

## **Frequency of Extension Board Meetings and Board Quorums**

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 January to conduct an 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 Meeting 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.

A recommended board quorum policy is to require one over one half of the board members (five members for extension council executive boards) to be present to transact business with a majority of those present able to approve any actions that come before the board.