

**Bylaws of the
Northwest Extension District
IFAS
University of Florida
As Approved: April 8th, 2010**

Preamble

The shared goals of the faculty and administration of the Northwest 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 Northwest Extension District

These Bylaws establish the general principles by which the Northwest 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 Northwest Extension District shall be shared between the administration and the faculty.

Article II – The Faculty

Section 1 – Faculty Membership

The faculty of the Northwest Extension District shall consist of individuals in University of Florida IFAS faculty positions. Faculty are defined by the University of Florida Constitution and Senate Bylaws which include the various ranks (Agent I, II, III, IV) of County Agent, County Extension Director, Program Leader, Regional Specialized Agent, Multi-County Agent, Courtesy Agent, Program Agent, 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 without fear of retribution.

Section 3 – Faculty Responsibilities

Faculty members have the responsibility for planning, conducting and evaluating extension educational programs and service in a competent and professional manner. Faculty members have the responsibility for contributing to the governance of the Northwest Extension District, IFAS, the University, and their professional associations. Faculty members have the responsibility for contributing to the operations of the unit, including building, infrastructure, social, public relations, outreach functions and county operations.

Section 4—Director Responsibilities

The Northwest Extension District is headed by a District Extension Director appointed by the UF IFAS Dean for Extension in accordance with the University Constitution. The District Extension Director serves as chief executive and 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 UF IFAS Dean for Extension. 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 Committee's shall be formed and dissolved to address unit needs as appropriate.

Article IV – Faculty Meetings

The faculty meeting is the primary means of fostering communication among all faculty members within the unit. Faculty meetings may be held at least twice annually and as needed by the District Extension Director or by request of any faculty member. Faculty and administration have the right to place items on the agenda for discussion by contacting the District Extension 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 unit 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 Northwest Extension District faculty.

Article V – Ratification and Amendments

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

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

Section 3. Changes in these Bylaws shall be adopted by a two-thirds majority vote of all Northwest Extension District faculty.