

# JAMES C. HAGEMAN SAREC CITIZENS' FOCUS GROUP

## BYLAWS

### SECTION A. MEETINGS

- Article 1. One regular meeting will be held annually during the winter.
- Article 2. The Steering Committee will meet one time annually to discuss possible agenda items one to two months prior to the regular meeting.
- Article 3. The Chairman and SAREC Research Leader will prepare a planned agenda for each regular meeting.
- Article 4. The SAREC Research Leader will provide written notice and a planned agenda to all members before each regular meeting.
- Article 5. The Endowment Committee shall meet as deemed necessary.
- Article 6. The Chairman of the Citizens' Focus Group, Steering Committee or Endowment Committee may call special meetings.
- Article 7. Those present at an annual meeting with a minimum of five producer members shall constitute a Quorum.

### SECTION B. OFFICERS AND THEIR DUTIES

- Article 1. Officers are Chairman, Vice Chairman and a Secretary provided by the SAREC.
- Article 2. The Chairman and Vice Chairman will be elected by a majority of members at the end of the annual meeting.
- Article 3. Duties of the Chairman shall be:
- a. to preside at the regular meetings of the Citizens' Focus Group.
  - b. to prepare a meeting agenda in cooperation with the SAREC Research Leader.
  - c. to serve as a member of the steering committee.
  - d. to make appointments to committees.

- Article 4. Duties of the Vice Chairman shall be:
- a. to perform the duties of the Chairman in his/her absence.
  - b. to serve as a member of the steering committee.
- Article 5. The Steering committee shall consist of the Chairman, Vice Chairman, SAREC Research Leader, and four to seven members of the Citizens' Focus Group appointed by the Chairman.
- Article 6. The Endowment committee shall consist of 5 Citizens' Focus Group members elected from the Citizens' Focus Group at its annual meeting.
- Article 7. Members of the Endowment committee shall serve a term of 4 years from the time of election to that committee. Members whose Citizens' Focus Group term ends during a term on the Endowment committee shall be eligible for an automatic renewal of their Citizens' Focus Group appointment.
- Article 8. The Endowment committee shall be responsible for oversight of the **SOUTHEASTERN WYOMING APPLIED RESEARCH FUND** and shall provide nominations to the Citizens' Focus Group for election of the 3 Citizens' Focus Group producer members who serve as members on that fund's Selection Committee.

**SECTION C. MEMBERSHIP**

- Article 1. The **JAMES C. HAGEMAN SAREC CITIZENS' FOCUS GROUP** shall consist of an Agriculture Extension Educator who serves the counties surrounding SAREC (Goshen, Platte, Laramie, Niobrara) and at least 1 member engaged in agriculture for each of these counties.
- Article 2. Members shall serve a term of 5 years with an effective date of membership beginning January 1.
- Article 3. Beginning in year 4 (2011) member terms will be staggered at a 20% annual replacement rate.
- Article 4. Nomination of replacement members will be made by the Citizens' Focus Group.

**SECTION D. AMENDMENT**

- Article 1. These Bylaws may be amended by the majority vote of all Citizens' Focus Group members as taken in a paper ballot vote.