

# **Rules of Operation**

## **Western Extension Directors Association**

### **ARTICLE I – Name**

The name of this organization shall be the Western Extension Directors Association (WEDA), which is established in conformity with the constitution and by-laws of the Association of Public and Land-grant Universities (APLU).

### **ARTICLE II – Membership**

**Eligibility:** Those invited to be members of the WEDA include the institutions that host the 1862 land-grant Cooperative Extension organizations located within the following states, territories, and U.S. protectorates: Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, The Freely Associated States of Micronesia, Montana, Nevada, New Mexico, The Northern Mariana Islands, Oregon, Utah, Washington, and Wyoming. The Western 1994 land-grant institutions will be invited to elect (or appoint) one representative to the WEDA.

**Standing:** The official members of the WEDA are those institutions that have paid their annual assessment dues in full. An invoice is sent to each institution based on the approved annual WEDA budget. The total assessment amount is divided between WEDA eligible institutions based on the proportion of Smith Lever funding each institution receives, except the Insular Islands which are assessed an agreed upon flat amount of \$1,500 per institution.

Each member institution may identify one or more representative(s) to participate in the WEDA, however there will be one vote per member institution. The Western 1994 land grant institutional representative will be an official voting member of the WEDA. Ex-officio, non-voting members of the WEDA include the U. S. Department of Agriculture – National Institute for Food and Agriculture (USDA-NIFA) liaison (or their designee), all 1994 land-grant institutions in the West, and the WEDA Executive Director.

Any institution that fails to pay its WEDA assessment in full after two written notices and personal (email) contact with the institution's Director to confirm their intent, shall be removed as an official WEDA member at the end of 6 months into the fiscal year, which results in removal from regional list serves, websites, and other communication mechanisms, and removal from participation in all WEDA membership privileges. The WEDA's budgeted expenditures will be adjusted to accommodate the income available.

**Membership Privileges:** Official WEDA members will be invited to participate in WEDA meetings, programs, activities, grants, awards, votes, committees and other regional WEDA administered activities, committees, and groups, and may represent the WEDA as a liaison, representative, and/or committee member on regional and national committees and groups. The WEDA provides a network of member colleagues, professional development and support opportunities, a collective mechanism

for providing input, a platform for national and regional partnerships, opportunities for collaboration, a collective Western voice, ongoing communication, support and recognition.

### **ARTICLE III – Purposes**

The WEDA aspires to build *thriving, empowered, catalysts* among and within the Western region's member institutions, their institutional representative(s), and the people and communities these institutions serve. The primary purposes and actions of the WEDA include:

- Representing the member Cooperative Extension Directors, organizations, and programs of the land-grant institutions in the Western region in their collective dealings.
- Providing a forum for discussion and alignment among members, and representing and providing service to the individual member Directors on matters of institutional, regional, national and international concern.
- Fostering cooperation, developing partnerships with regional and national groups, and planning and developing programs that expand the quality and effectiveness of Cooperative Extension and its impact.
- Recognizing outstanding accomplishments and celebrating successes by providing access to regional and national recognition and awards for those from member institutions.
- Collecting and disbursing dues or assessments, entering into agreements or contracts with cooperators and/or granting agencies as agreed upon by the WEDA members.
- Electing members to, and participating with, standing and ad hoc committees and groups of the WEDA and other national and regional associations in developing and conducting regional initiatives for members.
- Functioning as the regional linkage to the APLU, the ECOP, and the USDA/NIFA, and other national and regional agencies and groups of interest to the Western region.

The WEDA:

1. Elects members to the ECOP [1] and other national and regional committees, centers, and groups;
2. Exchanges information between the regional and national levels via input to the Extension Section or the ECOP; and,
3. Is the normal channel for member Directors of land-grant university/college Cooperative Extension in the Western region to engage the Board of Agriculture Assembly via the Cooperative Extension Section and/or the ECOP.

On matters to be ratified by, reported to, or recommended to the APLU, the consensus of the WEDA's members shall be conveyed to the chair of the ECOP (who is also the chair of the Cooperative Extension Section) by the chair of the WEDA, the Western Region ECOP members, and/or the WEDA Executive Director.

The WEDA shall conduct its affairs in conformance with the Rules of Operation of the Cooperative Extension Section and the APLU. The procedural details of the operation of the WEDA may be amended by a simple majority vote of members at any meeting when a quorum attends.

#### **ARTICLE IV – Meetings**

Meetings may be held as determined by the WEDA or at the call of the Chair, but no less frequently than twice per year.

#### **ARTICLE V – Officers, Elections, and Duties**

##### **A. Officers**

Officers shall be WEDA members. The officers shall be the Chair, Chair-elect/Secretary, and Past Chair, each serving a one-year term that begins at the conclusion of the National Extension Directors and Administrators (NEDA) and Extension Section Annual Meeting and ends at the same time the following year. A member may serve for no more than two consecutive cycles.

##### **B. Elections/Selection of Officers**

The one position to be elected annually is the Chair Elect/Secretary, and shall be elected at the summer meeting. Nominations shall be submitted by the WEDA Nominations Committee and nominations from the floor may be made. A simple majority vote of members attending a meeting is required for election. Officers assume their role at the conclusion of the NEDA and Extension Section Annual Meeting in the Fall. In the event the Chair-elect/Secretary resigns or is otherwise unable to serve, the Nominations Committee shall fill the vacancy by submitting nominations to the WEDA members for a vote to fill the unexpired term. If the Chair resigns or is unable to serve, the Chair-elect/Secretary automatically becomes the Chair and also serves their full term, and a replacement is found to complete the Chair-elect/Secretary term. If the Chair-elect/Secretary is unable or unwilling to take over the Chair role early, the Nominations Committee working in consultation with the Executive Committee shall make an appointment to fill the unexpired Chair term. If the Past Chair resigns, the office will be held vacant until the next term begins.

##### **C. Duties**

The Chair shall preside at business meetings of the WEDA, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. They are the chief executive officer of the WEDA. The Chair provides written notice of official meetings and an agenda prior to each meeting. The Chair acts on behalf of the WEDA in taking interim actions between meetings, with the advice and consent of the Executive Committee on matters of policy and precedent.

The Chair-Elect/Secretary shall serve as Vice-Chair and undertake such duties as the Chair prescribes. They (or their designee) shall preside in the absence of the Chair. They (or their

designee) shall be responsible for taking the official minutes of the meetings and facilitating communication among the members and the officers. They serve as the Secretary of the WEDA and of the Executive Committee. They become Chair of the WEDA the year following their term as Chair-elect/Secretary. The Chair becomes the Past Chair at the conclusion of their term.

## **ARTICLE VI – Staffing**

Executive staffing is critical to the functioning and health of the WEDA, by facilitating opportunities to share stories, solutions, and outcomes, and by developing partnerships that benefit the WEDA, member institutions, their representatives, and ultimately their constituents. The WEDA will contract for services of an Executive Director (ED) and/or other personnel to assist with multi-state, regional, and WEDA business and initiatives, foster collaborations and partnerships, identify and facilitate opportunities and mechanisms for growth, and be the primary point of contact and communication for the WEDA. The Executive Director's (ED) solid understanding of each member's programs and challenges, uniquely positions the ED to be the catalyst for growth and improvement for each member institution.

The WEDA will negotiate with the ED regarding location and affiliation. The WEDA provides salary, plus negotiated benefits and support. The WEDA ED is accountable for all WEDA funds. The WEDA will support, and the ED will follow, the administrative policies and procedures required by the host institution. This contractual agreement may be suspended or amended at any time by WEDA or the host institution (as applicable) upon 90 days' notice in writing to the other party.

It is the policy of the WEDA that indirect and overhead costs not be taken from this contractual agreement paid for by WEDA funds.

## **ARTICLE VII – Committees and Liaisons**

Committee members and liaisons shall be elected from among Directors (or their designee) who are members of the WEDA and shall participate in and represent the WEDA at the assigned committee's meetings. The WEDA liaison for each committee shall be responsible for reporting meeting outcomes and actions to the WEDA at least once annually. The WEDA will conduct its work and advance its goals through the following standing committees:

- A. **Executive Committee:** The Executive Committee shall be comprised of the WEDA Chair, Chair-elect/Secretary, immediate Past Chair, the WEDA representative to the ECOP Executive Committee and, as a non-voting *ex-officio* member, the WEDA Executive Director. The Executive Committee, through the Chair, executes the established programs of the WEDA and provides oversight for the activities of the WEDA. The Executive committee is empowered to act on behalf of the WEDA on matters requiring immediate attention when the WEDA is not in formal session.
- B. **Western Program and Organizational Leadership Committee (WPOLC):** The WPOLC shall be comprised of one person from each WEDA member institution who is able to represent all Extension administrative and program functions of their institution.

The committee initiates and collaborates with the WEDA to identify, coordinate, and provide leadership for advancing WEDA regional and multi-state initiatives, exploring extramural funding opportunities to support those initiatives, and address operational and organizational issues of importance to member institutions. The WPOLC may appoint special committees and/or task forces with membership internal and external to the WPOLC to assist and help coordinate Extension initiatives, programs, and operational and organizational work. The WPOLC will report to and meet jointly with the WEDA at least annually to discuss activities and outcomes of the past year, and to initiate and discuss priorities for the future. WPOLC also conducts the selection process for the Western Extension Awards of Excellence, and the Western Extension Diversity, Equity, and Inclusion Award.

Extension program leader groups and Regional Centers like the Western Center for Metropolitan Extension and Research (WCMER), the Western Rural Development Center (WRDC) and others, will coordinate and collaborate, as is useful, with WPOLC.

- C. **Western Extension Leadership Development Committee (WELD):** The WELD planning committee shall be comprised of one member from each WEDA member institution. The committee plans and implements a multi-year leadership development experience, for WEDA member institution's Extension professionals who work in program delivery roles and are interested in enhancing their leadership skills. The committee meets virtually and during the on-site workshops for WELD class interns.
- D. **Western Regional Administrators Meeting (WRAM):** The WRAM planning committee shall be comprised of those professionals from WEDA member institutions who are serving in state, regional, or district administrative roles for Cooperative Extension in their state/territory/insular islands. They meet together virtually and annually for an on-site conference to address strategies and issues related to personnel, budget, and other management functions and issues.
- E. **Resolutions Committee:** The WEDA resolutions committee shall be comprised of up to three WEDA members, appointed annually, serving on a rotational basis, to provide special recognition and thanks to those WEDA members who are retiring, leaving, have accomplished special tasks, or assisted with WEDA operations.
- F. **Nominations Committee:** The WEDA nominations committee shall be comprised of up to three WEDA members, appointed annually, serving on a rotational basis, to identify and present for approval to WEDA, members for the office of Chair Elect/Secretary, various regional and national committees, and liaison appointments.

**WEDA Ad Hoc Committees, Work Groups, and Task Forces:** the WEDA may designate committees with long-range or continuing assignments, to advance the WEDA's goals and/or to manage specific activities for the WEDA. All multi-state or regional committees appointed by WEDA operate within the WEDA's Rules of Operation and report to the WEDA.

**Western Extension Program Leader groups:** Extension program leader groups like 4-H, Family and Consumer Sciences, Agriculture, Community Development and others may self-form to discuss program and staffing issues, share ideas, assist one another, and advance multi-institution or regional program initiatives. They will coordinate and collaborate with WEDA as is useful to WEDA and to the group.

**Other Regional Centers and National Committees:** The WEDA appoints liaisons and representatives to a number of national and regional centers and committees that help advance the program and organizational goals of the WEDA and the National Extension System. Appointees shall report outcomes and actions to the WEDA at least annually.

#### **ARTICLE VIII – Voting**

Votes are cast by one representative from each WEDA institutional member whose dues are paid in full. There will be one vote allowed per member institution on all policy, fiscal, and staffing related issues.

#### **ARTICLE IX – Quorum**

For purposes of doing business of the WEDA, a quorum shall consist of a minimum of fifty percent of the WEDA's members or their designee, who attend any duly called meeting. A duly called meeting requires that written notice and a meeting agenda be sent out in advance of the meeting. A simple majority of members attending the meeting resolves all issues.

#### **ARTICLE X – Parliamentary Authority**

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those members present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

#### **ARTICLE XI – Repository of Documents**

The Western Extension Executive Director's Office will create and maintain a web site which will serve as a repository of documents for the WEDA.

#### **ARTICLE XII – Amendment of Rules of Operation**

The Rules of Operation may be amended at any business meeting of the WEDA, provided the proposed amendment has been made available to all members at least one month in advance of the meeting and is passed by a simple majority of the membership.

Adopted June 23, 2004

Amended January 23, 2006

Amended October 23, 2007

Amended July 7, 2008  
Amended November 16, 2010  
Amended March 31, 2021  
Amended August 24, 2021

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[1] When combined, the five Regional Associations make up the Cooperative Extension Section, Board on Agriculture Assembly (BAA) of the Association of Public and Land-grant Universities (APLU). The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as a Board of Directors for the Extension Section.