



UNIVERSITY OF  
**GEORGIA**

College of Agricultural &  
Environmental Sciences

*Dean's Advisory Council*

**Bylaws and FAQs**

## Frequently Asked Questions:

### 1. What is the size of the Council?

The membership of the Council fluctuates, but typically consists of approximately 25 members.

### 2. What is the term of office for a Council member?

Membership term is 3 years, subject to reappointment. No member will serve more than two consecutive terms without being off the Council for at least one year. Membership terms coincide with the College fiscal year, commencing July 1 and ending June 30. Alumni members may still be contacted as respected advisors to the College.

### 3. What is the time commitment for a Council member?

The Council meets twice a year, generally the first of February and August. The February Meeting agenda consists of afternoon meetings on day 1, overnight lodging in Atlanta and meeting the morning of day 2. The August meeting generally starts the afternoon of day 1, all day meetings and tours day 2, morning of day 3 and two nights of lodging. The August meeting rotates between the College campuses – Athens, Griffin and Tifton. Minimal conference calls and informational online budget sessions may be held throughout the year.

### 4. Who covers costs associated with serving on the Council?

The College covers all meeting expenses, including lodging and meals. You are given the opportunity for reimbursement of travel expenses to and from the meetings as well.

### 5. What are the responsibilities and expectations of a Council member?

- Understand the programs of the College and make recommendations on priorities.
- Become familiar with the College budget process and support the funding needs through the state and federal appropriation processes and from other sources.
- Be a spokesperson for the College across the state and to appropriate organizations.
- Be mindful of the legislation affecting the College.

## Purpose and Mission

The College of Agricultural and Environmental Sciences (CAES) Advisory Council was created in November 1996 by consolidating The State Extension Advisory Council and the Georgia Agricultural Experiment Stations Research Advisory

Board. This was done to reflect changes in the College and to help our stakeholders understand the equal importance of all functions of the College (teaching, research, and extension).

The CAES Advisory Council seeks stakeholder counsel and advice to ensure that the programs of the College are responsive to the needs of Georgia residents. Its makeup is purposely diverse; its carefully selected, knowledgeable members may be from the U.S. and Georgia's smallest communities and largest cities and they represent many different commodities, occupations, and interest groups.

The Council members work closely with College faculty, staff and administrators in reviewing ongoing programs and identifying and planning high priority future programs. Council members also provide information to Georgia residents about the role of the College in generating and dispensing knowledge and new technology about agriculture, food and the environment.

## Organization & Operating Procedures

The CAES Advisory Council subscribes to the following purposes in its role of assisting the College in response to the agricultural and environmental needs of the state:

### Article I: Purpose

- Understand the programs of the College of Agricultural and Environmental Sciences and make recommendations on priorities.
- Become familiar with the College budget process and support the funding needs through the state and federal appropriation processes and from other sources.
- Be a spokesperson for the College to appropriate organizations
- Be mindful of the original, and all existing, legislation affecting the College of Agricultural and Environmental Sciences.

### Article II: Membership

- Membership on the Council shall be by invitation of the Dean and Director of the College of Agricultural and Environmental Sciences.
- The Council shall have a minimum of 25 members.
- Membership shall be for a term of three years, subject to reappointment. Approximately one-third of the Council members will rotate off each year.

#### Article II Continued: Membership

- No Council member shall serve more than two consecutive terms without being off the Council for at least one year.
- Members rotating off the active Council will become alumni members of the Council and may be contacted as respected advisors to the College of Agricultural and Environmental Sciences.
- The membership term shall coincide with the College fiscal year commencing on July 1 and ending June 30.
- By accepting appointment to the Advisory Council, each member expresses the intent to be an active participant by attending all of its regularly scheduled meetings. A pattern of non- participation may be the basis for replacement.
- Individuals serving as Council for Agricultural Research, Extension, and Teaching (CARET) representatives of the University of Georgia College of Agricultural and Environmental Sciences to the National Association State Universities and Land Grant Colleges (NASULGC) shall serve as ex officio members of the Advisory Council with voting privileges.

*\*Added February 7, 2002.*

#### Article II Continued: Membership

- The incoming president of the College of Agricultural and Environmental Sciences Alumni Association shall serve a one-year term as an ex officio member of the Advisory Council with voting privileges. The one-year term shall commence July 1 of the year that the incoming president assumes the presidency of the Alumni Association (usually in September) and will end June 30 of the following year. Amendment will not be implemented if the incoming president is already serving an appointed term during the period indicated. *\*Added February 7, 2008.*

#### Article III: Officers

- The officers of the Council shall be Chair, Vice- Chair and Secretary.
- These officers shall have the duties and functions normally associated with such offices.
- Officers shall serve a one-year term, which begins and ends at the last meeting preceding the fiscal year, July 1.
- Each officer and Immediate Past Chair may serve on the council until the end of his/her elected term regardless of the length of his/her appointed term on the Council.

#### Article IV: Election

Elections shall occur annually at the last meeting preceding the fiscal year (July 1), except for a required election to fill an officer's unexpired term.

#### Article V: Executive Committee

Between meetings of the membership of the Council, the affairs of this Council shall be conducted by the Executive Committee consisting of the Chair, Vice-Chair, Secretary and Immediate Past Chair. The Dean and Director or a designee of the College will serve as ex officio member of the Executive Committee.

## Article VI: Committees

- Committees may be appointed by the Chair for terms not to exceed the Chair's term of office.
- The Chair shall name a nominating committee prior to the meeting each year when elections are scheduled. Nominations may also be accepted from the floor at the meeting when elections are held.

## Article VII: Voting and Quorum

- The membership in attendance at any official meeting shall constitute a quorum of the Council or of any committee. Written notice of an official meeting must be distributed to members at least ten days prior to the meeting.
- The vote of a majority of the quorum represents the action of the membership of this Council or of any committee.

## Article VIII: Meetings

- This Council shall hold at least two full-member meetings each year. The Chair may call additional meetings.
- The Chair shall call meetings of the Executive Committee.

## Article IX: Revisions and Amendments

These operating procedures may be revised, amended or repealed by a three-fourths vote of the quorum of the Council at any meeting, following appropriate notice of not less than 30 days.

## Article X: Parliamentary Rule

The current edition of Robert's Rules of Order Newly Revised, or any special rules the Council may adopt, shall govern the Council.

*Approved by the Council at its Organizational Meeting in Athens, Georgia on February 6, 1997.*

*\* Amended February 7, 2002 with addition of Section 8, Article II.*

*\* Amended February 7, 2008 with addition of Section 9, Article II.*