

**Extension Policy Statements**  
July 2006

**Frequency of Extension Board Meetings**

The Extension Council and District laws require Executive Boards/Governing Bodies to meet to develop and approve a budget, to hold a joint meeting (Extension Councils) and the District Governing Body to meet in July to conduct a July organizational meeting to elect officers. The Memorandum of Understanding between Kansas State University and Extension Councils requires monthly meetings with the allowance of not meeting one month during the year. District Operational Agreements call for regular meetings of the Governing Body. Meetings can be held by telephone conference call, although provisions of the Kansas Open Meetings law must be met and access must be provided to any member of the public requesting access. A quorum must be present at the meeting or by telephone conference call for action to be taken.