

Facilities Steering Committee Bylaws

Article 1

The name of this group shall be the *Facilities Steering Committee* and herein called the *FSC*.

Article 2

Part 1: The purpose of the FSC is to provide guidance and advice to the County Extension Agents about issues and needs in the area of facilities and activities on the grounds of the Comal County Extension Educational Campus.

This will be done through participation in planning, implementing, evaluating, and interpreting programs and needs.

Endorses and uses best management and ethics practices to support the funds, programs and facilities.

Part 2: The FSC shall support and abide by established rules and policies for Texas A&M AgriLife Extension Service and Comal County.

Part 3: The Committee shall be organized and advised by Texas A&M AgriLife Extension Service staff.

Part 4: The FSC shall follow the 4-H year: September 1st – August 31st.

Article 3

Membership shall be open to those who have a genuine interest in developing educational facilities and programs that support the mission of Texas A&M AgriLife Extension Service and Comal County Commissioners Court. FSC shall have no less than 8 members and no more than 20 members.

Each member will serve a 3 year term with staggered terms so one third of the members will be replaced each year. Members are limited to serve two consecutive terms.

Members will be selected by open nomination and approved by the Executive Committee. Anyone wishing to be considered for membership must fill out an application and return it to the chairman of the membership committee. Nominations will be [submitted by the membership committee and voted on by the general membership.] Simple majority needed for acceptance on to FSC.

Membership applications are due to the membership chair by May 31 each year. Individuals will be notified by August 31 of their status.

Adopted January 5, 2016

Membership shall be representative of the population served and include the following membership categories:

- Youth
- 4-H Leaders
- Ag Industry representatives
- Master Gardener
- Master Naturalist
- Building and Construction
- Swine interest
- Horse Interest
- Goat/sheep Interest
- Poultry Interest
- Others areas as indicated

One individual may cover more than one category.

The members have these major responsibilities:

- Attend meetings; the Committee meets approximately 4 times a year.
- The Chair and county Extension agent(s) will provide meeting dates well in advance.
- Stay informed about the organization's missions, services, policies and programs.
- Serve on task forces or coalitions and assist with special assignments as needed.
- Members shall keep current on developments concerning the county Extension facilities.
- Consent to and obtain a background check through Extension volunteer screening process.

Members missing 2 consecutive meetings without notifying the County Agents of the absences may be removed from the FSC. Members may also be removed from the FSC by the unanimous vote of the executive Committee or a recommendation from the Comal County Judge.

Article 4

To be eligible for an office, individuals must be nominated by a committee member. A quorum is needed for elections to take place. Officers shall be a Chair, Vice – chair and Secretary. Each officer shall serve one year terms and may be re-elected 3 consecutive times.

Listed below are the functions of the officers:

-Executive Committee consisted of Chair, Vice Chair, Secretary, Chair of Membership Committee, and The Texas A&M AgriLife Extension Service in Comal County Agent.

Chair

- Attend meetings
- Oversees board and executive committee meetings
- Acts as a spokesperson for the group
- Works with the county Extension agents to recruit new members
- Calls special meetings when needed
- Appoints members to special committees as needed
- Helps the county Extension agents evaluate board members' roles and performance
- Chair may vote to break ties

Vice Chair

- Attends board meetings
- Serves on the executive committee
- Carries out special assignments as requested by the chair
- Understands the duties of the board chair and performs them when the chair is absent

Secretary

- Attends board meetings
- Serves on the executive committee
- Maintains all board records and ensures their accuracy
- Reviews board minutes
- Assumes the responsibilities of the chair and vice chair in their absence

Chair of Membership Committee

- Attend meetings
- Serves on the Executive Committee.
- Receive open nominations from interested parties
- Solicit nominations from individual for categories not represented on the FSC
- Brings nominations before membership for a vote.

The duties of the officers shall be those that usually pertain to their offices and those duties stated in these bylaws as well as other duties assigned to them. When a vacancy in the office of Chair occurs, the vice Chair will succeed to the position of chair for the remainder of the term in office. The committee shall promptly fill the *remaining term* of other vacancies in office by appointment from the membership.

Article 5

The committee shall meet at least 4 times annually

The chair shall designate the place, date and time of the meeting. The secretary shall notify the members of each meeting at least 2 weeks before the meeting date.

Article 6

A quorum of the committee consists of a minimum of 1/3 plus 1 members present at a properly called meeting of the committee. A properly called meeting is one for which the secretary has provided 2 weeks notice to all committee members.

Article 7

The bylaws may be amended by a two-thirds majority vote of members present at a properly called meeting of the committee. At least 2 weeks before the meeting, the secretary shall send an announcement of the meeting to each member of record with notice that bylaw changes or amendments are to be acted upon. A copy of proposed amendments or changes shall be included in the meeting notice.

Article 8

The committee shall decide whether a task force should be formed to address an issue. The FSC may dissolve task forces or coalitions as well as create new ones to fulfill its plans and objectives.

The task force shall be empowered by the committee to consider, take action or investigate matters consistent with its plans and purposes.

Each task force will have a chair selected by the Executive Committee, and the person serving as chair will serve in this capacity until the task force has completed its task and is dissolved. Chairs of the task force serve on the Executive committee at the pleasure of the FSC Chair. Reports of task force activities shall be made to the FSC at its meetings. A committee representative shall give the report and submit a copy to the committee.

Article 9

Confidentiality

Executive Sessions – the FSC will move into Executive session at the call of the chair or the Extension Agents. Information discussed in executive session may include but is not limited to information where specific names and situation may be discussed.

Issues and items that are person specific or considered sensitive issues will be considered confidential and for committee members information only, regardless of executive or regular meeting sessions. Discussion or sharing of confidential or sensitive information outside of the meeting is grounds for IMMEDIATE DISMISSAL from the group as determined by the FSC Chair.

Article 10

Robert's Rules of Order Newly Revised, edition #10, shall be the authority on all questions or parliamentary law in which they are applicable and consistent with these bylaws.