

Board of Directors

North Central Regional Center for Rural Development

Responsibilities of the NCRCRD Board of Directors¹

Establish overall policy and direction for the Center, and maintain a strategic planning and review process to help assure the continuing relevance and focus.

1. Help assure a mutually supportive relationship among the Center staff, the Board, the host institution, funding sources and target audiences.
2. Provide guidance, review and approval of the Center's programming and budget.
3. Provide guidance concerning potential sources of funding for the Center.
4. Promote the mission of the Center to appropriate audiences.
5. Define the roles and responsibilities of the Center director. Should the Center director position become open, the Board will use these roles and responsibilities in developing a position description for use by the host institution in selecting and hiring a new Center director.
6. If required, work with the North Central Agricultural Experiment Station and Extension Directors Associations in determining the most appropriate institutional and geographical location for the operation of the Center.

Board Composition

Membership is comprised of two state Agricultural Experiment Station (AES) representatives, two state Cooperative Extension Service (CES) representatives, one 1994 Tribal Colleges and Universities representative (TCU), non-voting ex-officio representation from USDA, and four non land grant representatives. Liaisons to the Board can be established with other organizations based on their relevance to the Center programs and directions.

Board Member Appointment, Terms, and Rotation

The AES and CES representatives from the host institution are standing members of the board. The remaining AES and CES representatives are appointed by the respective regional organizations on a rotating basis and serve four-year terms. The four AES and CES Director's Associations appointees are to be from different states. The TCU representative is chosen by the Board of Directors and serves a four year term. Ex-officio members are appointed by USDA and serve an indefinite term. Non land grant members are chosen by the Board of Directors based on their relevance to Center programs and directions, and serve a four year term. Rotating Board members will serve no more than two consecutive four-year terms. The other Board members are not term-limited.

AES representatives will rotate on every other odd year; CES representatives will rotate on every other even year. Appointments will begin on January 1 and end on December 31. There should be diversity in the states represented.

Officers, Voting, Quorum, and Proxies

The chair and vice chair will be elected from the rotating members of the Board and serve one-year terms. Normally the vice chair will rotate into the chair position. Voting may take place at a face-to-face meeting, by conference call or electronically. The USDA members and formally designated liaisons are not voting members. All other Board members are voting members. A quorum is defined as 50 percent

¹ This section was adopted at the April 1993 board meeting, and reviewed and confirmed at the September 1998 board meeting.

or more of voting members. Board members who must be absent from a meeting are encouraged to designate a proxy to participate in deliberations and vote. Proxies may be drawn from voting members of the board or from within the board member's organization. The chair and Director should be notified of any proxies by email at least 24 hours in advance of the meeting. In some instances, Board members may recuse themselves from a vote due to a conflict of interest. If a voting member is recused, the denominator used to compute the number of voting members necessary for a quorum shall be reduced. Recused members should not designate proxies.

Executive Committee

An executive committee will be composed of the chair, vice chair and the AES and CES representatives from the host institution. Although the both representatives from the host institution will be involved in the executive committee, only one will vote; AES on odd-numbered years and CES on even numbered years.

Travel Expenses

AES and CES representatives will pay for their own travel expenses to Board meetings. Non land grant and 1994 representatives will have their travel and expenses paid if requested.

History of Board Structure and Operating Rules

The structure of the NCRCD Board of Directors detailed above was adopted in June 1992 and reviewed and confirmed in September 1998. It was revised to include a new position to be filled by a 1994 Tribal Colleges and Universities representative in November 2005. Term limits, voting guidelines, and quorum definition were added in October 2007. In October 2010 USDA clarified that its positions should be designated as non-voting. In July of 2011, rules regarding proxies were added, a separate document on board member responsibilities was merged with the current document and the entire document was edited slightly to improve format and readability. In January 2014, the universe of persons eligible to serve on the Board was expanded from "private sector" to "non land grant" and language explicitly stating that non-rotating members are not term-limited was added. In April 2015, the AES and CES representation was reduced from three to two with the understanding that the sitting NCRCD director would regularly attend annual North Central AES and CES leadership meetings.