**Minutes of the Organizational Meeting and Regular Meeting of \_\_\_\_\_\_\_\_\_\_ County Agricultural Extension Council**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Call the Meeting to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Organizational Meeting**
	1. **Election of Council Officers**

**Nominations do not require a second.**

*General Consent:* Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says, "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

*Note to Secretary*: Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted “Aye”, “all those voting Nay”, and/or all those who “Abstain”. Otherwise motion passed unanimously may be used.

* + 1. **Chair**
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #1-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting handed over to duly elected chairperson** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. **Vice Chair**
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. **Secretary**
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. **Treasurer**
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #1-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those voting for candidate #2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Approval of Organizational Consent Agenda Items (for those councils who have approved the use of the consent agenda)**

Personnel and fiscal policies (need formal review at another council meeting)

Meeting attendance expectations

Adopting Roberts Rules of Order

Approval of cumulative volunteer list

Financial reports provided before each council meeting

* Balance sheet
* Council revenue and expense statement
* Bank reconciliation

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to approve Consent Agenda Items.
Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

* 1. **Regular council meeting date and time**

Regular council meeting date \_\_\_\_\_\_\_\_\_\_\_\_\_ and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Motion carried \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

* 1. **Committee Assignments**

These committees will be organized (suggested) with the following members serving on each committee (\*Designates Chair):

(a) Fiscal/Legal (b) Personnel (c) Program/Marketing

\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Motion carried \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

* 1. **Appointments to Other Committees and Boards (optional)**

Regional Council (add blank for 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Iowa Extension Council Assciation Liasion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (fairboard, 4-H committee, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_\_\_

* 1. **Official Newspapers (identify two for publication of published report)**

The official newspapers for the county extension district will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_\_\_

* 1. **Fiscal Procedures (all of the following into one motion)**

The depository for the county extension district will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with all receipts deposited in said bank. Maximum to be on deposit is $\_\_\_\_\_\_\_\_\_\_\_\_\_.

The County Extension District (will -or- will not) authorize an agency account.

Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in
Fiscal Policy section 3.4.

Any other members authorized to sign checks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members authorized to transfer funds and/or access the bank account electronically:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A group surety bond purchased through LMC Insurance and Risk Management provides a $20,000 bond for Treasurers as required by state statutes and a $250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Motion carried \_\_\_\_\_\_ to \_\_\_\_\_\_

* 1. Designate Custodian of Public Record and Open Record Requsts (identify one staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Motion carried \_\_\_\_\_\_ to \_\_\_\_\_\_

* 1. **Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports** (The following items are required for those councils without consent agenda approval.)

Motion by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to approve the county personnel and fiscal policies, adopting Robert’s Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.

Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Motion carried \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

1. **Regular Meeting**
	1. **Approval of Consent Agenda Items: (could include:)**
		1. Minutes of previous meeting
		2. Financial reports
		3. Staff and program specialist reports
		4. Audience counts of past events
		5. Upcoming calendar events
		6. Additions and deletions from approved volunteer list
		7. Committee reports
	2. **Voucher Report Approval**

**Checks # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion carried \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

* 1. **Approval of Work Budget (if presented at this meeting)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the FY\_\_\_ budget be approved for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in expenditures with a tax request of $\_\_\_\_\_\_\_\_\_\_ with $\_\_\_\_\_\_\_\_\_ from property tax and $\_\_\_\_\_\_\_\_\_ from utility excise tax. The council treasurer is directed to officially publish that the FY\_\_\_ budget public hearing is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.m. at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(location).

Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Motion carried \_\_\_\_\_ to \_\_\_\_\_\_

(Edit and reuse above motion if levying for tort and/or unemployment.)

* 1. **Old Business**
		1.
		2.
	2. **New Business**
		1.
		2.
		3.
1. **Agenda Items for Next Meeting**
2. **Date/Time/Location of Next Meeting**
3. **Adjourned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agricultural Extension District**