# Notice of Organizational Meeting of the

**\_\_\_\_\_\_\_\_ County Agricultural Extension Council**

In compliance with the County Agricultural Extension Law, the organizational meeting of the \_\_\_\_\_\_\_\_County Agricultural Extension Council will be held at \_\_\_\_ p.m. on the \_\_\_\_day of \_\_\_\_\_, 2020 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_, Iowa.

It is important that all members attend this meeting.

Organizational Meeting includes the following:

1. Election of extension council officers
2. Approval of consent agenda items (could include the following)

* Personnel and fiscal policies
* Meeting attendance expectations
* Adopting Roberts Rules of Order
* Approval of master volunteer list
* Financial reports provided before each meeting
* Other as appropriate

1. Regular council meetings date and time
2. Committee assignments
3. Appointments to other boards and committees
4. Official newspapers
5. Fiscal procedures

* Depository

### Authorization for signing checks and electronically transferring funds

* Bonding of treasurer and staff
* Other as appropriate

1. Approval of policies, meeting requirement, meeting conduct, volunteers, and financial reports

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

1. Approval of consent agenda items (could include the following)
   1. Minutes of previous meeting
   2. Financial and budget reports
   3. Staff and program specialist reports
   4. Audience counts of past events
   5. Upcoming calendar
   6. Additions and deletions from approved volunteer list
   7. Committee reports
2. Voucher report approval
3. Approval of work budget (if presented at this meeting)
4. Old business
5. New business

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## Secretary, \_\_\_\_\_\_\_\_\_ Agricultural Extension Council

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