

PREAMBLE

The Partnership Working Group was formed in 2002 based on a recommendation resulting from a LGU-CSREES workshop held in Baltimore in February 2001. The Baltimore workshop was organized by ESCOP, ECOP and CSREES to address a variety of structural and communication issues that were confronting the system. The workshop included participation from representatives of administrative heads, academic programs, and international programs. The following statement was developed for the partnership and it was confirmed during the workshop and presented in the final task force report. The purpose of the partnership is to assure that the land-grant system effectively engages the public in the discovery, dissemination and application of knowledge to prevent and solve problems.

RULES OF OPERATION **NASULGC Board on Agriculture Assembly** **Partnership Working Group**

Adopted November 2003

Article I – Purpose

The purpose of the Partnership Working Group shall be to create meaningful engagement addressing mutually beneficial issues and actions enhancing the LGU partnership. The Partnership Working Group recommends and takes actions that enhance and facilitate an effectively integrated LGU Partnership that creates, disseminates and applies knowledge to meet societal needs. In so doing, the promotes agriculture and related programs in the State Universities and Land-Grant Colleges of the several states of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Marianas Islands, the Virgin Islands and the Federated States of Micronesia.

The PWG considers assignments/projects presented by member organizations or that emerge from PWG deliberations. All PWG activities must have wide-spread applicability in fostering the Land-Grant University/CSREES partnership agenda.

Article II – Membership

Section 1. Members of the Partnership Working Group shall be appointed by the various sections of the Board on Agriculture Assembly and USDA-CSREES. Representation shall be as follows:

- AHS - up to four (4) members
- ACOP - up to four (4) members
- ECOP - up to four (4) members
- ESCOPE - up to four (4) members
- ICOP - up to four (4) members

CSREES - up to five (5) members

Section 2. Terms of Service and Vacancy.

The term of service shall be three (3) years and begins with the NASULGC annual meeting. The terms within the member organizations shall be staggered so as to provide for continuity. In the event of a vacancy, the Section or organization appointing the member shall appoint a replacement to serve out the remainder of the term.

Article III - Organization

Section 1. The Committee shall elect Co-Chairs who will provide overall leadership and a Secretary who will record minutes of working group meetings and conference calls.

Section 2. Meetings. The Partnership Working Group shall meet at least twice a year, usually at the Joint COPs summer meeting and at the NASULGC Annual Meeting. The latter meeting shall be considered the annual meeting of the Partnership Working Group. Additional meetings may be called by the Chairs as necessary. In addition, the committee may also conduct its business via conference calls as necessary.

Section 3. Elections. The officers shall be elected at the annual meeting of the Partnership Working Group for a one (1) year term. Officers may be re-elected.

Article IV - Duties

Section 1. The Co-Chairs shall:

- Call for and preside at Partnership Working Group meetings.
- Create meaningful engagement addressing mutually beneficial issues and actions.
- Carry out other duties as the Partnership Working Group may prescribe.
- Provide reports of actions to the various partners
- Appoint committees of the Partnership Working Group.

Section 2. The Secretary shall:

- Record the minutes of the meetings of the Partnership Working Group and provide members with an electronic copy of the minutes of the meetings.
- Supervise the maintenance of permanent records of the Partnership Working Group and its committees and other records determined by the Partnership Working Group pertinent to the business of the Group.
- Arrange for materials of the Partnership Working Group to be transmitted to the various sections, the Policy Board of Directors and to be posted on the Partnership Working Group website.
- By May 1, notify the Chairperson of each Section and/or organization concerning the appointments needed for the year.

Section 3. Representatives on the Partnership Working Group shall:

- Participate fully in the activities of the Partnership Working Group

- Create meaningful engagement addressing mutually beneficial issues and actions.
- Accept responsibility for volunteered and/or assigned duties

Article V – Quorum

A quorum shall constitute 50% of the currently appointed members.

Article VI - Parliamentary Authority

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

Article VII - Amendments

This *Rules of Operation* may be amended by a two-thirds majority vote of the Partnership Working Group members provided the proposed changes have been presented to the members at least thirty (30) days prior to the voting.