
all of the business and affairs of its district and have control of
all of the property acquired by it and necessary for the conduct of
the business of the district for the purposes of this chapter.
3. a. To and shall, at least ninety days prior to the date
fixed for the election of council members, appoint a nominating
committee consisting of four persons who are not council members and
designate the chairperson. The membership of the nominating
committee shall be gender balanced. The nominating committee shall
consider the geographic distribution of potential nominees in
nominating one or more resident registered voters of the extension
district as candidates for election to each office to be filled at
the election. To qualify for the election ballot, each nominee shall
file a nominating petition signed by at least twenty-five eligible
electors of the district with the county commissioner of elections at
least sixty-nine days before the date of election.
b. To and shall also provide for the nomination by petition
of candidates for election to membership on the extension council. A
nominating petition shall be signed by at least twenty-five eligible
electors of the extension district and shall be filed with the county
commissioner of elections at least sixty-nine days before the date of
the election.
4. To enter into a Memorandum of Understanding with the extension
service setting forth the cooperative relationship between the
extension service and the extension district.
5. To employ all necessary extension professional personnel from
qualified nominees furnished to it and recommended by the director of
extension and not to terminate the employment of any such without
first conferring with the director of extension, and to employ such
other personnel as it shall determine necessary for the conduct of
the business of the extension district, and to fix the compensation
for all such personnel in cooperation with the extension service and
in accordance with the Memorandum of Understanding entered into with
such extension service.
6. To prepare annually before March 15 a budget for the fiscal
year beginning July 1 and ending the following June 30, in accordance
with the provisions of chapter 24 and certify the same to the board
of supervisors of the county of their extension district as required
by law.
7. To and shall be responsible for the preparation and adoption
of the educational program on extension work in agriculture, home
economics and 4-H club work, and periodically review said program and
for the carrying out of the same in cooperation with the extension
service in accordance with the Memorandum of Understanding with said
extension service.
8. To make and adopt such rules not inconsistent with the law as
it may deem necessary for its own government and the transaction of
the business of the extension district.
9. To fill all vacancies in its membership to serve for the
unexpired term of the member creating the vacancy by appointing a
resident registered voter of the extension district. However, if an
unexpired term in which the vacancy occurs has more than seventy days
to run after the date of the next pending election and the vacancy
occurs seventy-four or more days before the election, the vacancy
shall be filled at the next pending election.
10. To and shall, as soon as possible following the meeting at
which the officers are elected, file in the office of the board of
superintendents and of the county treasurer a certificate signed by its
chairperson and secretary certifying the names, addresses and terms
of office of each member, and the names and addresses of the officers
of the extension council with the signatures of the officers affixed
thereto, and said certificate shall be conclusive as to the
organization of the extension district, its extension council, and as to its members and its officers.

11. To and shall deposit all funds received from the "county agricultural extension education fund" in a bank or banks approved by it in the name of the extension district. These receipts shall constitute a fund known as the "county agricultural extension education fund" which shall be disbursed by the treasurer of the extension council on vouchers signed by its chairperson and secretary and approved by the extension council and recorded in its minutes.

12. To expend the "county agricultural extension education fund" for salaries and travel, expense of personnel, rental, office supplies, equipment, communications, office facilities and services, and in payment of such other items as shall be necessary to carry out the extension district program; provided, however, it shall be unlawful for the county agricultural extension council to lease any office space which is occupied or used by any other farm organization or farm cooperative, and provided further, that it shall be lawful for the county agricultural extension council to lease space in a building owned or occupied by a farm organization or farm cooperative.

13. To carry over unexpended county agricultural extension education funds into the next year so that funds will be available to carry on the program until such time as moneys received from taxes are collected by the county treasurer. However, the unencumbered funds in the county agricultural extension education fund in excess of one-half the amount expended from the fund in the previous year shall be paid over to the county treasurer. The treasurer of the extension council with the approval of the council may invest agricultural extension education funds retained by the council and not needed for current expenses in the manner authorized for treasurers of political subdivisions under section 12C.1.

14. To file with the county auditor and to publish in two newspapers of general circulation in the district before August 1 full and detailed reports under oath of all receipts, from whatever source derived, and expenditures of such county agricultural extension education fund showing from whom received, to whom paid and for what purpose for the last fiscal year.

Section History: Early Form
[S13, § 1683-3, -m; C24, 27, 31, 35, 39, § 2930, 2933, 2938; C46, 50, 54, § 176.8, 176.11, 176.16; C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.8]

Section History: Recent Form
Referred to in §176A.9, 331.427

176A.9 LIMITATION ON POWERS AND ACTIVITIES OF EXTENSION COUNCIL.
1. The extension council has for its sole purpose the dissemination of information, the giving of instruction and practical demonstrations on subjects relating to agriculture, home economics, and community and economic development, and the encouragement of the
application of the information, instruction, and demonstrations to and by all persons in the extension district, and the imparting to the persons of information on those subjects through field demonstrations, publications, or other media.

2. The extension district, its council, or a member or an employee as a representative of either one or the other shall not engage in commercial or other private enterprises, legislative programs, nor attempt in any manner by the adoption of resolutions or otherwise to influence legislation, either state or national, or other activities not authorized by this chapter.

3. The extension council or a member or employee thereof as a representative of either the extension district or the extension council shall not give preferred services to any individual, group or organization or sponsor the programs of any group, organization or private agency other than as herein provided by this chapter.

4. The extension council may collect reasonable fees and may seek and receive grants, donations, gifts, bequests, or other moneys from public and private sources to be used for the purposes set forth in this section, and may enter into contracts to provide educational services.

5. The extension council and its employed personnel may cooperate with, give information and advice to organized and unorganized groups, but shall not promote, sponsor or engage in the organization of any group for any purpose except the promoting, organization and the development of the programs of 4-H clubs. Nothing in this chapter shall prevent the county extension council or extension agents employed by it from using or seeking opportunities to reach an audience of persons interested in agricultural extension work through the help of interested farm organizations, civic organizations or any other group: Provided, that in using or seeking such opportunities, the county extension council or agents employed by it shall make available to all groups and organizations in the county equal opportunity to cooperate in the educational extension program.

6. Members of the council shall serve without compensation, but may receive actual and necessary expenses, including in-state travel expenses at not more than the state rate, incurred in the performance of official duties other than attendance at regular local county extension council meetings. Payment shall be made from funds available pursuant to section 176A.8, subsection 12.

Section History: Early Form
[S535, § 1683-e; C24, 27, 31, 35, 39, § 2929, 2931; C46, 50, 54, § 176.7, 176.9; C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.9]

Section History: Recent Form
86 Acts, ch 1245, § 839; 98 Acts, ch 1166, §1, 2

176A.10 COUNTY AGRICULTURAL EXTENSION EDUCATION TAX.

1. The extension council of each extension district shall, at a meeting held before March 15, estimate the amount of money required to be raised by taxation for financing the county agricultural extension education program authorized in this chapter. The annual tax levy and the amount of money to be raised from the levy for the
county agricultural extension education fund shall not exceed the following:

a. (1) Except as provided in subparagraph (2), for an extension district having a population of less than thirty thousand, an annual levy of twenty and one-fourth cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of seventy thousand dollars for the fiscal year commencing July 1, 1985, and seventy-five thousand dollars for each subsequent fiscal year.

(2) For an extension district having a population of less than thirty thousand and as provided in subsection 2, an annual levy of thirty cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of eighty-seven thousand dollars payable during the fiscal year commencing July 1, 1992, and an increase of six thousand dollars in the amount payable during each subsequent fiscal year.

b. (1) Except as provided in subparagraph (2), for an extension district having a population of thirty thousand or more but less than fifty thousand, an annual levy of twenty and one-fourth cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of eighty-four thousand dollars for the fiscal year commencing July 1, 1985, and ninety thousand dollars for each subsequent fiscal year.

(2) For an extension district having a population of thirty thousand or more but less than fifty thousand and as provided in subsection 2, an annual levy of twenty and one-fourth cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of one hundred four thousand dollars payable during the fiscal year commencing July 1, 1992, and an increase of seven thousand dollars in the amount payable during each subsequent fiscal year.

c. (1) Except as provided in subparagraph (2), for an extension district having a population of fifty thousand or more but less than ninety-five thousand, an annual levy of thirteen and one-half cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of one hundred five thousand dollars for the fiscal year commencing July 1, 1985, and one hundred twelve thousand five hundred dollars for each subsequent fiscal year.

(2) For an extension district having a population of fifty thousand or more but less than ninety thousand and as provided in subsection 2, an annual levy of thirteen and one-half cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of one hundred thirty thousand five hundred dollars payable during the fiscal year commencing July 1, 1992, and an increase of nine thousand dollars in the amount payable during each subsequent fiscal year.

d. (1) Except as provided in subparagraph (2), for an extension district having a population of ninety-five thousand or more, an annual levy of thirteen and one-half cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of one hundred forty thousand dollars for the fiscal year commencing July 1, 1985, and one hundred fifty thousand dollars for each subsequent fiscal year.

(2) For an extension district having a population of ninety thousand or more but less than two hundred thousand and as provided in subsection 2, an annual levy of thirteen and one-half cents per thousand dollars of the assessed valuation of the taxable property in the district up to a maximum of one hundred eighty thousand dollars
payable during the fiscal year commencing July 1, 1992, and an
increase of fifteen thousand dollars in the amount payable during
each subsequent fiscal year.

e. For an extension district having a population of two
hundred thousand or more and as provided in subsection 2, an annual
levy of five cents per thousand dollars of the assessed valuation of
the taxable property in the district up to a maximum of two hundred
dollars payable during the fiscal year commencing July 1,
1992, and an increase of twenty-five thousand dollars in the amount
payable during each subsequent fiscal year.

2. An extension council of an extension district may choose to be
subject to the levy and revenue limits specified in subparagraphs (2)
of subsection 1, paragraphs "a" through "d", and subsection
1, paragraph "e", for the purpose of the annual levy for the
fiscal year commencing July 1, 1991, which levy is payable in the
fiscal year beginning July 1, 1992. Before an extension district may
be subject to the levy and revenue limits specified in subparagraphs
(2) of subsection 1, paragraphs "a" through "d", and
subsection 1, paragraph "e", for fiscal years beginning on or
after July 1, 1992, which levy is payable in fiscal years beginning
on or after July 1, 1993, the question of whether the district shall
be subject to the levy and revenue limits as specified in such
subsections must be submitted to the registered voters of the
district. The question shall be submitted at the time of a state
general election. If the question is approved by a majority of those
voting on the question the levy and revenue limits specified in
subparagraphs (2) of subsection 1, paragraphs "a" through
"d", and subsection 1, paragraph "e", shall thereafter apply
to the extension district. The question need only be approved at one
state general election. If a majority of those voting on the
question vote against the question, the district may continue to
submit the question at subsequent state general elections until
approved.

3. The extension council in each extension district shall comply
with chapter 24.

Section History: Early Form
[C24, 27, 31, 35, 39, § 2930; C46, 50, 54, § 176.8; C58, 62,
66, 71, 73, 75, 77, 79, 81, 881, § 176A.10; 81 Acts, ch 69, § 1]

Section History: Recent Form
91 Acts, ch 156, §1; 92 Acts, ch 1212, §7; 92 Acts, ch 1246, §25;
99 Acts, ch 133, §4; 2009 Acts, ch 41, §205

Footnotes
(The word "paragraphs" probably intended; corrective legislation
is pending

176A.11 ANNUAL LEVY BY BOARD OF SUPERVISORS.
The board of supervisors of each county shall annually, at the
time of levying taxes for county purposes, levy the taxes necessary
to raise the county agricultural extension education fund and
certified to it by the extension council as provided in this chapter,
but if the amount certified for such fund is in excess of the amount
authorized by this chapter it shall levy only so much thereof as is authorized by this chapter.

Section History: Early Form
[C24, 27, 31, 35, 39, § 2930; C46, 50, 54, § 176.8; C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.11]

176A.12 COUNTY AGRICULTURAL EXTENSION FUND.
A county agricultural extension education fund shall be established in each county and the county treasurer of each county shall keep the amount of tax levied under this chapter in that fund. Before the fifteenth day of each month, the treasurer shall notify the chairperson of the county extension council of the amount collected for this fund to the first day of that month and shall pay that amount to the treasurer of the extension council as provided in section 331.552, subsection 29.

Section History: Recent Form
83 Acts, ch 123, § 78, 209; 84 Acts, ch 1003, § 4
Referred to in § 331.559

176A.13 COOPERATION EXTENSION COUNCIL -- EXTENSION SERVICE.
The extension council is specifically authorized to cooperate with the extension service and the United States department of agriculture in the accomplishment of the county agricultural extension education program contemplated by this chapter, to the end that the federal funds allocated to the extension service and the county agricultural extension education fund of each district may be more efficiently used by the extension service and the extension council. The director of extension shall coordinate the county agricultural extension education program in the several extension districts.

Section History: Early Form
[S13, § 1683-p; C24, 27, 31, 35, 39, § 2931, 2932; C46, 50, 54, § 176.9, 176.10; C58, 62, 66, 71, 73, 75, 77, 79, 81, § 176A.13]

176A.14 EXTENSION COUNCIL OFFICERS -- DUTIES.
1. The chairperson of the extension council shall preside at all meetings of the extension council, have authority to call special meetings of said council upon such notice as shall be fixed and determined by the extension council, and shall call special meetings of the extension council upon the written request of a majority of the members of said council, and in addition to the duties imposed in this chapter perform and exercise the usual duties performed and exercised by a chairperson or president of a board of directors of a corporation.
2. The vice chairperson, in the absence or disability of the chairperson, or the chairperson's refusal to act, shall perform the duties imposed upon the chairperson and act in the chairperson's stead.
3. The secretary shall perform the duties usually incident to this office. The secretary shall keep the minutes of all meetings of
the extension council. The secretary shall sign such instruments and
papers as are required to be signed by the secretary as such in this
chapter, and by the extension council from time to time.
4. The treasurer shall receive, deposit and have charge of all of
the funds of the extension council and pay and disburse the same as
in this chapter required, and as may be from time to time required by
the extension council. The treasurer shall keep an accurate record
of receipts and disbursements and submit a report thereof at such
times as may be required by the extension council.
5. Each of the officers of the extension council shall perform
and carry out the officer's duties as provided in this section and
shall perform and carry out any other duties as required by rules
adopted by the extension council as authorized in this chapter. A
member of the extension council, within fifteen days after the
member's election, shall take and sign the usual oath of public
officers which shall be filed in the office of the county auditor of
the county of the extension district. The treasurer of the extension
council, within ten days after being elected and before entering upon
the duties of the office, shall execute to the extension council a
corporate surety bond for an amount not less than twenty thousand
dollars. The bond shall be continued until the treasurer faithfully
discharges the duties of the office. The bond shall be filed with
the county auditor of the county of the extension district. The
county auditor shall notify the chairperson of the extension council
of the bond's filing in the auditor's office. The cost of the surety
bond shall be paid for by the extension council.

Section History: Early Form
[S13, § 1683-i, -j, -m; C24, 27, 31, 35, 39, § 2933, 2934,
2938; C46, 50, 54, § 176.11, 176.12, 176.16; C58, 62, 66, 71, 73,
75, 77, 79, 81, § 176A.14]

Section History: Recent Form
97 Acts, ch 73, §1; 98 Acts, ch 1107, §2
Referred to in § 331.502

176A.15 CONSOLIDATION OF EXTENSION DISTRICTS.
Any two or more extension districts may be consolidated to form a
single extension district, by resolution duly adopted by the
extension council of each such extension district. Upon adoption of
such resolutions providing for such consolidation, the extension
councils shall do all things which may be necessary or convenient to
carry into effect such consolidation. The initial extension council
for such new extension district shall consist of the members of the
extension councils of the consolidated extension districts. The
extension council of such new extension district shall promptly elect
officers as provided in this chapter, and upon such election the
terms of the officers of the extension councils of the consolidated
extension districts shall terminate. The extension council of the
new extension district shall select a name for such district and
shall file the name, together with copies of the resolution providing
for such consolidation, with the recorder of each county affected
thereby. The new extension district shall be regarded for all
purposes as an extension district, the same as if such extension
district consisted of a single county, and its extension council and
officers thereof shall have all the powers and duties which now or hereafter may pertain to extension councils and officers thereof. All assets and liabilities of the consolidated extension districts shall become the assets and liabilities of the new extension district. The tax rate for the "county agricultural extension education fund" shall be the same in each county included in an extension district formed by consolidation. For the purposes of any law requiring extension districts to file any document with or certify any information to any county officer or board, an extension district formed by consolidation shall file or certify the same with or to the appropriate officer or board of each county included in the extension district. An extension district formed by consolidation may be dissolved and the original extension districts as they existed prior to such consolidation may be re-established, by resolution duly adopted by the extension council of such extension district; and upon adoption of such resolution, the extension council shall do all things which may be necessary or convenient to carry into effect such dissolution and the re-establishment of the original extension districts.

Section History: Early Form
[C62, 66, 71, 73, 75, 77, 79, 81, § 176A.15]

176A.16 GENERAL ELECTION LAW APPLICABLE.
The provisions of chapter 49 apply to the elections held pursuant to this chapter, and the county commissioner of elections has responsibility for the conducting of those elections.

Section History: Early Form
[C75, 77, 79, 81, § 176A.16]

Section History: Recent Form
90 Acts, ch 1149, §7