

CONSTITUTION AND BYLAWS FOR THE CALVERT COUNTY  
EXTENSION ADVISORY COUNCIL  
Revised July 21, 2021

**Article I – Name and Purpose**

- Section 1. The name of this organization shall be the Calvert County Extension Advisory Council (EAC).
- Section 2. The purpose of the council shall be:
- a. to serve in an advisory capacity to the county Extension faculty in:
    1. developing the overall county Extension program;
    2. identifying problem areas that Extension could address; and
    3. establishing program priorities.
  - b. to assist with informing clientele, support groups, and the general public about Extension programs, activities, and accomplishments; and
  - c. to assist with building support for Extension programs.

**Article II – Membership**

- Section 1. Membership on the council will consist of representatives from the county who will contribute to the program development of the initial areas. Council membership should include a minimum of nine (9) members. There should be broad base representation from all segments of the community. University of Maryland Extension programs are open to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.
- Section 2. Members for the EAC will be nominated by county Extension faculty and staff members in consultation with the Area Extension Director (AED). The AED will inform the Assistant Director of Operations (ADO) concerning the nominations prior to presenting the names of the nominees to the council for confirmation.
- Section 3. Terms of membership to the EAC shall be for three (3) years, renewable with no limits. Members shall assume their posts at the meeting following the Annual EAC meeting. If a member has been selected to complete the term of a resigning member, this term should be completed before beginning to count the three (3) year term to be served if the member chooses to continue with the council. All members shall be eligible to vote. A member may be removed from the EAC if he/she [or his/her representative] does not attend at least three (3) of the four (4) meetings or for such good cause as determined by the Executive Committee in consultation with the Extension Director.

**Article III – Officers**

- Section 1. The officers of this organization shall be President, Vice President, and Secretary. If deemed appropriate, the EAC Secretary's duties may be divided between two (2) co-secretaries.
- Section 2. The election of officers shall be held at the Annual Meeting. Officers shall serve for a term of one (1) year and may occupy successive terms, not to exceed five (5) years. Officers shall take office during the meeting following the Annual Meeting.

**Article IV – Duties of Officers**

- Section 1. The President shall preside at all regular and special meeting of the council and shall be an ex-officio member of all committees.

- Section 2. The Vice President shall perform the duties of the President in the absence of the President. In the absence of both the President and Vice President, the members present at the meeting may elect a temporary chairperson.
- Section 3. The Secretary shall keep accurate minutes of the business meetings of the council and distribute them to them council membership following the meeting, and attend to correspondence of the council as necessary. Copies of minutes of meetings will be forwarded to the AED. All communications and reports are maintained in the Country Extension office.

#### **Article V – Executive Committee**

- Section 1. The Executive Committee shall consist of the elected officers currently in office.
- Section 2. The duties of the Executive Committee shall be:
- a. to assist in shaping policies to be adopted by the council;
  - b. to manage all council business between meetings; and
  - c. to fill any committee or officer vacancy for the unexpired term.

#### **Article VI – Committees**

- Section 1. The council President may appoint committees that are deemed necessary to provide efficiency to the overall operations of the council.
- Section 2. If member cannot attend a meeting, he/she may appoint a representative to attend in his/her place as a non-voting member.

#### **Article VII – Meetings**

- Section 1. The council shall hold a minimum of three (3) meetings per year. An Annual Meeting should be designated for the purpose of election of officers and recognition of persons concluding terms of service. A quorum for any meeting shall be one-third of the membership.

#### **Article VIII – Parliamentary Authority**

- Section 1. The rules contained in the current edition of Roberts Rules of Order shall govern the council in all cases.

#### **Article IX – Amendments to the Bylaws**

- Section 1. These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the council, and with the concurrence of the AED, provided that the amendments have been submitted to and approved by the Executive Committee and have been submitted in writing to each member of the council at least one (1) month prior to the meeting during which it will be acted upon.

Amended and adopted by the Extension Advisory Council on July 21, 2021