

**Frederick County  
Extension Leadership Council  
*Bylaws***

**ARTICLE I. - NAME**

The name of this organization shall be the Frederick County Extension Leadership Council. The term "ELC" used hereinafter shall be defined to mean the Frederick County Extension Leadership Council.

**ARTICLE II. - MISSION**

To develop and implement a program plan that will direct Extension's resources toward the resolution and identified issues and concerns.

**ARTICLE III. - OBJECT**

The following are functions of the ELC:

- 1) Identify community problems, issues, and concerns which Extension can and should address, and prioritize according to need and available resources.
- 2) Review and provide feedback on current programs and activities of Extension.
- 3) Assist Extension to identify resources, facilities, and funds needed to conduct programs.
- 4) Assist Extension identify other community organizations/agencies that are addressing some of the same needs and look for opportunities for cooperation and collaboration to avoid duplication of efforts.
- 5) Be an advocate for Extension in the community by communicating with local and state officials, governing bodies, and citizen clientele.

**ARTICLE IV. - MEMBERSHIP**

**Section 1. – Selection**

The Frederick County Board of Supervisors shall appoint the ELC members, one from each magisterial district. Three to six additional members-at-large may be appointed by Virginia Cooperative Extension, the Frederick County Unit.

**Section 2. – Composition of the ELC**

Membership is composed of nine to twelve members; one citizen member from each magisterial district appointed by the Board of Supervisors and three to six members-at-large recommended by the Virginia Cooperative Extension Service. The members-at-large shall represent the three programming areas of 4-H, Family and Consumer Sciences, and Agriculture.

**Section 3. – Term of Office for Members**

Each member shall be appointed for a four year term.

**Section 4. – Termination of Membership**

The Board of Supervisors has the authority to terminate a member's appointment.

### **Section 5. – Vacancy**

Any vacancy on the ELC shall be filled for the unexpired term following the guidelines of this article.

### **Section 6. – Officers**

The officers of the ELC shall be a chairman/woman and a vice chairman/woman. The officers shall be elected annually at the last meeting of the calendar year and shall serve for one year. Eligible officers may be elected for one additional term. The term of office begins in January of each year.

Clerical support will be provided by the Extension staff.

## **ARTICLE V. - MEETINGS**

### **Section 1. – Regular Meetings**

The ELC shall meet on a regular basis, no less than quarterly, beginning in January of each year.

### **Section 2. – Decisions**

All decisions of the ELC shall be made by consensus, provided a quorum is in attendance.

### **Section 3. – Quorum**

A majority of the ELC shall constitute a quorum. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the ELC.

## **ARTICLE VI. - COMMITTEES**

Committees shall be established by the ELC Chairman, as needed.

## **ARTICLE VII. - AMENDMENTS AND REVISIONS**

The bylaws can be changed at any meeting by a two-thirds majority vote, providing a quorum is present, with two-week notice having been given to the membership. A revision or amendment shall take effect upon adjournment of the meeting at which it was adopted. The bylaws shall be reviewed by a special committee at least every four years. Standing Rules of the ELC can be changed at any meeting by a majority vote, with or without prior notice, to take effect at the close of the meeting.