

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.