

## **SYSTEMWIDE EXTENSION COUNCIL PROCEDURES**

### **Article 1.1**

#### **Introduction**

**1.1** The University of Wisconsin Board of Regents in 1989 authorized the formation of the Systemwide Extension Council as a new form of systemwide institutional governance created within UW-Extension. A Vice Chancellors Working Group recommended this unique governing body through which all faculty and academic staff performing the extension function could exercise their appropriate rights and responsibilities within the institutional framework of UW-Extension. As instructed by the Board of Regents in its Policy Document #88-5, the UW-Extension Chancellor has created this Council to act as one of the:

"Structures, protocols, and procedures for improved communication and coordination of statewide extension programming between UW-Extension and the other institutions, between the Cooperative and General Extension divisions, between county and campus-based faculty and staff, and among the related disciplines and program areas of the various UW institutions."

The council members provide advice and counsel to the UW-Extension Chancellor on overall direction, policy and priorities for extension education systemwide. This document outlines the general procedures that should be followed by the Council in performing its duties for the UW-Extension Chancellor.

## SYSTEMWIDE EXTENSION COUNCIL PROCEDURES

### Article 1.2

#### Definitions of Terms Used in Parts 1 and 2

- 1.21 Ad hoc committee** -- Committee established by the Chancellor or by the executive committee for a specific purpose and limited period.
- 1.22 Collaborative appointment** -- Type of appointment used to accomplish the purpose of joint appointment for the special circumstances of the extension function in Wisconsin.
- 1.23 Chancellor** -- The chief executive officer of the University of Wisconsin-Extension. Chancellors of other UW institutions will be identified as such.
- 1.24 Deans** -- The executive heads of administrative divisions of UW-Extension, including the Deans of the Divisions of Cooperative Extension and General Extension, and the Director of the Division of Telecommunications.
- 1.25 Executive Committee** -- The membership and functions of the Executive Committee are described in Section 2.1.
- 1.26 Institution** -- Each of the 15 institutions that compose the University of Wisconsin System.
- 1.27 Official Report of the Council** -- A report approved by a majority of the total membership of the Council.
- 1.28 Secretary of the Council** -- The primary staff to the Council. The Secretary also serves as the Secretary of the Faculty, and of the Academic Staff Council, of UW-Extension.

## SYSTEMWIDE EXTENSION COUNCIL PROCEDURES

### Article 1.3

#### Systemwide Extension Council

**1.31** Functions of the Council. As stated in the Board of Regents' document ACIS 5.1, the Systemwide Extension Council will "provide advice and counsel to the UW-Extension Chancellor on:

- (1) overall direction, policies, and priorities for extension education systemwide;
- (2) the operation of UW-Extension structures and processes devoted to leadership and coordination of extension education; and on
- (3) budgetary matters, including UW-Extension decisions related to resource growth and decline."

In addition, the Council will:

- (4) develop its organizational and committee structure, bylaws, assignments to members and, when appropriate, decide the basis for reapportionment; and
- (5) provide a means for representatives of faculty and academic staff delivering extension education to convene regularly and take up any other items that the collective membership deems appropriate and that do not infringe on the traditional rights and responsibilities assigned to the governance bodies of the membership's institutions.

The Council is an important conduit of information and its members are advocates, conveying recommendations from their extension peers at residential institutions to the UW-Extension Chancellor, and are disseminators of the Chancellor's responses and requests.

The UW-Extension Chancellor may approach the Council for its advice and counsel to assist in UW-Extension decision-making in areas that affect the statewide extension function such as the preparation of plans, policies and procedures. This advice should enhance the established program planning and implementation processes carried on at each institution that culminate in the inter-institutional agreements between UW-Extension and all other institutions. The Council will in no way replace, nor usurp, those processes, but will provide the UW-Extension Chancellor with the perspective of a systemwide body. The Chancellor may also request the Council's general advice on proposed cross-divisional and, or, multi-institutional academic program reviews that would benefit from the expertise or systemwide perspective of council members.

**1.32** Representation. The Council represents the extension function and all faculty and academic staff who hold budgeted extension appointments. Membership on the Council is limited to those who hold collaborative appointments and

UW-Extension faculty and academic staff. Each residential institution selects the manner by which representatives are chosen. Representatives, in turn, select their alternates who must also hold collaborative appointments. Alternates have full voting rights of representatives. If for any reason a representative cannot continue in that role, the alternate will replace the representative for the remaining term of office. The name of the alternate shall be reported in writing to the secretary of the Council within 15 days of the election of the representative.

The composition of the Council is an approximate proportion of the headcount of collaborative appointees at all institutions, although there is no fixed formula. Since collaborative appointments are offered to all those who have budgeted extension appointments, regardless of the percentage split, representation on the Council is apportioned by headcount, rather than on an FTE basis.

In apportioning representation, every UW institution having collaborative appointees has representation on the Council. When there is no collaborative appointee at an institution, an invitation will be extended by the Council to that institution's Chancellor requesting the designation of an official observer to the Council. The UW System Vice President of Academic Affairs is also invited to send an official observer. It is expected that both faculty and academic staff will be involved in selecting representatives.

The membership composition of the Council is:

UW-Madison	9
UW-Milwaukee	3
UW-Eau Claire	1
UW-Green Bay	1
UW-La Crosse	1
UW-Oshkosh	1
UW-Parkside	1
UW-Platteville	1
UW-River Falls	1
UW-Stevens Pt.	1
UW-Stout	1
UW-Superior	1
UW-Whitewater	1
UW-Centers	1
UW-Extension	12
VP-Academic Affairs	<u>1</u>
<b>Total Membership</b>	<b>37</b>

The apportionment described in this document will remain until the Council decides to reapportion.

- 1.33** Term of Office. The term of office for a council member is three years. A council member may serve two consecutive terms. In order to ensure continuity among council membership, one-third of the institutions with two or fewer representatives will elect representatives each year. Institutions with more than two representatives will elect one-third of their total membership each year. Elections will be held in the spring, with members taking office on September 1 of each year. The first rotation will begin in 1991.
- 1.34** Meetings. There are four regular meetings of the Council held each fiscal year. Special meetings of the Council may be called by the Chancellor or the executive committee.
- 1.35** Representational Function. Council members represent the perspectives of their extension function colleagues, resident institutions, and members' personal professional points of view. This mix is expected to be reflected in the members' expressed opinions and voting patterns.
- 1.36** Changes to Council Procedures. The Systemwide Extension Council Procedures may be changed by a vote of the majority of the Council, in consultation with the Chancellor.

## SYSTEMWIDE EXTENSION COUNCIL PROCEDURES

### Article 2.1

#### Executive Committee

##### **2.11** Functions.

- (1) Assist Chancellor in defining appropriate issues for discussion;
- (2) Develop and consult with the Chancellor on the Council agenda and administrative matters;
- (3) Represent the Council at outside meetings;
- (4) Operate, when appropriate and at the request of the Chancellor, as a representative body of the Council to provide advice and counsel to the Chancellor;
- (5) Receive and review reports from committees, administration, or staff and make recommendations on those reports prior to submission to the Council and Chancellor;
- (6) Appoint ad hoc committees and specify charges as needed.

**2.12** Membership. The executive committee includes seven council members; four selected by the Council, three selected by the Chancellor to ensure the appropriate balance among institutions, faculty and academic staff, and Extension divisions.

**2.13** Term. The members of the executive committee serve one-year terms. The members may serve consecutive terms.

##### **2.14** Selection of Officers.

**Chair--**The Executive Committee elects the chair of the executive committee annually.

**Vice Chair--**The executive committee elects its own vice chair annually; the vice chair presides in the absence of the chair and acts as an alternate to the chair for all the chair's functions.

**Secretary--**The secretary of the Council acts as secretary to the executive committee.

**2.15** Meetings. The executive committee meets at least four times each year. The extensive use of electronic media to ensure these meetings are held at the convenience of the members is strongly endorsed. These committee meetings are open meetings and any member of the Council or public is invited to attend.

## **SYSTEMWIDE EXTENSION COUNCIL PROCEDURES**

### **Article 2.2**

#### **Ad Hoc Committees**

- 2.21**      Description. Ad Hoc Committees are formed to address specific issues outlined by the Chancellor or executive committee. Committees are appointed by the executive committee.
- 2.22**      Ad Hoc Committee Reports. Committee reports are directed to the Council, with the executive committee acting in its review capacity, and will be in written form.

## SYSTEMWIDE EXTENSION COUNCIL PROCEDURES

### Article 2.3

#### Administration

##### **2.31** Meeting Process.

- 2.311 Open Meetings: All meetings of the Council and its committees are subject to the open meeting law, Wis. Stats. ss. 19.81 through 19.98.
- 2.312 Chair of the Council: The Chancellor or his/her designee is the chair of the Council.
- 2.313 Agenda and Minutes: The Council meeting agenda is developed by the Chancellor, with recommendations from the executive committee. The agenda for regular meetings, will be circulated to members at least 10 days prior to Council meetings, and will include an opportunity for Council discussion. Agendas for special meetings of the Council will be prepared and circulated as far in advance of the meeting as practicable. The Council meeting minutes, prepared by the secretary of the Council, and discussion group notes, prepared by discussion group recorders, will be distributed within two weeks of a Council meeting. Those minutes will indicate the intent of Council discussion, and a clear statement of Council decisions and recommendations, if any.
- 2.314 Committees and Discussion Groups: Committees and discussion groups will report to the Council when requested or at the initiative of the committee or discussion group.
- 2.315 Parliamentary Procedure: Meetings will be governed by Robert's Rules of Order. All motions will be decided by a voice vote unless a roll call or show-of-hands vote is requested by a member or the chair of the Council.
- 2.316 Voting on Formal Recommendations: Official reports of the Council, that embody the full intent of recommendations and official endorsement of the Council, require a majority vote of the total membership of the Council.
- 2.317 Records: All Council and committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the university archivist. When the chairs of the Council or committees wish to reduce the files in their custody, they shall consult with the Secretary of the Council.

##### **2.32** Support for the Council.

- 2.321 Staff: The UW-Extension Secretary of the Faculty serves as the primary staff to the Council.
- 2.322 Financial and other support: If necessary and appropriate, fiscal and other resources will be made available by the Chancellor in consultation with the executive committee.

**May 24, 1990, Approved**  
**May 1994, Revised**