

NORTHWESTERN AGRICULTURAL RESEARCH CENTER ADVISORY COMMITTEE

Constitution and Bylaws

SECTION A: NAME AND PURPOSE

Article I. The organization shall be known as the Northwestern Agricultural Research Center Advisory Committee, hereafter referred to as the "Advisory Committee".

Article II. The purpose of the Advisory Committee shall be to act in an advisory capacity in program planning matters as it relates to the research, testing and development functions of the Northwestern Agricultural Research Center (NWARC), Kalispell, and its relationship to the other Montana Agricultural Research Centers, the College of Agriculture, the Montana Agricultural Experiment Station (MAES), Montana State University Extension, Montana State University (MSU), and other cooperating Federal and State agencies including the Agricultural Research Service of the United States Department of Agriculture. In addition, the Advisory Committee shall engage in agricultural advocacy and engage the community in Research Center activities.

SECTION B: MEMBERSHIP

Article I. Prospective new Advisory Committee members shall be recommended to the Superintendent of the NWARC for confirmation of their appointment by the current Advisory Committee. Such recommendations will generally arise from a combination of inputs from Committee members and associated County Extension Agents. The membership shall include persons who are familiar with, and can effectively address, issues regarding:

- a. General goals and missions of the Montana Agricultural Experiment Station.
- b. General needs and problems of the agriculture sector of Montana.
- c. Specific needs, concerns, and problems of agriculture involving the Northwestern Agricultural Research Center.

Article II. Members shall serve a term of five (5) years with effective date of membership starting January 1. A member may serve a maximum of two (2) consecutive terms.

Members will consist of no more than three (3) producers from each of the following four (4) Montana counties; Flathead, Lake, Lincoln, and Sanders. Further, there can be 3 individuals from industry for a total of 15 members. Additional producers from participating counties can serve if another county is unable to contribute its total allotment of 3 members.

Article III. Official (voting) members shall consist of producer representative from Flathead, Lake, Lincoln, and Sanders counties.

Article IV. Ex-Officio (non-voting) members shall consist of:

- a. The Director of the Montana Agricultural Experiment Station.
- b. The Head of the Department of Research Centers.
- c. The NWARC representative to the MAES State Advisory Council (if such individual is no longer eligible to also serve on the NWARC Advisory Committee).
- d. The Superintendent and research scientists at the NWARC.
- e. The Western Regional Director of Extension, County Extension Agents and Reservation Extension Agents serving Flathead, Lake, Lincoln, and Sanders counties.
- f. The three industry representatives from Northwestern Montana.

SECTION C: ATTENDANCE

Article I. Each member of the Advisory Committee is expected to take an active role on the Committee. If a member cannot attend a meeting, the individual shall notify a member of the Executive Committee. Failure to do so for two consecutive regular meetings shall be interpreted as a resignation.

Article II. In the case of unavoidable emergencies or other special circumstances, members may request the Advisory Committee to waive the attendance requirement.

SECTION D: AFFILIATION WITH MAES ADVISORY COUNCIL

Article I. One (1) member shall be selected by majority vote of the Advisory Committee to be NWARC's recommended official representative to the MAES State Advisory Council.

Article II. One (1) member shall be selected by majority vote of the Advisory Committee to be NWARC's recommended alternate representative to the MAES State Advisory Council.

Article III. Members recommended as official or alternate representatives to the MAES State Advisory Council shall be bona fide members of the NWARC Advisory Committee at the time of their selection for such membership recommendation.

Article IV. A member appointed as NWARC's official representative to the MAES State Advisory Council may continue to serve in such capacity within the provisions of the MAES Advisory Committee without regard to such member's continued eligibility to serve on the NWARC Advisory Committee.

Article V. The MAES State Advisory Council member representing NWARC is expected to maintain active communication with the local committee; and is thus expected to meet the prescribed attendance requirements of the NWARC Advisory Committee.

SECTION E: CONSTITUTION AMENDMENTS

Article I. Amendments to this constitution shall be made upon notification by mail to the total membership of the proposed change(s) no later than thirty (30) days prior to the voting date.

Article II. All voting on constitutional changes shall take place at one of the two regularly scheduled meetings of the Advisory Committee.

Article III. A majority vote of the total voting membership in an affirmative manner shall be necessary to effect a constitutional change.

BY-LAWS

SECTION A: MEMBERSHIP:

Article I. Individuals recommended for appointment to the Advisory Committee shall be producers or individuals engaged in an agriculture-related business.

Article II. The Executive Committee, with approval of the full Advisory Committee, shall confirm appointment of new members and/or reappointment of second-term members.

SECTION B: MEETINGS:

- Article I. Two (2) regular meetings of the Advisory Committee shall be held annually in fall (normally November or December), and summer (normally June or July).
- Article II. Written notice of Advisory Committee meetings and a planned agenda shall be mailed to all members before each meeting.
- Article III. The NWARC Superintendent will consult with the Advisory Committee Chairman regarding agenda items before each regular meeting, and the Chairman will further solicit additional agenda items from the Advisory Committee membership.
- Article IV. The officers of the Advisory Committee may call special meetings.

SECTION C: ADVISORY COMMITTEE OFFICERS AND THEIR DUTIES:

- Article I. The officers of the Executive Committee shall consist of a Chairman, Vice-Chairman and Recording Secretary.
- Article II. Each officer shall be elected for a one year term by a majority vote of the members at the regular meeting of the Advisory Committee, not to exceed three consecutive one-year terms without a one year ineligibility between holding the same office.
- Article III. The Chairman shall be elected from among those members who have served on the committee for at least one year. The duties of the chairman shall be to:
- a. Preside at meetings of the Advisory Committee.
 - b. Prepare a meeting agenda in cooperation with the NWARC superintendent.
 - c. Appoint Chairpersons of special committees.
- Article IV. The Vice-Chairman shall perform the duties of the Chairman in his/her absence.
- Article V. The duties of Recording Secretary will be assumed by the NWARC Administrative Assistant and/or other NWARC personnel in attendance. The Recording Secretary shall:
- a. Keep records of members, ex-officio members, and term status.
 - b. Record and distribute minutes of all meetings to the Advisory Committee members.
 - c. Maintain a permanent file of Advisory Committee activities.
- Article VI. The NWARC Superintendent and Recording Secretary shall be ex-officio officers of the Advisory Committee.

SECTION D: BY-LAWS AMENDMENTS

- Article I. Amendments to the by-laws shall be made upon notification by mail to the total membership of the proposed change(s) no later than thirty (30) days prior to the voting date.
- Article II. All voting on by-laws changes shall take place at one of the two regularly scheduled meetings of the Advisory Committee.
- Article III. A majority vote of the total voting membership in an affirmative manner shall be necessary to effect a by-laws change.