

**Bylaws of the
Northeast Extension District
IFAS
University of Florida
As Approved on May 19th 2010**

Preamble

The shared goals of the faculty and administration of the North East Extension District are to attain excellence in Extension education and service and to attain state and national recognition for Extension programs. These goals can best be achieved with a governance structure from the District level to the University level that fosters collegiality, collaboration, mutual responsibility, accountability, and transparency.

Article I – Governance of the North East Extension District

These Bylaws establish the general principles by which the Northeast Extension District shall be governed. These Bylaws are governed by and are subordinate to the Constitutions of the Institute of Food and Agricultural Sciences and the University and the policies and directives of the University of Florida's Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the District shall be shared between the administration and the faculty.

Article II – The North East Extension District Faculty

Section 1 – Faculty Membership

The faculty of the District shall consist of individuals in University of Florida faculty positions. Faculty are defined by the University of Florida Constitution and Senate Bylaws which include the ranks I, II, III and IV of County Agent and Assistant, Associate and Full Professor, County Extension Director, Regional Specialized Agent, Multi-County Agent, Courtesy Agent, Program Agent, and Assistant-In Agent.

Section 2 – Faculty Rights

Faculty members have the right to know the expectations of their job assignment and how they will be evaluated.

Faculty members have the right to assemble without limit to discuss issues of concern.

Faculty members have the right to open academic discourse without fear of retribution.

Faculty members have the right to file grievances.

Section 3 – Faculty Responsibilities

Faculty members have the responsibility of planning, conducting, evaluating and reporting Extension educational programs and service in a competent and professional manner.

Faculty members have the responsibility of contributing to the governance of the North East Extension District, IFAS, the University, and their professional associations.

Faculty members have the responsibility of contributing to the operations of the unit, including building, infrastructure, social, public relations, outreach functions and county operations.

Section 4—Director Responsibilities

The North East Extension District is headed by a District Extension Director appointed by the Dean for Extension in accordance with the University Constitution. The District Extension Director serves as the administrative officer of the unit and provides financial planning and policy, supports county operations, and supervises the unit including faculty evaluations. The District Extension Director is responsible to the Extension Dean. The District Extension Director is expected to operate the unit in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions.

Article III – Committees

Section 1. A committee composed of the NE District IFAS faculty representative (chair), a UF senator (as applicable), an elected secretary and the NE DED, and called “NE District Shared Governance Committee” will develop a meeting agenda and take minutes.

Section 2. For other matters, committees will be formed and dissolved to address unit needs as appropriate.

Article IV – Faculty Communications and Meetings

The faculty meeting is the primary means of fostering communication among all faculty members within the unit. Faculty meetings should be held at least once annually and as needed by the Director or by request of any faculty member. Meetings may be held face-to-face or by any other mean that allows communication among all District faculty members. Faculty and administration have the right to place items on the agenda for discussion by contacting the District Director in a timely fashion. The agenda should be distributed at least one week before the faculty meeting. When appropriate, UF Senators, members of the IFAS Faculty Assembly and other IFAS governing bodies from the unit should email to all faculty short summaries of critical items of relevance being discussed before those bodies or to be placed on the unit faculty meeting agenda before each faculty meeting so that dialogue can be initiated on these items.

Voting shall be restricted to unit faculty.

Article V – Election to IFAS Faculty Assembly

As described in section D of the “Election of Faculty Assembly Members” section of the IFAS constitution, the DED will, during the last year of the term of the current representative, (1) arrange for a district-wide call for nomination (self nominations are acceptable), (2) compile a list of willing-to-serve candidates, and (3) arrange for elections by secret ballot no later than the Spring NE District faculty meeting. The candidate receiving the greatest number of votes (simple majority) will become the NE District representative for a 3-year term beginning on the first day of classes of the Fall semester following his/her election.

Article VI – Ratification and Amendments

Section 1. These Bylaws shall become effective upon their ratification by the faculty of the unit with a two-thirds majority vote of all unit Faculty members, concurrence of the District Extension Director, and approval of the Extension Dean.

Section 2. Proposals for amendments to these Bylaws may be made to the District Extension Director or Assembly Representative by any member of the unit faculty.

Section 3. Changes in these Bylaws shall be adopted by a two-thirds majority vote of all unit Faculty.