

## 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.