

Title: Administrative Policy CSU Extension Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 15
	Effective Date May 1, 2012
Policy Custodian Board of County Commissioners	Adoption/Revision Date May 1, 2012

Adopting Resolution(s): CC12-174

References (Statutes /Resos/Policies): C.R.S. 23-34-104(4)

Purpose: To establish the Colorado State University Extension Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: CSU Extension Advisory Committee

A. Establishment

The Jefferson County CSU Extension Advisory Committee was established November 7, 1961.

B. Responsibilities

1. The specific functions and responsibilities of the Jefferson County CSU Extension Advisory Committee shall include:

- a. Understand the core program areas of the Colorado State University Extension in Jefferson County.
- b. Assist in identifying the needs and concerns of the community and county related to natural resources, horticulture, youth development and family and consumer services.
- c. Provide input to the CSU Extension Director regarding the development and implementation of educational programs and priorities within CSU Extension's expertise.
- d. Suggest resources and delivery methods to address identified priorities.
- e. Serve as liaison among the citizens of Jefferson County, the Board of County Commissioners and CSU Extension.
- f. Communicate the benefits and impacts of CSU Extension programs and services with decision makers and citizens.

2. Meetings

- a. Regular meetings of the Advisory Committee shall be quarterly on the 3rd Thursdays of January, April, July and October. Notice shall be in writing or email and shall be sent to members at least seven (7) days prior to the day of the meeting.
- b. Special meetings may be called by the Chair at the request of the majority of the Advisory Committee members. Notice shall be in writing, email, or by telephone at least seven (7) days prior to the day of the meeting.

- c. All notices shall contain the date, time, place, and agenda of the meeting.
 - d. More than fifty percent (50%) of the members shall constitute a quorum.
 - e. The Advisory Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other County policy or regulation.
- 3. Staff
The Extension director or his/her designee shall staff the Advisory Committee.
 - 4. Remuneration
Members shall not be compensated.
- C. Membership
- 1. Composition
The Advisory Committee shall be composed of 7 members to be appointed by the Board of County Commissioners. Membership composition is at the discretion of the Board of County Commissioners.
 - 2. Terms
 - a. Each member shall be appointed for a three (3)-year term and may serve two (2) consecutive terms. Terms shall begin on April 1, unless otherwise determined by resolution of the Board of County Commissioners.
 - b. Members shall be subject to reappointment by the Board of County Commissioners upon application for renewal.
 - c. Each member shall serve until his or her term expires, membership is terminated by written resignation or, based on a recommendation from the Advisory Committee, is terminated by the Board of County Commissioners because of two unexcused absences in one 12 month period.
 - d. Members may be removed by the Board of County Commissioners with or without cause prior to the expiration of their term.
 - 3. Vacancies
Vacancies shall be filled by appointment by the Board of County Commissioners.
 - 4. Conflict of Interest
Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.