

# ADVISORY BOARD PARTICIPATION HANDBOOK

UA State Cooperative Extension's  
Guide to Informed Citizen Participation



**UA State Cooperative Extension**

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DRAFT—Revised 7/2025

## From the Director



Dear Board Member,

I want to personally thank you for agreeing to serve on the University of Arizona's State Extension Advisory Board. Cooperative Extension is part of a nationwide network of Land Grant Universities that use science-based information to solve problems and address issues concerning the communities in which we live. Extension is funded by the County, State, and Federal governments. Arizona is home to over 7 million people and our mission is to deliver on the promise—improving people's lives and livelihoods. Advisory board members are an integral part of our programming, helping to assure that we are meeting the needs of the communities that we work in. Your role is to provide input to help direct the programming efforts of the office and to advocate for UA Cooperative

Extension. This handbook contains the information you will need to better understand your responsibilities as an advisory board member. It also includes some of the rules for Board meetings and by-laws. Your valuable knowledge and expertise are essential as we prepare for the many challenges ahead. Again, thank you for serving as an advisory board member. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Ed C Martin" with a stylized flourish at the end.

Edward C. Martin, Ph.D.

Associate Vice-President and Director

University of Arizona Cooperative Extension



THE UNIVERSITY OF ARIZONA

Cooperative Extension

# Welcome

Thank you for agreeing to serve on the State Advisory Board for the University of Arizona Cooperative Extension. We appreciate you taking time to help us as we work to improve people's lives, communities, and the economy of Arizona and deliver on the promise made by Arizona's Land Grant University over 110 years ago.

## *History of Extension*

One of the great stories in American education is the story of the development of Cooperative Extension work of Land Grant Colleges and Universities. It begins with the history of land grant colleges of agriculture. The land grant system began in 1862, during the Lincoln administration, with a piece of legislation known as the Morrill Act. This law gave states public lands provided the lands be sold or used for profit and the proceeds used to establish at least one college—hence, land grant colleges—that would teach agriculture and the mechanical arts. Land grants for the establishment of colleges of agriculture and mechanical arts were also later given to U.S. territories and the District of Columbia. The legislative mandate for these land grant colleges helped extend higher education to broad segments of the U.S. population. In Arizona, the University of Arizona was started as the state's Land Grant College. Today, there are two Land-Grant institutions in Arizona, the University of Arizona and Diné College in Tsaile, AZ on the Navajo Nation (one of the 1994 Land Grant institutions).

On July 1, 1914, with the passage of the Smith Lever Act by Congress providing for Cooperative Extension work, the Agricultural Extension Service was organized in Arizona. The Act provides States with federal funds to carry on Extension work as agreed upon by the respective Land Grant Colleges and Universities and the federal government.

Prior to 1914, agricultural extension work consisted principally of institutes and agricultural demonstration trains, farmers short courses and a very limited amount of advisory service carried on by the Experiment Station staff. Farmer institutes were held as early as 1901 in Arizona. Beginning in 1905 the Territorial Legislature made appropriations for agricultural Extension work, gradually increasing the amount at each subsequent session until 1914. In 1913 – 1914, twenty six cooperative demonstrations were undertaken in the state.

The first county farm adviser, A. L. Pashall, was appointed to serve Cochise and Santa Cruz Counties on December 16, 1914 on a half-time basis. After accepting the provisions of the Smith-Lever Act in 1915, the Legislature of the State of Arizona authorized the Board of Regents of the University of Arizona, the Land Grant University in Arizona, to "organize and conduct agricultural Extension work which shall be carried on in connection with the College of Agriculture of the University of Arizona in accordance with the terms and conditions expressed in the Act of Congress aforesaid". This State legislation also empowered county governments to appropriate funds for the county Extension program. Thus, cooperative funding of federal, state and county governments led to the name "Cooperative Extension". By March 1915 sufficient appropriations were secured so that our first county farm adviser, Mr. Pashall, could serve full time. In 1915, Stanley F. Morse was made state Leader of County Farm Advisory work in cooperation with the United States Department of Agriculture.

Cooperative Extension has always included youth development, consumer sciences and family development, and agriculture. Boys and girls club work (now called 4-H youth development) had its beginning in 1913, when Mr. George P. Peabody organized a boys cotton club in Chandler. In 1915 – 1916, 318 boys and girls demonstrations agreements were signed. By 1915, girls canning clubs were beginning to gain interest. In 1915, a women's section was added to the third annual farmers short course held on the campus of the University of Arizona.

Since its nationalization under this Act, Cooperative Extension work has engaged faculty, students and community members throughout the country in educational activities aimed at developing the full range of people's contributions to the political, economic and cultural life of their communities, states and nation.

Two basic tenets of Cooperative Extension work have been supported through the years. First, Extension's mission is to "make science useful". Cooperative Extension believes in the potential value of science and research to improve peoples' lives. Second, Cooperative Extension is based on the needs of people in communities and counties. Extension work brings people together in local communities to solve local problems.

In 1921, the Legislature of the State of Arizona provided for the organization of County Farm Bureaus, which served as the official sponsoring body for Cooperative Extension work. This provision was later repealed and Extension Boards, appointed by the County Board of Supervisors, were established. Each County Extension Board consists of seven persons, who are residents of the county, four of whom have as their principal business the production of agricultural commodities, and the other three of whom are representative of organizations or persons who utilize the county Cooperative Extension.

### *Primary Duties of State Cooperative Extension Advisory Board*

Although not required by statute, the State Extension Advisory Board plays a major role in effecting a strong, well-balanced, state Extension program. They are a primary mechanism for securing input in the support and direction of state Cooperative Extension programs. The Advisory board works with the Director and Extension leadership to:

- Identify issues and opportunities that serve as a basis for the county Extension program's content and emphasis by helping set priorities and goals.
- Communicate and promote Extension programs, procedures and opportunities to the people, organizations and governing bodies of the county.
- Ensure that a broad-based Extension program is available to all citizens.

#### Responsibilities:

1. Help Extension prioritize programs and set appropriate goals for state program.
2. Communicate the program needs to the state and local leaders and funders.

3. Help secure state and federal legislative support as needed.
4. Assist in promoting increased awareness and understanding of Extension programs.
5. In addition to the above duties, Extension Advisory Boards ensure that membership opportunities for committee members follow federal guidelines for non-discrimination. Committee members from under represented groups and the various regions of the state should be sought after.
6. Board members serve two year terms and may reup for an additional 2 terms. In the inaugural Board, members can sign up for a third term to ensure that we do not lose a majority of board members in any one year and that there is some continuity in Board membership across the years.

## **Board Basics**

### **Officers:**

There are two officers on the Advisory Board, Chair and Vice-Chair. At the first meeting, elections will be held among the Board members for Chair and Vice-Chair. These offices will be held for the entire two year term. At the final meeting of the second term, Board members will either volunteer to serve another two-year term or recommend their replacement.

### **Voting Privileges:**

Each member of the Advisory Board has one vote. In order for any official business to be transacted, a quorum (11 members—20 total members) must be in attendance at a meeting. Although Cooperative Extension faculty and staff may be consulted for advice on matters of business, only members of the Advisory Board may vote on items of business.

### **Meetings:**

The Advisory Board meets 2 times a year, usually in October and April. All meetings take place either in Tucson or Phoenix, and will have a Zoom option for those who cannot attend in person.

### **Duties of the Chair of the Extension Board**

The Chair plays a key role in the county Extension program by setting the stage for Extension Board activities and involvement. Some duties are:

- A. Calls meetings of Board and sees that each member is notified through state Extension Office.
- B. Prepares agenda for Board meetings in consultation with the state Director.
- C. Presides at Board meetings, encouraging and contributing to participation and discussion.

- E. Assists new Board members in understanding duties.
- F. Appoints ad hoc committee chairs and assists in selection of members and explains committee duties.

### **Duties of the Vice -Chair of the Extension Board**

The Vice-Chair will assist the Chair in carrying out the duties of the Chair and serve as Chair when the Chair is absent.

## *Parliamentary Procedures*

Although the Advisory Board is often somewhat informal, proper parliamentary procedures should be followed. State Cooperative Extension follows *The Standard Code of Parliamentary Procedure*. You'll learn the lingo in a short time and before you know it, the procedures will become second nature.

A key element of parliamentary procedure is the motion. There are seven recognized steps in making a motion, as follows.

1. A member asks to be recognized: "Mr. or Madam Chair."
2. The Chair recognizes the member: "Ms. Smith."
3. The member states the motion: "I move the application be approved."
4. Another member (without waiting to be recognized) seconds the motion: "I second the motion."
5. The Chair repeats the motion and calls for discussion: "It has been moved and seconded that the application be approved. Is there any discussion?"
6. After discussion, the Chair puts the motion to a vote: "If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the application being approved say 'yes.' Those opposed say 'no.'" The Chair pauses for the vote.
7. The Chair counts the votes and announces the outcome.

Here are other motions which are a part of parliamentary procedure:

**Main motion:** Only one motion before an assembly at a time; cannot be introduced when any other motion is before the group.

**Motion to amend:** Changes a motion before it comes up for final vote; takes precedence over the motion to which it applies (you must vote on the amendment before voting on the main motion).

**Substitute motion:** Amends by substituting another form, changed or additional wording.

**Motion to extend or limit debate:** Sets time to be spent on matter before assembly, either by limiting time allowed for each speaker or by indicating a time in which to discontinue further discussion (amendments and debate related to type and time of limitations are allowed).

**Motion to refer:**

Refers question to a committee (either standing or ad hoc) or to a person for further study/report.

**Motion to postpone to a certain time:** Puts off consideration to a definite date.

**Motion to table or motion to lay on the table:** Temporarily puts aside the motion being considered. Must be taken from the table at that meeting or the next meeting. Not amendable or debatable.

**Motion to reconsider:** Action taken to bring a question up again after it has been adopted or rejected (debatable but not amendable).

**Motion to rescind:** Action taken at a later meeting to repeal the previous action (debatable but not amendable).

**Motion to recess:** Indicates a recess for a short period of time during a meeting (amendable and debatable, with restrictions).

**Motion to adjourn:** Ends all discussion at this meeting (amendable and debatable with restrictions).

**Question of privilege:** Deals with the rights and comforts of a member and the assembly. For example, requests for persons to speak louder or to turn up the air conditioning (does not require a second). The Chair makes a decision on such minor motions or requests such as point of order, parliamentary inquiry, withdrawal of a motion and or second (none of these require a second).

The following motions must be seconded

1. "I move the report be approved with a recommendation that necessary funding be provided to implement the projects in the report." (main motion)
2. "I move to amend that funding be provided on projects 2-10 only." (amendment)
3. "I offer a substitute motion to accept the report for further study." (substitute motion)
4. "I move to refer the report to the finance subcommittee for an in-depth analysis of the availability of necessary monies." (motion to refer)
5. "I move further consideration be tabled." (motion to table)
6. Later in the same meeting, a member on the prevailing side of any of the foregoing motions: "I move to reconsider our previous actions regarding ...." (motion to reconsider)
7. At a subsequent meeting, a member on the prevailing side of motions 1-5: "I move we rescind our action of (date) regarding...." (motion to rescind)

## *Congratulations!*

We hope you found this handbook helpful. A list and contact information for your fellow Advisory Board members is attached at the end of this document. We thank you in advance for your time and expertise in helping UA Cooperative Extension staff and faculty meet the needs of the people of the state, assuring our programs our impactful, efficient, and effective.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (Kelly Montez, [kellymontez@arizona.edu](mailto:kellymontez@arizona.edu), 520-621-7145. Requests should be made as early as possible to allow time to arrange the accommodation.

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Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Edward C. Martin, Associate Vice-President and Director, Cooperative Extension, College of Agriculture, life, and Environmental Sciences, The University of Arizona.

## *Purpose and Role of Extension Advisory Boards*

The primary purpose of an **Extension Advisory Board** (or Council) is to provide **guidance, input, and support** for the programs and activities offered by local Cooperative Extension offices or specific program areas. While advisory in nature—meaning they offer recommendations rather than make decisions—these boards play a critical role in ensuring Extension’s work remains responsive, effective, and relevant.

### Key Functions of Extension Advisory Boards

- **Identifying Community Needs and Priorities** Advisory board members serve as a vital link to the community, helping Extension understand local concerns, interests, and priorities. Their input helps shape programs that address real, pressing needs.
- **Advising on Program Development and Implementation** Members contribute expertise and community insight to assist Extension staff in designing and delivering programs that are practical, impactful, and well-received.
- **Advocating for Extension** Advisory boards serve as champions for Extension, promoting awareness and support among community leaders, elected officials, partners, and the public. They help convey the value and relevance of Extension’s work.
- **Reviewing and Evaluating Programs** Boards may provide feedback on program outcomes, help interpret evaluation results, and suggest improvements to enhance the reach and effectiveness of programming.
- **Building Community Connections** Members help Extension remain connected and visible by facilitating relationships, expanding outreach, and engaging a diverse cross-section of the community in Extension efforts.
- **Supporting Fundraising and Resource Development** In some cases, boards assist in identifying funding opportunities, cultivating donors or partners, and supporting initiatives that help sustain or expand programming.