

Extension Council Nominating Committee Process and Orientation

Important Questions and Answers

What is the purpose of this meeting and why are we here?

- Provide county input to achieve the best representation for extension council nominees.
- Fulfill the requirements of the Extension Law - Iowa Code, Chapter 176.A.

What is Iowa State University Extension and Outreach in our county?

- Provide overview of program areas in ISU Extension and Outreach.
- Review activity and current ISU Extension and Outreach work in the county (e.g., stakeholder report or success stories).

What is the role of extension council members?

- Provide list of extension council duties - recruitment flyer and brochure, County Services website.
- Provide past and present council member demographics.

What are the characteristics of potential council nominees?

- Well respected member of the county.
- Willingness to serve and attend meetings.
- Capacity for knowledge and promotion of ISU Extension and Outreach.
- Broad unbiased perspective of county needs.

What is the timeline of the nomination process?

- Establish who will chair the committee and who will prepare the report for council.
- Establish logistics of how and when to gather nominations and contact those nominated.

Duties of Nominating Committee

- Select candidates who will help ensure diversity on the extension council.
- Assist nominees with circulating their petitions as needed.
- Nominate enough candidates so that voters have a choice (more than five candidates when four are to be elected, and more than six candidates when five are to be elected).
- Present a nominating committee report to the extension council on or before the August council meeting.

Duties of Nominee

- To qualify for the election ballot, each nominee shall file a nominating petition signed by at least 25 qualified electors of the district with the county commissioner of elections at least 69 days before the date of election.
- Gather more signatures than necessary.

Duties of County Extension

- Establish and follow a timeline for the entire process.
- Establish a line of contact (e.g., committee member or county point of contact).
- Keep an accurate record of past nomination committee processes, members, and nominees.
- Provide reference materials to the committee (i.e., [Recruitment resources](#), [CAED-1 and 2 forms](#), county program activity information).
- Assist nominating committee members and nominees with petitions and signatures, such as providing forms before county fair.
- Follow up with the county auditor to ensure that petitions are being filed properly by deadline.