

**Cornell Cooperative Extension Dutchess County Association**  
**Operating Guidelines**  
**January 2024**

In accordance with Article XII of the Constitution of the Cornell Cooperative Extension Dutchess County Association, the following regulations identify the details of operation of the Board of Directors and Program Advisory Committees not contained in the CCEDC Constitution.

**BOARD OF DIRECTORS COMMITTEES**

Specific composition and duties of each Committee is detailed below. The Board President is an ex-officio member of all committees and cannot vote at any committee meeting. The Executive Director is Executive Officer of all committees. All Committee members of each committee will be appointed annually by the Board President. The Board President shall designate annually a Board member as the Chairperson for each committee.

A person is not eligible to serve on a Committee if any of the following relationships hold with a committee member or any Association staff member: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household.

**STANDING COMMITTEES:**

In order for it to carry out all of its duties, the Board of Directors will establish Standing Committees each year.

**Quorum:** A quorum shall consist of at least (3) three Committee members, excluding ex-officio members.

**Composition:** It is the intent of the Association to have the composition of the Standing Committees consist of at least one (1) At-Large Board member and Board representative(s) from each of the Program Advisory Committees. The appointed Chairperson may be any voting Board member.

**Standing Committees are:**

**Executive**

Composition and Duties are outlined in Article VII Section 2 of Cornell Cooperative Extension Dutchess County's Constitution.

**Finance**

Acts on behalf of the Board of Directors in its fiduciary responsibility for all Association assets, related policies, and securing financing. Acts on behalf of the Board in its responsibility related to equipment and facilities. At least one member of the Finance Committee must also be on the Fair Long Range Committee.

**Duties:**

1. Establish policies and procedures for financial management.
2. Review and recommend approval of an Association budget; advocate for sustainable financial support for the budget from the County Government and other sources.

3. Establish policies and procedures for facility and equipment usage and maintenance.
4. Review and approve all building and facilities projects.

### **Personnel**

Acts in compliance with the Comprehensive Affirmative Action Diversity and Inclusion plan of the Association and on behalf of the Board of Directors in its primary responsibility related to personnel policies and issues.

#### **Duties:**

1. Establish policies and procedures for personnel management.
2. Maintain classification and wage/salary plan for personnel.
3. Review staffing plans, as needed.
4. Provide input on performance review tools and procedures.
5. Review personnel issues (for paid staff and volunteers).

### **SPECIAL/AD HOC COMMITTEES:**

As designated by the Board President, non-board members and/or staff may be appointed to Special or Ad Hoc committees as voting members. The Board President may appoint any Special or Ad Hoc Committee member as chairperson.

**Quorum:** A quorum shall consist of at least (2) two of the Committee members.

**Composition:** Special/Ad Hoc Committees shall consist of at least (1) one Board member plus others as designated by the Board President. The Nominating Committee must consist of a majority who are not current board members (Article IX, Section I. A.). The Board Advisory Committee should primarily consist of former elected board/program advisory committee members, representing the community at-large.

**Meetings:** Special/Ad Hoc Committees shall meet a minimum of one (1) time a year and more often as called by the chairperson.

Additional special or ad hoc committees may be appointed as needed throughout the year.

### **Special/Ad Hoc Committees:**

### **Audit**

The Committee will be convened when deemed necessary by the Board President to provide for periodic review and audit of Association financial procedures and records. Finance Committee members may not be on the Audit Committee. Non-board members may be appointed by the President.

#### **Duties:**

1. Internal control assessments.
2. Selection of an independent auditor.
3. Assist, as needed, in responding to external audit reports.
4. Review report from Cornell University Compliance Review and report to the Board of Directors on findings.

### **Fair Long Range**

Acts as liaison with Dutchess County Agricultural Society.

### **Board Advisory**

To provide support to CCEDC's Board and CCEDC mission. May include assistance with funding, marketing or other identified needs. To provide advice and support for "Friends of CCEDC" giving campaign(s).

### **Fund Development**

Involvement with overall CCEDC fund development plans including capital campaign, annual appeal, legacy giving, donations, special events, etc.

### **Governance**

To provide governance oversight for Cornell Cooperative Extension Dutchess County in accordance with subdivision 8(b) of section 224 of the County Law as amended

#### **Duties:**

1. Regular review of Constitution and revisions as needed.
2. Annual review and revisions of Operating Guidelines.

### **Nominating**

Composition and Duties are outlined in Article IX Section 1 of Cornell Cooperative Extension Dutchess County's Constitution.

## **"Elected" PROGRAM ADVISORY COMMITTEES**

In accordance with Article XIII of the Constitution of the Cornell Cooperative Extension Dutchess County Association, the Board of Directors shall establish annually the major program areas of the Association and Program Advisory Committees to advise CCEDC staff to carry out the programs for the areas where needed.

Each Program Advisory Committee acts in compliance with the Comprehensive Affirmative Action, Diversity and Inclusion Plan of the Association in its responsibility to advise the program scope and priorities.

### **Major Program Areas and Program Advisory Committees are:**

- Agriculture/Horticulture
- Environment and Energy
- Family and Consumer Education
- 4-H Youth Development

**Quorum:** A quorum shall consist of 40% of the Committee members, excluding ex-officio members.

### **Duties of each Program Advisory Committee:**

1. Annually, choose (2) two Representatives to the CCEDC Board.
2. Review and guide program goal setting and contribute to evaluation of progress toward goals.

3. Periodically review and make recommendations for total program area needs in the County to the assigned Issue Leader and Board.
4. Review and recommend Association Plans-of-Work for major programs and cooperative program efforts to the Board.
5. Establish Program sub-committees as needed. Develop and recommend Operating Guidelines for Program Area Committees/Advisory groups.
6. Consider program staff and financial needs and present recommendations to the Board's Finance and Personnel Standing Committees.

**Composition:**

1. In accordance with Article XIII of the Constitution of the Cornell Cooperative Extension Dutchess County Association, each Program Advisory Committee shall number not less than five or more than fifteen members.
2. Committee members will be elected for terms of service by procedures and for tenure consistent with that provided for at-large directors, in accordance with the Constitution of the Cornell Cooperative Extension Dutchess County Association.
3. The Board President is an ex-officio member of all committees. The Executive Director may be an ex-officio member of all Program Advisory Committees. Program Educators/Staff are non-voting members of the relevant Program Advisory Committee.
4. Youth (under 18 years of age) may be appointed by the Board President for one year terms with full voting privileges on the Program Advisory Committees. **Note:** Program Advisory Committee members under 18 years of age are not eligible for selection to the CCEDC Board of Directors, in accordance with the Constitution of the Cornell Cooperative Extension Dutchess County Association.

**Officers:** Each Program Advisory Committee shall have a Chairperson, Vice-Chairperson, and Secretary, as voted upon by the Committee

**Membership:** A person is *not* eligible to serve on a Program Advisory Committee if:

1. Any of the following relationships hold with a committee member or any Association staff member: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household. Note: Related people (not related to any Association staff member) may serve on different Progrdvisory Committees, but not more than one related person may be appointed by their respective Program Advisory Committee to the Board of Directors in any given year.
2. That person has a significant financial interest or any other interest which enables him or her to exercise control or significantly influence policy.
3. That person is currently employed by the Association or has been employed by the Association in the previous eighteen (18) months.
4. That person has served two three-year terms (totaling 6 years) and the lapse since that service is less than three years.

**OPEN MEETINGS LAW**

All elected committees of Cornell Cooperative Extension Dutchess County shall be open to the public in accordance with the New York Open Meetings Law (Public Officers Law, Article 7). CCE F.O.R.M. Code #107 also provides systems expectations.

**Public notice of the time and place of a meeting is required** and must be provided at least 1 week prior to meeting to the assigned CCEDC staff member for public postings.

**All documents are available to the public upon request** (*unless confidential or draft for further discussion*). Accordingly, all handouts/documents distributed or created during the meeting and meeting minutes must be given to the assigned CCEDC staff member for CCEDC's permanent records in accordance with Records Retention Schedule MI-1.

At the discretion of the Board President or Committee Chairperson, members of the general public may participate in open discussion, with the following exception:

- Making a motion and/or voting.
- Nominating and/or approval of candidates for election (with the exception of at-large and program advisory committee members elected at CCEDC's Annual Meeting per CCEDC's Constitution).
- Personnel matters concerning CCEDC staff, volunteers, or program participants.
- The Chairperson may limit the total time of discussion and/or length of time a person from the general public is allowed to speak at the allocated time slot in the agenda.
- Any questions or issues outside the ongoing meeting agenda will be put on the next agenda or referred to the appropriate staff member or committee. This is to ensure that the current meeting agenda is deliberated on within the specified time.

**Public Conduct:** Members of the general public attending a CCEDC meeting shall conduct themselves in a respectful manner.

- Respectful engagement and decorum must be maintained at all times.
- Personal attacks and/or inappropriate comments directed at members and/or inappropriate language will not be tolerated.
- Youth confidentiality shall be maintained at all times.
- Any member of the public wishing to speak shall request the opportunity by raising his or her hand and waiting to be granted the opportunity by the Chairperson.

## **PROGRAM AREA SUBCOMMITTEES**

Program Advisory Committees should review and establish Program sub-committees annually. Members of Program Area Advisory Subcommittees are **not** elected. A list of sub-committees and recommended Operating Guidelines, consistent with the CCEDC Constitution and Operating Guidelines must be submitted to the Executive Director by December 31<sup>st</sup> of each year for consideration at the January Reorganization Board Meeting.

Agendas must be submitted to the assigned CCEDC staff member prior to the meeting.

### **4-H Youth Development Committees OPERATING GUIDELINES**

Each 4-H Committee acts in compliance with the Comprehensive Affirmative Action, Diversity and Inclusion Plan of the Association and is responsible to the CCEDC 4-H Program Advisory Committee and 4-H Staff. Any issues or concerns that are not resolved at the 4-H Committee level must be referred to the 4-H Program Advisory Committee for decision-making. CCEDC 4-H Staff are responsible for ensuring all resolutions/decisions are made in accordance with CCEDC 4-H policies and procedures.

Each 4-H Committee is specifically responsible for:

- Ensuring the success of the 4-H Program in Dutchess County, especially within the scope of each Committee's project/program/event area.
- Providing mentoring and support for 4-H Clubs within the scope of each Committee's project/program/event area.
- Drafting a scope of Duties, review them annually and revise them as needed.
- Provide a report to the 4-H Program Advisory Committee for each meeting, copying 4-H staff on all correspondence.

**4-H Youth Development Committees may include:**

|                                |                              |
|--------------------------------|------------------------------|
| 4-H Hog Committee              | 4-H Sheep Committee          |
| 4-H Horse Committee            | 4-H Goat Committee           |
| 4-H General Interest Committee | 4-H Rabbits/Cavies Committee |
| 4-H Dairy Committee            | 4-H Canine Committee         |
| 4-H Poultry Committee          | 4-H Fair Committee           |
| 4-H Livestock Sale Committee   |                              |

Any Project/Interest Area with 2 or more 4-H Clubs must form a Committee. Other committees that may be formed during the year must be approved by 4-H Staff and the 4-H Program Advisory Committee.

**Quorum:** When committees consist of three (3) or more member clubs, a quorum shall consist of at least 50% of the enrolled 4-H Clubs that are members of a particular 4-H Program Area Committee/Subcommittee. When there are only two (2) member clubs, representatives from both clubs must be present to vote on any decisions and will follow voting rules detailed below.

**Voting:** Each enrolled 4-H Club has one vote to cast. Roberts Rules of Order will be followed. In the case of a tie vote, 4-H Staff will determine the results.

**Meetings:** Frequency and dates/times will be determined by the Committee. 4-H staff must be informed of any meetings. Meetings are open to others that may be interested.

**Membership:** Enrolled 4-H Club Leaders within the scope of each Committee's project/program/event area. A list of 4-H Clubs for each 4-H Committee will be generated annually. It is important to note that every 4-H Club is encouraged to participate in and attend related project/program/event area Program Committees. 4-H Clubs that choose not to send a representative, must abide by decisions and votes approved by that 4-H Committee. *Note:* While 4-H Staff are ex-officio members of all Committees, they will not be in attendance at all Committee meetings.

*Exception:* 4-H Livestock Sale Committee: Membership consists of representatives from each 4-H Committee that may have 4-H project animals for the auction.

*Exception:* 4-H Fair Committee: Membership consists of interested 4-H volunteers.

*Exception:* Project or Interest Areas that have only one (1) 4-H Club, must report directly to 4-H Staff and the 4-H Program Advisory Committee and have a responsibility to stay up to date on requirements, events, etc.

**Youth participation:** Independent members have a responsibility to stay up to date on all requirements, etc. and are encouraged to participate in related Committee meetings. 4-H Clubs are encouraged to send youth representatives to related Committee meetings.

## Officers:

- A person is *not* eligible to serve as an officer if any of the following relationships hold with a committee member or any Association staff member: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household. If a committee is unable to meet the requirement of this section, it may appeal to the 4-H Program Advisory Committee for a waiver.
  - Each Committee shall have a Chairperson, Vice-Chairperson, Secretary, and Treasurer (if needed) as voted upon by the Committee.
  - The Officer's term shall be the 4-H Club Year: October 1 – September 30.
  - Officers are elected annually. Election will be held during the September Committee meeting via secret ballots. The order of positions filled will be Chairperson, Vice-Chairperson, Secretary, and Treasurer.
  - Nominations: By the August Committee meeting, each interested candidate should express their interest through communicating a "Letter" of intent, via email or writing to all committee members, for each position that interests them. Nominations may also be made "from the floor", during the September Committee Meeting.
  - For voting of the officers, each enrolled 4-H Club has one vote to cast.

## Officers' Responsibilities are:

### Chairperson:

- In consultation with the 4-H Staff, prepare monthly meeting Agenda.
- Facilitate all meetings.
- Function as Committee's liaison with 4-H Staff, keeping 4-H Staff informed of all matters.

### Vice-Chairperson:

- Facilitate meetings when the Chairperson is absent.

### Secretary:

- Keep detailed minutes of each meeting.
- Committee correspondence for all events and business. Full attendance records for all meetings.
- Submit a copy of all minutes in a timely manner to 4-H Staff.

### Treasurer: *(if needed)*

- Be responsible for handling committee money, in accordance with CCEDC 4-H "Money Matters" policies/procedures.
- Submit quarterly and annual reports to 4-H Office/Staff.
- Maintain complete financial records of committee.
- Provide financial reports at committee meetings.