

July 26, 2013

Procedures for the Establishment of
The Orange County Master Gardener Volunteer Program Advisory Committee
Orange County Cooperative Extension Service

AUTHORITY: This Master Gardener Advisory Committee (MGAC) is authorized and organized in accordance with the guidance from the University of Florida Cooperative Extension System.

PURPOSE: The MGAC shall advise, assist and support the Orange County Master Gardener Volunteer Program Extension Faculty/Master Gardener Coordinator regarding the identification, implementation, evaluation and support of educational programs. The MGAC shall provide influence and help in program facilitation and obtaining financial support. The MGAC shall also have the opportunity to review and provide comment on policies, rules, and regulations of the Orange County Master Gardener Volunteer Program.

MEMBERSHIP: The MGAC shall consist of nine (9) members comprised of members from the Orange County Master Gardener Program that provide input from the volunteers who work with landscaping and gardening issues, and members from the residential community that provide input from the homeowner perspective (they may also be Orange County Master Gardeners).

Extension Faculty members are permanent, non-voting members of this committee and include Extension Faculty members: Orange County Master Gardener Coordinator and Residential Horticulture Agent.

MGAC members shall not receive compensation for their services.

Extension Faculty members **shall** designate two alternate committee members to serve in the absence of MGAC member(s).

MGAC members and alternates are to be present for the entire MGAC meeting. If a MGAC member or a designated alternate MGAC member misses two meetings without excuse during the calendar year, the MGAC shall vote to consider removal of that member or alternate. If the member or alternate is removed, the Extension Faculty members shall replace that member as soon as possible for the remaining portion of the term of office of that member or alternate. Alternate MGAC members are expected to be present at each business meeting of the MGAC. Extension Faculty members are permanent, non-voting members, and are exempt from this requirement.

Members will serve a three-year term with one-third of the membership rotating off each year. New members will be recruited from all Master Gardeners including the most recent class and the residential community. There shall be a one-year period before any

previous member may be returned to the MGAC. Extension Faculty members are permanent members, and are exempt from this requirement.

VOTING: MGAC members shall be entitled to one (1) vote, in person, on all matters that shall come before the MGAC. Designated alternate(s), while serving in the absence of a MGAC member, shall have the authority to perform the duties and exercise the powers of that member and shall be entitled to one (1) vote, in person, on all matters that come before the MGAC. The MGAC Chairperson shall designate alternate(s) that will have voting privileges at the meeting. Extension Faculty members are non-voting members.

OFFICERS: All voting MGAC members shall annually elect a MGAC Chairperson (non-Extension staff) and Vice-Chairperson (non-Extension staff), to serve in the absence of the Chairperson from among the serving members. The Chairperson and Vice-Chairperson serve at the pleasure of the members of the MGAC.

- A. It shall be the duty of the Chairperson to preside at all meetings of the MGAC, call special meetings, appoint sub-committee Chairpersons with the consent of the MGAC by majority vote of members present, and perform other such duties as they pertain to the office.
- B. The term of office shall be from January 1 to December 31 of any given year.

STAFF SUPPORT: The Orange County Cooperative Extension Service office shall provide the staff necessary to perform the administrative and secretarial duties of the MGAC. Duties include: timely notice of meetings and committee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the MGAC; receipt, preparation, and transmittal of incoming and outgoing correspondence of the MGAC and maintenance of a permanent file of such correspondence.

The Orange County Cooperative Extension Service office shall provide the staff necessary to perform the financial duties of the MGAC. Duties include: receive all funds and donations made to the Master Gardener Program and prepare deposits of all funds into the Orange County Extension Fund, track issuance of checks to pay all claims and bills incurred by the Orange County Master Gardener Volunteer Program as authorized by the Committee and approved by the Orange County Master Gardener Coordinator or the County Extension Director, and provide a current financial statement at each MGAC meeting.

SUBCOMMITTEES: The Chairperson of the MGAC shall appoint any such sub-committees as are deemed necessary by the MGAC in order to carry out its duties and responsibilities. The Chairperson of the MGAC shall appoint the Chairperson of each sub-committee. The Chairperson of the MGAC shall also have the authority to dissolve any such appointed sub-committees when the duties of that sub-committee are complete. A listing of the sub-committees and their respective charges shall be maintained. Additions to and deletions from that listing shall not constitute an amendment to these procedures.

MEETINGS: The MGAC shall meet on a quarterly basis and at the call of the Chairperson. Quarterly MGAC meetings shall be called by the MGAC Chairperson with E-mail notification to the MGAC members no less than seven (7) days in advance of said meeting that will include a draft agenda as well as the last meeting minutes. Announcement of all scheduled meetings will be posted on the Orange County Master Gardener Webpage (<http://orange.ifas.ufl.edu/mg>), in the monthly “pH News” Master Gardener Newsletter, posted on the bulletin board in the Plant Clinic at the Extension Education Center and announced at the monthly Master Gardener Lunch ‘N’ Learn meetings. Meetings shall be conducted in accordance with the procedures of the most recent version of Robert’s Rules of Order.

A majority of the voting members of the MGAC and at least one Extension Faculty in the Orange County Master Gardener Volunteer / Residential Horticulture Programs shall constitute a quorum for the purpose of conducting official business of the MGAC.

AMENDMENTS: These procedures may be amended, repealed, or suspended at any meeting of the MGAC by a two-thirds vote of the voting members of the Committee present at that meeting, provided that written notice of such amendment, repeal, or suspension shall have been sent to each member of the MGAC at least two weeks prior to said meeting.

COMMITTEE REPRESENTATION: The MGAC shall act as a body in all matters and only the Chairperson or designated spokesperson shall communicate with third parties on behalf of the MGAC.