

**OPERATIONAL GUIDELINES  
LARIMER COUNTY EXTENSION ADVISORY COMMITTEE**

**General Purpose:**

The Larimer County Extension Advisory Committee serves in an advisory capacity to the Larimer County Extension staff and the Larimer County Commissioners in developing, maintaining and providing Extension educational programs to the citizens of the county.

**Role of Committee:**

1. Assess citizen and community issues and needs to which Cooperative Extension might provide educational programming.
2. Communicate with the County Commissioners, State Legislature, and State Cooperative Extension Administration regarding Larimer County budgeting and staffing requirements to best respond to community and citizen needs. Assist in presentation of the County Cooperative Extension budget request.
3. Assist Cooperative Extension staff in determining priorities and long range guidelines for programming efforts.
4. Assist in evaluating progress and effectiveness of Cooperative Extension program.
5. Communicate impacts of Cooperative Extension program to County Commissioners, legislators and the public.
6. Assist in marketing the availability of Cooperative Extension education and information.
7. Assist Cooperative Extension staff in meeting Affirmative Action guidelines.

**Organization:**

1. The Committee members shall be selected to represent:
  - A. The entire Extension educational program
  - B. Priority areas of:
    - Sustainable and profitable agriculture
    - Value added agricultural enterprises
    - 4-H and youth development
    - Family and consumer education
    - Environment and natural resource management
  - C. Geographic areas of Larimer County
  - D. Diversity of the county

2. The Committee will be composed of 11 members. Each member will be appointed for a three-year term with annual renewal. Two consecutive terms may be served. A member may be re-appointed to a third term after a one-year break. The Committee may appoint ex-officio members as necessary.
3. The County Commissioners will make appointments to begin July 1, for membership on the Larimer County Advisory Committee with yearly personal commitment subject to review of participation and contribution to the Cooperative Extension program and mission. The Advisory Committee will provide recommendations for appointment to the Commissioners on an annual basis.
4. Subcommittees may be appointed when deemed necessary.
5. An individual automatically will lose membership if three successive meetings are missed without presenting, in advance, a valid reason for these absences.
6. The County Director of Larimer County Cooperative Extension or an appointed representative shall be present at each meeting of the Advisory Committee.

Officers, Compensation, and Code of Ethics:

1. The officers of the Larimer County Extension Advisory Committee shall be Chairman and Vice-Chairman. A recording secretary will be provided by the Larimer County Extension Office.
2. Officers shall be elected annually by a majority vote of the committee membership at the January meeting.
3. Duties: Chairman and Vice-Chairman are as per Roberts Rules of Order. Recording secretary will take attendance, written minutes of discussion and motions, keep a permanent file, distribute minutes, documents and information as necessary to the members of the Committee and the County Director.
4. Compensation: No board member shall receive any salary or payment for his or her services. Technical and clerical support is provided from the Larimer County Extension office.
5. Extension Advisory Committee members shall conduct their business in a manner consistent with the Code of Ethics adopted by the Board of County Commissioners, included in Larimer County Operating Procedures IOO.7E.

**Meetings:**

Six meetings are suggested with the option of the Chairman, Vice-Chairman or County Director to call special meetings or canceling a meeting if deemed appropriate. A plurality will constitute a quorum.

The Executive Committee will be the Chairman, Vice-Chairman, and County Director. They may meet on the alternate months and have power of the Committee when the Committee is not in session. One member of the Executive Committee may call for a special meeting. All meetings will be conducted under "Roberts Rules of Order (revised)".

All meetings and actions shall be in compliance with CRS 24-6-402 regarding open meetings and any subsequent amendments to said statute.

**Changing the Operational Guidelines:**

The Operational Guidelines may be amended, added to or changed by a two—thirds majority vote of active members at any regular Committee meeting subject to approval of the Board of County Commissioners.

"The Colorado State University Cooperative Extension of which the Larimer County Extension Office is a part, is dedicated to serve all people on an equal and non-discriminatory basis.

**Amendment:**

**Organization – Item 2**

- 2. The Committee will be composed of 15 members, with three of these positions being reserved for older teens / young adults from 16 to 18 years of age. Each member will be appointed for a three-year term with annual renewal. Two consecutive terms may be served. A member may be re-appointed to a third term after a one-year break. The Committee may appoint ex-officio members as necessary.

Approved by the Larimer County Extension Advisory Committee this 5<sup>th</sup> day of April, 2007.

By: Samuel L. Kubin

Approved by the Board of County Commissioners this 3<sup>rd</sup> day of April, 2007.

Board of Commissioners of  
Larimer County, Colorado

By: Karen Wagner  
Chair