

Rules of Operation
North Central Cooperative Extension Association
[Revised 11/16/10]

SECTION I – Name

The name of this organization shall be the North Central Cooperative Extension Association (NCCEA), hereinafter called the Association, which is established in conformity with the constitution of the Association of Public and Land-grant Universities (APLU).

SECTION II – Membership

The members of the Association consist of the Directors / Administrators (CEO's) of the Cooperative Extension organizations in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. The Administrator of National Institute for Food and Agriculture – NIFA/USDA (or his/her designee), the ECOP Executive Director, and the NCCEA Executive Director shall be ex-officio, non-voting members of the Association.

SECTION III – Purposes

The purposes of the Association include, but are not limited to, the following:

- Represents the Directors/Administrators of the State Cooperative Extension Service in the North Central Region in their collective dealings.
- Provides a forum for consensus among members, and represents and provides service to the individual State Directors/Administrators on matters of regional, national and international concern.
- Plans and develops programs that expand the quality and effectiveness of individual member state Cooperative Extension Services and their impact in the states of the North Central Region.
- Monitors and coordinates reports of regional Extension activities, including projects, cooperative efforts and communications.
- May contract for services of an Executive Director or other personnel to carry out multi-state, regional and NCCEA initiatives.
- Collects and disburses dues or assessments, enters into agreements or contracts with cooperators and/or granting agencies as agreed upon by the Association.

- Elects members to and participates with standing and ad hoc committees of the Association and other regional associations in developing and conducting cooperative regional initiatives.
- Facilitates cooperation among its members with federal and other state agencies, and with industry and others in the planning, financing and performance of Extension and Extension-related activities.
- At the national level, functions as the regional linkage to APLU, ECOP and the U.S. Department of Agriculture and other agencies and groups of interest to the North Central region.
- The Association (1) elects members to ECOP*, (2) may formally exchange information between the regional and national levels via input to the Section or ECOP, and (3) is the normal channel for Directors / Administrators of Extension Services in the North Central Region to engage the Board of Agriculture Assembly via the Section or ECOP.
- On matters to be ratified by, reported to, or recommended to APLU, the consensus of the Association shall be conveyed to the chair of ECOP (who is also the chair of the Extension Section) by the chair of the Association or the North Central ECOP members.
- The Association shall conduct its affairs in conformance with the Rules of Operation of the Cooperative Extension Section and of APLU.
- The procedural details of the operation of the Association may be amended by a simple majority vote at any meeting where a quorum attends.

When combined, the five Regional Associations make up the Cooperative Extension Section, Board of Agriculture Assembly of APLU. The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as an Executive Committee of the Section.

SECTION IV – Meetings

Meetings may be held as determined by the Association or on the call of the Chair, but no less frequently than twice per year. One of the meetings must be in the fall to coincide with election of Association officers and delegates to ECOP.

SECTION V – Officers

A. Officers

The officers of the Association shall be the Chair, Vice Chair, and 2nd Vice Chair. Each serve a one-year term that begins at the conclusion of the annual meeting of the APLU (regardless of whether there is a meeting of this Association) and ends at the same time the following year. A member may be elected for a previously held office.

B. Elections

At the conclusion of the annual meeting of APLU, the Vice Chair automatically becomes the Chair; and the 2nd Vice Chair becomes Vice Chair for a full term. A Nominating Committee (named by the Chair) shall present a new nomination for 2nd Vice Chair. The 2nd Vice Chair shall be elected at the fall meeting from among Directors / Administrators who are formal voting delegates of the Association. A simple majority vote is required for election. In the event the Chair or Vice Chair resigns or is otherwise unable to serve, the Chair, in consultation with the remaining members of the Executive Committee, shall make appointments to fill the unexpired terms

C. Duties

- The **Chair** shall preside at business meetings of the Association, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. He/she is the chief executive officer of the Association. The Chair acts on behalf of the Association in taking interim actions between meetings, with the advice and consent of the Executive Committee on matters of policy and precedent.
- The **Vice Chair** shall undertake such duties as the Chair prescribes. He/she shall become Chair for the unexpired term should the Chair resign or otherwise be unable to serve. He/she presides in the absence of the Chair.
- The **2nd Vice Chair** shall undertake such duties as the Chair prescribes, and document the actions that occur during executive “closed” sessions of the Association.
- The **Association Executive Director** will transcribe and distribute the official minutes of the meetings.

SECTION VI – Executive Committee

The Executive Committee shall be comprised of the Chair, Vice Chair, 2nd Vice Chair immediate Past Chair and, as a non-voting ex-officio member, the NCCEA Executive

Director. The Executive Committee, through the Chair, executes the established programs of the Association and provides oversight for the activities of the Association.

SECTION VII – Quorum

For purposes of doing business of the Association, a quorum shall consist of a minimum of two-thirds of the members or their officially designated representatives present and voting at any duly called meeting where written notice and agenda are set out in advance of the meeting. A simple majority resolves all issues except amendment of the Rules of Operations.

SECTION VIII– Parliamentary Authority

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Robert’s Rules of Order.

SECTION IX – Repository of Documents

The Office of the Executive Director of NCCEA will serve as a repository of documents of NCCEA.

SECTION X – Amendment of Rules of Operation

These Rules of Operation may be amended at any business meeting of the Association, provided the proposed amendment has been made available to all members one month in advance of the meeting and is passed by a two-thirds majority of the membership.

(Revised 11/16/10)