



## ***RULES OF OPERATION***

### **BOARD ON AGRICULTURE ASSEMBLY**

#### **Association of Public and Land-grant Universities**

MAY 1995

*Updated, November 1996*

*Updated, November 1999*

*Amended, January 2001*

*Updated, March 2001*

*Amended, November 2002*

*Amended, March 2006*

*Amended, October 2008*

## PREAMBLE

The A·P·L·U Board on Agriculture had its origin in 1887 with the establishment of the Association of American Agricultural Colleges and Experiment Stations. In 1919, when that Association became the Association of Land-Grant Colleges, a Section of Agriculture was established along with subsections for Experiment Stations, Agricultural Extension, and Agricultural Instruction. This terminology for Agriculture remained through the Association's name change in 1926 to the Association of Land-Grant Colleges and Universities. The term Division of Agriculture came into use in 1946 and remained until 1992. In 1963, the Association changed its name to the National Association of State Universities and Land-Grant Colleges (NASULGC). In 2009, the Association changed its name once more to the Association of Public and Land-grant Universities (A·P·L·U).

In 1992, the Division of Agriculture became the Board on Agriculture, in a reorganized NASULGC. Also, in the 1992 organizational structure, the Board on Agriculture became one of five Boards comprising the new NASULGC Commission on Food, Environment, and Renewable Resources (CFERR). In 2001, the Board on Agriculture became the Board on Agriculture Assembly (hereafter referred to as Assembly). The other four boards of CFERR are:

Human Sciences (*Name changed from Home Economics in 1995*)  
Natural Resources  
Oceans, Atmosphere, and Climate (*Name changed from Oceans and Atmosphere in 2011*)  
Veterinary Medicine

Other changes in terminology resulting from the recent A·P·L·U reorganization are:

- The former Division of Agriculture Board of Directors became the Board on Agriculture Executive Committee in 1992 and is now the Policy Board of Directors.
- The Council of Administrative Heads of Agriculture became the Administrative Heads Section (AHS).
- The NASULGC Executive Committee became the A·P·L·U Board of Directors.

The Section titles within the former Division of (now Board on) Agriculture remain:

ESS - Experiment Station Section  
CES - Cooperative Extension Section  
APS - Academic Programs Section  
IAS - International Agriculture Section

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### **A·P·L·U Board on Agriculture Assembly**

#### **Article I - Purpose**

The purpose of the Board on Agriculture Assembly shall be the promotion of agriculture in all its phases (food, environment, agriculture, natural resources, international) in the State Universities and Land-Grant Colleges of the several states of the Union, the District of Columbia, the Commonwealth of Puerto Rico, and the Territories of Guam and the Virgin Islands through the formulation of such plans, policies, and programs as may tend to make the member Sections of the Board more effective in their work.

#### **Article II - Membership**

Section 1. Voting Members. Each A·P·L·U-member institution may have a maximum of six representatives to the Board on Agriculture Assembly who are the following agricultural program administrators/representatives at each institution as designated by the institution's chief executive officer:

- Two Administrative Heads of Agriculture or other appropriate unit and one each from the following areas:
  - Director, Experiment Station or Designate
  - Director/Administrator, Cooperative Extension or Designate
  - Director, Academic Programs or Designate
  - Director, International Agriculture Programs or Designate

Section 2. Payment of Board Assessments. In order to participate in the elections, activities, and events of the Board, each member institution must be current in the payment of all assessments (including the CARET assessment) levied by the Board on Agriculture Assembly Policy Board of Directors. The A·P·L·U Vice President for Food, Agriculture, and Natural Resources or his/her designee will be responsible for certifying the payment status of the member institutions.

Institutions delinquent in their Board assessments will not be permitted to participate in Board elections or votes.

If an institution is not current in their payment of Board assessments, they may be allowed to participate in activities and events of the Board on Agriculture Assembly but at the non-member rate.

## Article III - Organization

Section 1. Sections of the Assembly. The Assembly shall consist of five Sections:

- Administrative Heads Section (AHS)
- Experiment Station Section (ESS)
- Cooperative Extension Section (CES)
- Academic Programs Section (APS)
- International Agriculture Section (IAS)

Representatives to the Assembly are eligible for membership in one or more of the Sections, but member institutions shall be limited to one vote in each Section.

Each Section shall elect a Chairperson and a Secretary and such other officers as it deems appropriate.

Section 2. Governance. The Assembly shall be governed by a Policy Board of Directors and officers with the powers and responsibilities as herein delegated or otherwise authorized by the Assembly. It is understood that the officers of the Policy Board of Directors also are the officers of the Assembly.

The Policy Board of Directors, as the governing body of the Assembly, takes appropriate action on key matters affecting the interests of the member institutions and of the Assembly and is responsible to A·P·L·U for the management of Assembly affairs. The Policy Board of Directors shall act as a Legislative Committee on matters deemed appropriate. The actions of the Policy Board of Directors shall be reported at the next meeting of the Assembly.

A. Policy Board of Directors

1. Membership. The Policy Board of Directors shall be comprised of ten voting directors, one non-voting director, and other non-voting directors as determined by the Policy Board of Directors.

a. Voting Directors

- Administrative Heads Section - Two directors serving as Chairperson and Chairperson-Elect.
- Academic Programs Section - One Director.
- Experiment Station Section - One Director.
- Cooperative Extension Section - One Director.

- International Agriculture Section - One Director.
- A·P·L·U Non-Land-Grant Institutions - One Director.
- 1890 Land-Grant Universities- One Director.
- 1994 Institutions - One Director.
- Insular/Territorial Institutions - One Director.

b. Non-Voting Directors

1. The A·P·L·U Vice President, Food, Agriculture, and Natural Resources of the Association of Public and Land-grant Universities (A·P·L·U) shall serve as a non-voting director.
2. Terms of Service. Except for the Chairperson and Chairperson-Elect, directors serve a term of two years and shall not serve more than two consecutive terms. The terms shall be staggered with three directors elected one year and four directors elected the following year.

The Chairperson-Elect shall serve a term of two years and succeed to the Chair. A Chairperson-Elect shall be elected at every other directors' election. The Chairperson shall serve a term of two years and shall not be eligible to serve as Chairperson-Elect in the term immediately following the term of service as Chairperson. Terms of service for directors commence and terminate at the Annual Meeting of A·P·L·U. The A·P·L·U Vice President has no fixed term.

3. Elections. The Policy Board of Directors shall be elected by the members of the Assembly. A slate of two candidates for each open directorship will be nominated by the respective Sections or organizations from their membership. In order to be eligible to serve on the Policy Board of Directors, the institutions of the candidates must be current in their Board on Agriculture Assembly assessments. Candidates shall be submitted to the Nominating Committee no later than August 1 of each year. The election shall be held by electronic or mail ballot and shall be completed no later than October 15 of each year. In the case of a tie vote between candidates for a given seat, the Policy Board of Directors shall, by vote, elect the director.

The alternate for each section to the Policy Board would be the individual from the section or organization who was not elected to serve in the aforementioned election.

4. Unexpected Vacancies. The Chair-elect position shall be filled by having the Administrative Heads Section nominate two individuals that will be put before the full membership of the Assembly in a special election (if needed). All other vacancies shall be appointed by the Policy Board of Directors for the remainder of the unexpired term. In this situation, the Section or organization with the vacancy shall submit two nominees for consideration and appointment by the Policy Board of Directors. The nominee not appointed will serve as the alternate.
5. Meetings. The Policy Board of Directors shall meet at least twice a year and one meeting shall be at the A·P·L·U Annual Meeting. Additional meetings may be called by the Chairperson as necessary.
6. Quorums. For all meetings, two-thirds (six) of the Policy Board of Directors (or their alternates) will be required to constitute a quorum.

B. Officers

1. The officers for the Policy Board of Directors and the Assembly shall be as follows: Chairperson, Chairperson-Elect, Vice Chairperson, and Secretary.
2. The Policy Board of Directors shall annually elect a Vice Chairperson from among the directors.
3. The Policy Board of Directors shall annually elect a Secretary from among the directors.
4. If the Chairperson is unable to serve, the Chairperson-Elect shall assume the office.
5. If the Vice Chairperson and/or the Secretary is/are unable to serve, the Chairperson shall designate an Acting Secretary and/or an Acting Vice Chairperson.

Section 3. Assembly Representation on the CFERR Executive Committee. The Policy Board of Directors Chairperson shall represent the Assembly on the CFERR Executive Committee.

Section 4. Duties of the Policy Board of Directors. The Policy Board of Directors shall:

- A. Be the official channel of communication to the A·P·L·U Board of Directors relating to affairs pertaining to purposes of the Assembly.
- B. Provide leadership, overall direction, and coordination of Assembly activities.

- C. Appoint standing and ad hoc committees or task forces.
- D. Determine liaison relationships and mechanisms for liaison relationships among other entities of A·P·L·U.
- E. Set policy and provide general oversight for the activities of the Budget and Advocacy Committee (BAC) and the Committee on Legislation and Policy (CLP) or its successors and approve contracts and revisions thereof for advocacy and other services.
- F. Provide overall leadership to and coordination of the advocacy efforts of the Council for Agricultural Research, Extension, and Teaching (CARET).
- G. Engage in program and performance reviews for programs and other activities and undertakings that are within the jurisdiction of and are the responsibility of the Assembly in consultation with the A·P·L·U Board of Directors.
- H. Oversee the planning of the Assembly program and agenda for the A·P·L·U Annual Meeting and all other meetings and through the leadership of the Vice Chairperson, arrange the scheduling of the Assembly and Sections sessions at the Annual Meeting with the assistance of and in cooperation with the A·P·L·U staff.
- I. Adopt an annual budget for necessary Assembly expenditures, determine the amounts individual institutional assessments and, with the assistance of and in cooperation with A·P·L·U staff, collect said assessments. The Policy Board of Directors shall not inhibit any BAA section from setting or collecting any assessment designed to further the work of the section in accordance with the *Rules of Operation* of that section.
- J. Receive reports of Sections, task forces and committees of the Assembly as appropriate.
- K. Recommend changes in the *Rules of Operation* and approve all changes before submitting them to the Assembly for a vote

Section 5. Duties of the Officers of the Policy Board of Directors

- A. The Chairperson shall:
  - 1. Preside at the Assembly meetings and call for and preside at the Policy Board of Directors meetings.
  - 2. Represent the Board on Agriculture Assembly on the CFEER Executive

Committee.

3. Appoint committees of the Policy Board of Directors and the Assembly.
4. Represent the Board on Agriculture Assembly on the A·P·L·U Board of Directors.
5. Carry out other duties as the Policy Board of Directors may prescribe.

B. The Chairperson-Elect shall:

1. Succeed to the position of Chairperson at the end of the term.
2. With the Chairperson, represent the Assembly on the CFEER Executive Committee.

C. The Vice Chairperson shall chair the Annual Meeting Program Committee of the Assembly. The Vice Chairperson shall fulfill the duties of the Chairperson in the absence of the Chairperson.

D. The Secretary, in cooperation with A·P·L·U staff, shall:

1. Record the minutes of the Assembly meetings and meetings of the Policy Board of Directors and provide members of the Assembly with an electronic copy of the minutes of the meetings.
2. Supervise the maintenance of permanent records of the Assembly and the Policy Board of Directors and reports of Assembly committees and other records determined by the Policy Board of Directors as pertinent to the business of the Assembly.
3. Arrange for materials of the Assembly for the published *Proceedings* of the annual meetings of A·P·L·U to be transmitted to the President of A·P·L·U.
4. Assist the A·P·L·U staff in publishing an electronic directory of the officers and committees of the Assembly, notify the President of A·P·L·U of the officers of the Assembly, and notify the sections and the regional organizations and of personnel appointed to committees of the Board and Sections.
5. Notify the Chairperson of each Section and/or organization concerning the elections for the year and the schedule of nominations for directors required by the Policy Board of Directors from the Section, also of any



nominations to other units of A·P·L·U required in that year. The notification to the Sections or organizations should be sent by June 1 of the year in which the election will be held.

Section 6. Duties of the Assembly Representatives on the CFERR Executive Committee. The representatives to the CFERR Executive Committee shall represent the Assembly and the Sections in A·P·L·U matters and report to the Policy Board of Directors on relevant activities of CFERR.

#### Article IV - Assembly Committees

Section 1. The committees of the Assembly shall include the following standing committees: the Annual Meeting Program Committee, the Budget and Advocacy Committee, the Committee on Legislation and Policy, and the Nominating Committee.

Section 2. The Chairperson is authorized to appoint, with ratification by the Policy Board of Directors, from the membership of the Assembly such ad hoc committees or task forces as are necessary to carry out the purposes of the Assembly. All such appointments shall be for one year, terminating at the Annual Meeting of A·P·L·U. Reappointment of committee members shall be at the discretion of the Chairperson.

Section 3. The Annual Meeting Program Committee is responsible for planning the program of the Assembly and encouraging joint meetings with other components of A·P·L·U during the Annual Meeting of A·P·L·U. The Vice Chairperson of the Policy Board of Directors shall be the Chairperson of the Committee and representation shall be included from the Sections of the Assembly. The appointment shall be for one year.

Section 4. The Budget and Advocacy Committee (BAC) is responsible for the preparation of an annual budget recommendation for those matters relating to agriculture and related areas that are of special concern to the member institutions and for coordinating the presentation of these estimates in a timely fashion to the Policy Board of Directors and the A·P·L·U Board of Directors. The Committee will also coordinate the presentation of its recommendations to the Council on Governmental Affairs of A·P·L·U and federal agencies, including the USDA, the Office of Management and Budget (OMB), the U. S. House of Representatives, the Senate of the United States, and other individuals or groups as deemed appropriate by the Budget and Advocacy Committee. The Committee shall work with CARET and undertake the necessary and appropriate advocacy activities to effectively implement budget recommendations.

The BAC voting membership shall consist of: two members from the Administrative Heads Section (one shall be the Chair, the other the Advocacy Chair), and one representative each from the Academic Programs Section, Experiment Station Section, Cooperative Extension Section, International Agriculture Section, Council for Agricultural Research, Extension, and Teaching (CARET), 1890 Extension Administrators, 1890 Research Directors, the 1994 Institutions, the A·P·L·U Non-Land-Grant Institutions, and the Insular/Territorial Institutions. The BAC may

also include one voting representative from the Section on Forestry and the other Boards of the Commission on Food, Environment, and Renewable Resources (Human Sciences; Natural Resources; Oceans, Atmosphere, and Climate; and, Veterinary Medicine) and other non-voting members as deemed appropriate by the PBD. Appointment to the BAC will be for a two-year term and, with the exception of the representatives from the Administrative Heads Section (who serve a four-year term), can be renewed if approved by the respective section, board, or organization.

The A·P·L·U Vice President for Food, Agriculture and Natural Resources or his/her designee will serve as Secretary of the Committee.

Section 5. The Committee on Legislation and Policy (CLP) is responsible for coordinating all activities of the BAA related to Farm Bill legislation. This includes planning and working with the implementation of strategies in the initial development of the legislation, coordinating a support base for initiatives development by the CLP as the legislation moves through Congress and the Administration, and monitoring and impacting subsequent programs and regulations that are authorized in the legislation. The CLP shall be staffed and supported by the advocacy group under the auspices of BAA. The Committee shall work with CARET and undertake the necessary and appropriate advocacy activities to effectively implement farm bill recommendations.

The CLP shall consist of: a Chairperson designated from the Administrative Heads Section by the Chair of BAA Policy Board of Directors (PBD) ; and one representative each from the Academic Programs Section, Experiment Station Section, Cooperative Extension Section, International Programs Section, 1890 Extension Administrators, 1890 Research Directors, the 1994 Institutions, CARET, the A·P·L·U Non-Land-Grant Institution member, the Insular/Territorial Institutions, a liaison from the PBD, and the Chair of the Budget and Advocacy Committee. The CLP may also include one voting representative from the Section on Forestry and the other Boards of the Commission on Food, Environment, and Renewable Resources (Human Sciences; Natural Resources; Oceans, Atmosphere, and Climate; and, Veterinary Medicine) and other non-voting members as deemed appropriate by the PBD. Members of the CLP shall serve for a two-year term with no limit on reappointment. The Chairperson will serve through the date of adoption of a new Farm Bill.

The A·P·L·U Vice President for Food, Agriculture and Natural Resources or his/her designee will serve as Secretary of the CLP.

Section 6. The Nominating Committee, chaired by the immediate Past Chair of the Assembly, is responsible for preparing the slate of nominees solicited from the Sections and organizations for regularly-elected open directorships on the Policy Board of Directors. The membership of the committee shall consist of its chair and the chair of each of the BAA sections.

Section 7. The committees of the Assembly shall report their activities, as appropriate, to the Policy Board of Directors and annually at the Assembly business meeting. The chairperson of each of the standing and ad hoc committees shall provide a written report of committee activities to the Assembly.

### Article V - Meetings

Section 1. The annual meeting of the Assembly shall be called by the Chairperson at the time of the Annual Meeting of the Association of Public and Land-grant Universities. Other meetings may be held upon call of the Chairperson.

### Article VI - Amendments

Section 1. These *Rules of Operation* may be amended by a two-thirds majority of the voting representatives to the Assembly, provided the proposed changes have been presented to the Assembly at least thirty (30) days prior to the voting.