

**BYLAW S OF THE
BROOKINGS COUNTY
Extension Board**

The Brookings County Board of Commissioners hereby establishes the Brookings County Extension Board effective 10/16/2012.

I. NAME OF THE COMMITTEE

The name of this committee shall be the Brookings County Extension Board, hereinafter referred to as the 'Board.'

II. PURPOSE

The purpose of the Board is to provide guidance and direction to the County Commissioners in the development, delivery, and evaluation of 4-H programs and services. The Board will assist the 4-H Advisor in developing and presenting the County budget to the Board of County Commissioners. The Board will review the budget throughout the year to assist with prioritization of spending.

The Extension Board has no authority to make or amend Brookings County policies.

III. COMPOSITION

The Board shall be comprised of seven members. These members shall be:

1. 1 County Commissioner
2. 6 At Large Members

At least two members shall be farmers and one a member of the Board of County Commissioners who may also be one of the farmer representatives. The membership shall be representative of the racial population mix in the county and of the various interest groups served by extension.

No person shall be denied membership on the grounds of sex, race, color, creed, or national origin.

Applicants will be selected based on a statement of interest voted upon by a majority vote of the Board of Commissioners.

The members of this Board shall be appointed for a period of one year and their terms shall expire on the tenth of January each year.

If a vacancy on the Board exists because of the resignation of a member, or for any reason other than the expiration of a term, a replacement shall be selected by a majority vote of the Board of County Commissioners. The newly elected member shall serve out the remainder of the vacated term, at which point he or she shall be eligible for reelection. Replacement of a County Commissioner shall be by a majority vote of the Board of Commissioners.

The members of the Board shall select a Chairperson, Vice-Chairperson and Secretary by majority vote of the full Board membership at the first meeting after January tenth each year. The Chairperson shall be

entitled to cast a vote to resolve any ties. The Chairperson will chair all regular sessions of the Board and set the agendas for the meetings. The Vice-Chairperson shall act for the Chairperson in his or her absence.

IV. MEETINGS

The Board shall meet quarterly or as frequently as circumstances dictate. Meetings of the Board may be held at any time with proper notice. Meetings of the Board may be held at any time in person or by such electronic means as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

The Board, at its first meeting, shall designate dates for meetings for the rest of the year all of which are subject to change by the Chairperson.

V. PROCEDURE

A quorum shall consist of four members. All actions shall be taken by majority vote. A majority vote means a majority of those members present and voting.

If it is necessary to conduct business, the members present at a meeting may elect a temporary chairperson, temporary secretary, or both.

Following each meeting, the secretary or temporary secretary shall prepare a report of any recommendations made by the Board. The report shall be reviewed and signed by the chairperson, vice chairperson, or temporary chairperson who presided over the meeting, and then shall be awarded to the County Commissioners along with the minutes of the meeting.

VI. AUTHORIZATION

The Board is authorized by law to expend the monies appropriated by the Board of County Commissioners for cooperative extension work in cooperation with the State Director of Extension as may be necessary to effectively carry on county extension with funds that are made available. Such expenditures shall be made on vouchers approved by the president of the Board or a designated member.

ADOPTION

The Brookings County Board of Commissioners do hereby adopt the above bylaws of the Brookings County Extension Board.

Dated this 16th day of October, 2012.



Deanna Santema, Chairperson
Brookings County Board of Commissioners