

In some counties, a nominating committee selects two candidates for each officer's position. For the remaining five positions, the committee selects one person and adds the nominee who was not elected as officer. An opportunity must always be given for nominations from the floor.

The nominating committee should contact candidates before the annual meeting to be sure they will accept the position if elected.

Only members of the county extension council may be elected to the executive board. Any member may be elected to any position on the executive board. Only council members for the new calendar year may vote. The term of office for any position on the executive board is one year. Board members may be re-elected as long as they are members of the extension council.

When electing public officials, including the executive board, the voting procedure must take place under the Kansas Open Meeting Law. This means that your vote on motions must be recorded in the minutes for a public record of your vote on an issue.

Voting may be done by ballot, show of hands or roll call as long as the votes are recorded in the minutes. If all members vote aye or nay, the secretary may record a unanimous vote. If the vote is not unanimous, each member's vote should be recorded.

Program Planning Committees

The county extension council is structured into four program development committees to carry out the educational program in agriculture, home economics, 4-H and youth, and economic development. Each committee should meet at the annual meeting and elect a chairperson and other officers as needed.

Council members may choose to function as one body in planning all four phases of the extension program.

**Kansas State University
Agricultural Experiment Station
and Cooperative Extension Service
Manhattan, Kansas**

PM 44 (Rev.)

September 2004

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Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, Fred A. Cholick, Director.

The County Extension Council Annual Meeting

Defining Responsibilities, Electing the Executive Board

**Kansas State University
Agricultural Experiment Station
and Cooperative Extension Service**

Congratulations! You are a locally elected government official, a member of the county extension council. When your fellow citizens elected you, they gave you certain responsibilities under the Kansas County Extension Council law.

The law prescribes that the 24 council members are responsible for planning and conducting an educational program in agriculture, home economics, 4-H and youth, and economic development for the people in your county. The law clearly outlines how you, as a council member, should proceed in developing a successful educational program.

The law cannot give you an educational program. It only gives you the right and responsibility to plan and conduct the program. You and the other council members are the only ones who can create a successful program. It is your responsibility to learn more about extension programs and procedures, and how they can bring social and economic benefits to the people of your county. In doing so, you become a successful elected official, carrying out your duties under the law.

Two county extension council meetings are held each year to explain how the 24 members are to plan and conduct an educational program: a special meeting in July, August or September, and the annual meeting held between October 1 and December 20.

A Successful Team

You not only became an elected official when you were elected to the extension council, but you also became an important team member of Kansas State University and the U.S. Department of Agriculture.

As the land-grant university, Kansas State University performs four important functions for Kansans:

1. It prepares students on campus for careers.
2. It conducts research to discover ways to solve problems.
3. It provides people throughout the state with an extension education program in agriculture, home economics, 4-H and youth, and economic development.
4. It conducts an international agricultural program to help increase food production.

The county extension council is a legally constituted part of the Kansas Cooperative Extension Service and, through it, a part of Kansas State University. The County Extension Council/Cooperative Extension Service is the educational arm of USDA.

The county extension council does not shoulder the entire responsibility for funding an educational program. Federal, state and county governments share in financing your extension program, each funding approximately one-third of the total. The figures include the total cost of the program, not just the figures that appear in the extension council budget.

Extension Council's Responsibility

The Kansas law outlines the responsibilities of the county extension council. It says the council's sole purpose is to give instruction and practical demonstrations in agriculture, home economics, 4-H and youth, and economic development to all the people in the county.

To meet the law's requirements, the council has five main functions:

- To meet annually between October 1 and December 20.
- To elect nine council members to the board.
- To plan the county extension program.
- To help with the educational program.
- To hold election meetings for council members.

Annual Meeting

One of your first tasks as a council member is to attend the annual meeting of the county extension council. The annual meeting is a legal requirement to obtain federal, state and county funds for the extension program. A council member is duty-bound to attend and participate in the annual meeting. The law provides for neither substitutes nor proxies.

The chair of the executive board presides over the annual meeting. The following agenda for the annual meeting is suggested:

1. Call to order by the chair.
2. Roll call of council members.
3. Reading of the minutes of the preceding annual meeting.
4. Agent reports, not to exceed 20 to 30 minutes.
5. Election of a new nine-member executive board.
6. Election of chairpersons of the program development committees for agriculture, home economics, 4-H and youth, and economic development.

Executive Board

The law requires the election of a chairperson, vice-chairperson, secretary, treasurer and five additional members.

The law states that one member must be an agriculture member, one a home economics member, one a 4-H and youth member, and one an economic development member. The other five may be any mix of membership. If the council members are elected on the county commission district basis, then three members of the board must be elected from each district. If council members are elected at-large, then members of the executive board are elected at-large.

Election Procedure

The council should use the following order of election: chairperson, vice-chairperson, secretary, treasurer and then five additional board members.