

## **Notice of Organizational Meeting of the Dallas County Agricultural Extension Council**

In compliance with the County Agricultural Extension Law, the organizational meeting of the Dallas County Agricultural Extension Council will be held at 5 p.m. on the 15<sup>th</sup> day of January , 2024 at Dallas County Agricultural Extension Office in Adel, Iowa.

DUE TO EXTREME TEPATURES WE ARE OFFERING A ZOOM LINK FOR THE MEETING

Please click this URL to join.

<https://iastate.zoom.us/j/99667436370?pwd=S0Ewbnd4ek5PSXZpS3pjM2x5dEs5QT09>

### **Organizational Meeting includes the following:**

1. Approval of agenda
2. Election of extension council officers
3. Approval of consent agenda items
4. Regular council meetings date and time
5. Public notice of meetings
6. Council committee assignments
7. Appointments to other boards and committees
8. Approval of master volunteer list
9. Approval of provisional volunteers
10. Designate custodian of public record and open record requests
11. Official newspapers
12. Fiscal procedures
  - Depository
  - Authorization for signing checks and electronically transferring funds
  - Bonding of treasurer and staff
13. Approval of county fiscal policy
14. Approval of financial reports to come before the council at each meeting
15. Approval of county personnel policy
16. Approve meeting method

**The regular monthly meeting is held after the organizational meeting agenda.**

**Agenda includes:**

**Public Comments** The Dallas County Extension Council allows time for the public to present information or opinions on any topic to the elected council. Each participant will be limited to two (2) minutes. This is not a discussion with the council and no action will be taken at this meeting. Ideas shared may become agenda items at future meetings. No defamation of character or profanity will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. The person addressing the council will be required to share their name and address. The extension council chairperson has the right to modify or combine speakers if the same information or opinion is being delivered.

Approval of consent agenda items

Approval of Secretary report

Voucher report approval

Additions and deletions from approved volunteer list

- a. Unfinished business
  
- b. New business
  - Summer Assistant position
  - Set Public Hearing Time and Date
  - Approval of work budget

\_\_\_\_\_ (signature)  
Secretary, \_\_\_\_\_ Agricultural Extension Council

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