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County Extension Homemaker Council Manual

Texas Agricultural Extension Service . The Texas A&M University System
Daniel C. Pfannstiel, Director, College Station, Texas

*County Extension Homemakers
Council Manual*

FOREWORD

Principles discussed in this publication are to be used as guides for organizing and maintaining a county Extension homemaker council. If the principles are understood, local plans may be made to follow the spirit rather than the letter of the "law."

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A county Extension homemaker council is a committee elected by the Extension homemaker clubs of the county. It functions within the policies of the Texas Agricultural Extension Service. It is responsible both to a county Extension agent, who is advisor to the group, and to all Extension homemaker clubs from which its membership is drawn.

A county council takes official action on matters relating to Extension homemaker club work.

OBJECTIVES

A county Extension homemaker council has two main objectives:

- to develop leadership
- to promote and extend Extension homemaker club work to all families in all parts of the county regardless of socio-economic level, race, color, sex, religion or national origin.

RESPONSIBILITIES

To carry out its objectives, a county council is responsible for serving as an advisory committee to coordinate countywide activities and projects, a means of communication and as a demonstration in organization.

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AS AN ADVISORY COMMITTEE

A county Extension homemaker council:

- coordinates group activities related to Extension homemaker club work and Texas Extension Homemakers' Association projects
- coordinates Extension homemaker club work with the work of other organizations having related objectives
- works with the agent, county program building committee and family living committee in developing, implementing and evaluating the county program of work.

Developing Extension Homemaker Club Programs

Extension homemaker clubs are represented on the family living committee through the Extension homemaker council by the vice chairman, who is the county program chairman, and the Texas Extension Homemakers' Association chairman. These representatives advise the family living committee of the needs and interests of the homemakers they represent. The family living committee uses this information in a study of the family living situation in the county. In turn, the county homemaker council program committee includes program recommendations developed by the family living committee to develop a balanced home economics program for clubs.

Implementing Homemaker Club Programs

The council provides leadership in extending Extension homemaker club programs and activities through community, area and countywide meetings; through other organizations having related objectives; and through personal contacts.

Evaluating Homemaker Club Programs

The council keeps records and makes reports so that it and the agent(s) can evaluate results of Extension homemaker club programs and other programs and activities conducted in support of Extension homemaker club work in the county.

AS A MEANS OF COMMUNICATION

A county Extension homemaker council is the center through which information flows between:

- county Extension agents and Extension homemaker clubs
- Texas Extension Homemakers' Association and Extension homemaker clubs
- Extension homemaker clubs and the county program building and family living committees
- Extension homemaker clubs and other organizations
- County Extension agents and homemakers in communities served by Extension homemaker clubs

Extension homemaker club *reports* to the council are made by club presidents. They should include program accomplishments, results of promotional and expansion efforts, needs for programs, action taken on recommendations made to clubs by the council, items of interest for other clubs and information requested by the council and/or the county Extension agent.

Reports from council to clubs are given by council delegates. They should include a summary of the business meeting, requests, recommendations and announcements.

AS A DEMONSTRATION IN ORGANIZATION

A county Extension homemaker council serves as a *model for organization* to be followed by Extension homemaker clubs. The same basic structure and procedure exist in both council and Extension homemaker clubs. The council serves as a model in conducting an orderly business meeting.

A council works with the county Extension agent to develop and present the type of countywide leadership training needed for officers and committees of all clubs.

AGENTS' ROLE IN COUNCIL

The county Extension agent is an advisor and a trainer. As advisor, she works with the council chairman and committee chairmen to help them plan meetings and committee work. She serves as an advisor during council meetings. Because the agent is not a member of the council, she neither participates in the conduct of business nor handles council funds.

As a trainer, the agent is responsible for training organizational leaders to carry out their responsibilities effectively.

MEMBERSHIP

A county Extension homemaker council's membership includes:

- council officers
- president and one elected delegate from each Extension homemaker club. A provision for the vice president to serve in the absence of the president or delegate may be made.
- chairmen of standing committees

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Any interested persons may attend council meetings. They may be given the privilege of speaking but will not participate in the conduct of business. If the county Texas Extension Homemakers' Association chairman is not a member of the council, she should attend the meetings. This would enable her to carry out her responsibility as the communication link between the district association and local Extension homemaker club members. The council is a working committee and, although interested persons may attend the meetings, they are not encouraged to do so unless they have a special reason.

OFFICERS

Council officers include a chairman, vice chairman, secretary, treasurer and parliamentarian. Provision should be made in the standing rules for time and methods of election, term of office, duties and a method of filling vacancies.

Officers are chosen from the outgoing council membership. Members who have worked together for a year should be able to select officers from the group who are capable, dependable, tactful and enthusiastic. Continuity of council action is assured by having officers who are familiar with the previous year's work.

Council officers should be familiar with duties of their elected office and should strive to become skilled in implementing the duties.

All officers of the council must perform their duties as specified in the standing rules.

Because the county Extension homemaker council is a committee, the presiding officer is called chairman. The county Extension agent works with the chairman well in advance of each council meeting to help plan an agenda.

Council members should have the support of the club members they represent. When business is conducted, council members should vote their club members' wishes, not their own wishes.

The parliamentarian, who serves as parliamentary advisor to the chairman, should be appointed by the chairman. She may be the outgoing council chairman. Although she may be a council member, she should refrain from taking part in the proceedings except when requested to do so.

STANDING COMMITTEES

Council standing committees might include *program, education, exhibit, expansion, finance* and *4-H*. Additional standing committees may be appointed as desired by the council. However, too many committees could destroy the unity of the council. All such committees serve during the administration of the chairman who appointed them.

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APPOINTMENTS

The council chairman-elect should begin to form committees for her administration soon after she is elected. The county Extension agent will serve as advisor to the chairman-elect.

When committee chairmen have been named, they may assist in the selection of other committee members. All appointments are made by the council chairman and are announced at the first council meeting of the year. It is suggested that each committee be composed of five members, two who are experienced and three inexperienced members.

Exceptions would be the program committee that is composed of the vice chairman of the council and all vice presidents, and the Texas Extension Homemakers' Association committee that is composed of the three delegates who attended the Texas Extension Homemakers' Association State meeting the previous year.

STRUCTURE

All parts of the county and all Extension homemaker clubs should be represented on standing committees. However, members of individual committees should not be so widely scattered that it will be difficult for them to meet.

Committee members are selected from Extension homemaker club membership. Club members who are appointed chairmen of committees become members of the council.

DUTIES

Work of the committees officially begins when their appointment is announced at the first council meeting of the year. Duties of each committee are printed in the sample standing rules in this publication.

To avoid delay in council work, the chairman of each committee should arrange a meeting to prepare recommendations for the coming year.

Recommendations are submitted to the council for approval at the first meeting of the year.

During the first council meeting of the year, all council standing committees make recommendations for their plan of work and submit them to council for its approval.

MEETINGS

REGULAR

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A county Extension homemaker council should meet only as often as necessary to conduct business pertaining to its objectives and responsibilities.

A suggested order of business:

1. Call to order
2. Roll call
3. Reading and approval of minutes
4. Communications not requiring action
5. Treasurer's report
6. Reports of standing committees
7. Reports of special committees
8. Reports of club presidents
9. Report of agent(s)
10. Unfinished business
11. New business
12. Announcements
13. Adjournment

ANNUAL

One of the regular meetings should be designated as the annual meeting for the purpose of electing officers. Any other items of business that the standing rules may specify for the annual meeting are in order at that meeting.

STANDING RULES

Every group working together for a common purpose adopts rules which all members pledge themselves to follow so that the group may work together harmoniously and efficiently. Because the council has the organizational status of a committee, the rules under which it operates are called standing rules.

CONTENT OF STANDING RULES

The number and character of the rules may vary. The subjects usually included are:

- Name
- Objectives
- Membership
- Officers
- Nominating committee
- Election of officers
- Duties of officers
- Committees
- Meetings
- Voting body
- Quorum
- Funds
- Parliamentary authority
- Amendments

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The standing rules should be read and approved or amended by the council at the beginning of each council year. The agent should file one copy, send one to the district agent and one to the organization specialist.

SAMPLE SET

The following sample set of rules is a typical model illustrating the type of rules that might be adopted by a council. Because the council must conform to policies of the Texas Agricultural Extension Service, rules No. 2 on Object and No. 12 on Funds must be adopted as given. Others may be adapted to fit the needs and wishes of the individual council.

STANDING RULES FOR COUNTY EXTENSION HOMEMAKER COUNCIL

1. NAME. The name of this organization shall be the _____
_____ County Extension Homemaker Council.
2. OBJECT. The object of this organization shall be to develop leadership, and to promote and extend Extension homemaker club work to all families in all parts of the county regardless of socio-economic level, race, color, sex, religion or national origin.
3. MEMBERSHIP. Membership in this organization shall consist of the club president and one elected delegate from each Extension homemaker club in the county; council officers; and chairmen of standing committees. They shall serve not less than one term and shall not be eligible for membership in the same capacity for more than two consecutive terms.
4. OFFICERS. The elected officers of this organization shall be chairman, vice chairman, secretary and treasurer. The appointed officers shall be parliamentarian and reporter.
5. NOMINATING COMMITTEE. At the regular meeting in _____
(month), a nominating committee of _____
(number) members shall be elected. It shall be the duty of this committee to nominate candidates for the officers to be filled at the _____
(regular or annual) meeting in _____
(month). The nominating committees shall report at the regular meeting in _____
(month). Before the election at the _____
(regular or annual) meeting in _____
(month), additional nominations from the floor shall be permitted.
6. ELECTION OF OFFICERS. Officers of this organization shall be elected by ballot at the _____
(regular or annual) meeting in _____
(month) to serve for one year. Their term of office shall begin in _____
(January). If there is only one nominee for an office, election may be by *acclamation*. A majority of members present and voting shall elect. No officer shall be eligible to serve more than two consecutive terms in the same office.
7. DUTIES OF OFFICERS.
Chairman. The chairman shall preside at all council meetings, act as chairman of the executive committee, appoint standing committees and fill vacancies that occur, call special meetings and perform other duties that pertain to the office.
Vice Chairman. The vice chairman shall perform the duties of the chairman in her absence, serve as program chairman and perform additional duties as assigned by the chairman.
Secretary. The secretary shall keep accurate minutes of all council meetings, file all committee reports and summarize them annually as requested by the county Extension agent. She shall keep an official membership roll, handle all corre-

spondence and receive and file all important communications and reports. She shall file a copy of council minutes in the Extension office for a permanent record so they will be available to members upon request. In the absence of the chairman and vice chairman, she shall call the meeting to order and preside until a chairman *pro tem* is elected.

Treasurer. The treasurer shall receive and hold all funds belonging to the _____ County Extension Homemaker Council and disburse same as authorized by the budget. Payment for items not listed in the budget shall be approved by a majority vote of the council. In an emergency, the treasurer is authorized to pay out no more than _____ dollars. All disbursements must be made by check signed by both the council chairman and the treasurer. She shall make a full printed report at each annual meeting and upon request of the chairman. The retiring treasurer shall turn over all money, books and papers to the treasurer-elect by ____(date)____, after the financial books have been audited by a special committee appointed by the chairman.

Parliamentarian. The parliamentarian shall serve as advisor to the chairman, be available to any committee needing advice on procedure and perform other duties that pertain to the office.

8. COMMITTEES: COMPOSITION AND DUTIES. Standing committees of this organization shall be program, education, exhibit, expansion, finance and 4-H. Other committees, if needed, shall be appointed by the council chairman. All such committees shall serve during the term of the chairman who appointed them.

The Program Committee shall be composed of the council vice chairman and all club vice presidents. The program committee shall work with the county program building and family living committees in planning the county program. It shall be responsible for working with the Texas Extension Homemakers' Association county chairman, delegates to the State Texas Extension Homemakers' Association meeting and the agent(s) to develop recommendations for Extension homemaker club programs. Homemaker club programs are based on recommendations developed by the family living committee, the Texas Extension Homemakers' Association program of work and other subjects to make a balanced club program. The recommendations will include a list of:

- home economics programs, in indepth Focus area of emphasis, to be taught by agents at club meetings
- home economics programs, from Focus areas of emphasis, to be taught by leaders trained by county Extension agents
- programs to be taught by leaders who were trained by resource people

- programs to be given by leaders from Texas Extension Homemakers' Association program of work
- other suggested programs based on needs and interests of club members
- Texas Extension Homemakers' Association countywide project

The committee also shall be responsible for compiling and distributing the yearbooks.

The Education Committee shall be composed of five members, two of whom shall be members of the outgoing committee. It shall keep the general public and key leaders informed about the progress of Extension homemaker club work in the county by promoting educational tours for club members and others.

The Exhibit Committee shall be composed of five members, two of whom shall be members of the outgoing committee. It shall keep the general public and key leaders informed about the progress of Extension homemaker club work in the county by planning exhibits for activity day, information day, shopping center malls, fairs and/or stock shows.

The Expansion Committee shall be composed of five members, two of whom shall be members of the outgoing committee. It shall keep the general public and key leaders informed about the purpose of Extension homemaker club work in the county by setting an expansion goal, planning and executing methods of increasing club membership and organizing new clubs.

The Finance Committee shall be composed of five council members, two of whom shall be members of the outgoing committee. It shall prepare the council budget and plan ways to raise funds to meet it.

The 4-H Committee shall be composed of five members, two of whom shall be members of the outgoing committee. It shall study the objectives of 4-H, the county 4-H plan of work, the Texas Extension Homemakers' Association 4-H Committee recommendations, and shall plan ways for the council to support 4-H work in the county.

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9. MEETINGS. The council shall meet (monthly, quarterly, every other month) the (day of week) and month at _____ o'clock. The meeting shall close not later than _____ o'clock. Special meetings may be called by the chairman. The regular meeting in (month) shall be the annual meeting.
 10. VOTING BODY. The voting body shall consist of the president and one elected delegate from each Extension homemaker club in the county, council officers and chairmen of standing committees. In the absence of a club president or elected delegate, the club vice president shall become a member of the voting body.

11. QUORUM. A quorum shall consist of _____voting members. In this number, _____clubs shall be represented.
12. FUNDS. No dues or fees shall be required.
13. PARLIAMENTARY AUTHORITY. Rules contained in Robert's Rules of Order Newly Revised shall govern the _____ Extension Homemaker Council in all cases to which they are applicable and consistent with the standing rules.
14. AMENDMENTS. The rules may be amended at any regular meeting by a two-thirds vote provided the amendment has been previously submitted.

Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socio-economic level, race, color, sex, religion or national origin.

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