Bylaws
XXX County Program Area Committee—ANR,FCS or CED
Proposed for Adoption—Month, Day, Year

Article 1. Name

Notes: State the name of your organization

Example: The name of this organization shall be the XXX County Program Area Committee–XX and herein called the “committee” or the “PAC.”

Article 2. Purpose

Notes: Separate the purpose into two parts. Part 1 should provide a general statement about the organization’s purpose and goals. Part 2 should state that the organization supports Texas AgriLife Extension Service.

Example Part 1: The XXX County Program Area Committee–XX advises the county Extension agents about issues and needs in the areas of agriculture and natural resources, family and consumer sciences, and community or economic development. This is done by assisting the county Extension agent in six programmatic areas:

- Planning
- Implementation
- Evaluation
- Interpretation
- Committee membership to ensure optimum representation and diversity
- Use of the best practices for the management of external support funds adopted by The Texas A&M University System and Texas AgriLife Extension Service

Example Part 2: The XXX County Program Area Committee–XX supports and abides by the established policies of Texas AgriLife Extension Service.
Article 3. Membership and attendance

Notes: This article should include a general statement about membership, standards and requirements. To be a member, individuals must attend organizational meetings and carry out other defined tasks, roles and responsibilities.

Membership shall be open to community leaders who have a genuine interest in the programmatic area in XXX County. The county Program Area Committee–XX should have at least 8 but no more than 20 members. [Note: A county may specify the number to serve.]

Each member serves a 3-year term, with the terms staggered so that one-third of the members is replaced each year. PAC members do not have to be members of other committees.

The members have these major responsibilities:

- Attend all meetings. The Program Area Committee–XX meets approximately twice a year. The president and county Extension agent(s) will provide meeting dates well in advance.
- Stay informed about the organization’s mission, services, policies and programs
- Review agendas before the meetings and be ready to discuss the agenda items
- Serve on task forces or coalitions and assist with special assignments as needed
- Keep current on developments concerning the county Extension base program (ANR, FCS, CED)

Article 4. Officers

Note: This section should include the list of offices for the organization, duties of the office, term limits and method of selection.

The Program Area Committee–XX officers are elected at the annual fall meeting and serve 1-year terms. Elections must be coordinated by the county Extension agent(s) following Robert’s Rules of Order Newly Revised.

To be eligible for an office, individuals must be nominated by a PAC member.

A quorum is needed for elections to take place. Each PAC should have a president, vice president and secretary but may add other offices if needed. Listed below are the functions of the Program Area Committee–XX officers.

President

- Oversees PAC board and executive committee meetings
- Acts as a spokesperson for the organization
- Works with the county Extension agents to recruit new PAC members
- Calls special PAC meetings when needed
- Appoints members to special committees as needed
- Helps the county Extension agents evaluate board members’ roles and performance
Vice President

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

Secretary

- Attends all PAC board meetings
- Serves on the PAC executive committee
- Maintains all board records and ensures their accuracy
- Reviews board minutes
- Notifies members of board and committee meetings when notice is required
- Assumes the responsibilities of the president and vice president in their absence

No person shall be elected to the same office for more than two consecutive terms.

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 by the PAC.

When a vacancy in the office of president occurs, the vice president will succeed to the position of president for the remainder of the term in office. The PAC shall promptly fill the remaining term of other vacancies in office by appointment from the membership.
Article 5. Program Area Committee–XX meetings

Notes: It is a good idea to clearly define times of the year that the Program Area Committee–XX typically meets so that members understand the time frame up front. Also, this section includes the time of year when elections will be held.

The Program Area Committee–XX shall meet twice annually. One meeting will be in the spring and the other in the fall. General agenda items for the two meetings are listed below.

Spring

- Review the implementation of all programs
- Review the strategic plan of the county Extension program to ensure that outcomes are being met
- Hear an update on task force/coalition groups
- Discuss the recruitment of new members
- Conduct other business as needed

Fall

- Report the results available from all outcome/output programs for that programming year
- Update the full committee on task force/coalition work
- Review program plans developed for the coming year
- Determine whether a task force/coalition should be developed

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

Article 6. Quorum

Notes: For voting to take place, the bylaws should probably address and define a quorum. Most literature stipulates that at least 51 percent of the membership should be present.

A quorum of the Program Area Committee–XX consists of a minimum of 51 percent of members present at a properly called meeting of the PAC. A properly called meeting is one for which the secretary has provided 2 weeks’ notice to all committee members.
Article 7. Amendments

Note: If the bylaws need to be amended, include the steps and rules to develop, vote on and implement the changes.

These bylaws may be amended by a two-thirds majority vote of members present at a properly called meeting of the Program Area Committee–XX. 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. Task forces and coalitions

Notes: The organization may decide to address specific issues or investigate matters by forming small task forces or coalitions. Task forces are groups that serve for 1 year or less; coalitions are formed to address objectives for more than 1 year.

The Program Area Committee–XX shall decide whether a task force or coalition should be formed to address an issue. The PAC may dissolve task forces or coalitions as well as create new ones to fulfill its plans and objectives.

Task forces and coalitions shall be empowered by the Program Area Committee–XX to consider, take action or investigate matters consistent with its plans and purposes.

Each task force and coalition will have a chair, and the person serving as chair will serve in this capacity until the task force or coalition has completed its task and is dissolved.

Reports of task force or coalition activities shall be made to the Program Area Committee–XX at its meetings. A committee representative shall give the report and submit a copy to the PAC.

Article 9. Rules of order

Notes: Each group should follow some type of rules to conduct meetings. The most common is Robert’s Rules of Order Newly Revised.

Robert’s Rules of Order Newly Revised shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these bylaws.