

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
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