

Association of Public and Land-grant Universities

**COUNCIL ON ENGAGEMENT and OUTREACH
Rules of Operation**

(Includes revisions from the May 2016 CEO Executive Committee)

(Adopted November 1997)
(Revised and Adopted November 2009)
(Revised and Adopted November Annual Meeting 2014)

- Purpose and Mission
- Rules of Operation
- Article I - Membership
- Article II Organization
- Article III Meeting
- Article IV Officers, Representative, and Committees
- Article V Executive Committee
- Article VI Quorum
- Article VII Parliamentary Procedure
- Article VIII Amendments

PURPOSE AND MISSION

Purpose: The Council on Engagement and Outreach (CEO) is one of the operational councils of the Association of Public and Land-grant Universities (APLU). CEO's purpose is to provide:

- formal and informal forums for members to discuss relevant issues;
- professional development opportunities;
- information to the membership; and
- facilitate plans, programs, and policies that support evidence-based practice in outreach, engagement, and economic development related educational efforts of APLU member institutions.

Mission: *APLU's Council on Engagement and Outreach leads efforts to strengthen university public service, outreach, and engagement that result in beneficial impact on community and university goals.*

RULES OF OPERATION

The object of the Rules of Operation shall be to delineate details of form and function of **CEO** not

specifically provided for in the APLU Bylaws.

Article I - Membership

Membership in the CEO shall be open to individuals who are involved in public service at APLU member institutions. Members may participate in all CEO meetings, serve on the CEO Executive Committee and CEO standing and *ad hoc* committees.

Additional, non-voting affiliate members are welcome to attend all general meetings and conferences of the CEO, and may enjoy affiliate (non-voting) membership in CEO as well as serve on CEO committees.

Article II – Organization

CEO shall be composed of members (who are involved in public service at APLU member institutions) and affiliate members (those who are not involved in public service at APLU member institutions) who notify the CEO chair or CEO staff person that s/he intends to participate in CEO. The ongoing operation of CEO is overseen by the Executive Committee, which consists of elected members with seven elected each year on a rotating basis, in addition to the representative to the APLU Board of Directors.

Article III - Meeting

CEO shall hold its annual business meeting in conjunction with the Annual Meeting of APLU. CEO business meetings are open to all members. In addition to attending the annual business meeting with other CEO members, the Executive Committee shall meet on a regular basis throughout the year as determined at the annual meeting of the CEO.

Article IV – Officers, Representatives, and Committees

Section 1: Officers: The officers of the Council shall be a chair, chair elect, and secretary. In order to provide the continuity needed to manage the strategic plans of CEO, the secretary normally becomes the chair-elect in year 2, the chair in year 3, and the immediate-past chair in year 4, with responsibilities corresponding to each of the four years served. The incoming secretary, along with new members of the Executive Committee, shall be elected annually by the full voting membership of CEO at the annual business meeting.

Responsibilities of the Secretary:

Meeting Minutes:

- Take minutes during Executive Committee and CEO meetings.
- Send draft to the Officers and APLU staff representative for revisions.
- Prepare final draft for a review and approval during the next scheduled Executive Committee meeting or the annual member business meeting.

- Make any final corrections to the minutes. Then upload approved meeting minutes to Basecamp or other archive site as specified by APLU.

Other CEO Communications:

- Serve as Executive Committee liaison to the Communications Committee.

Executive Committee Membership List:

- In collaboration with delegated APLU staff member, maintain master list of membership of the Executive Committee for current appointment year (November annual meeting until following year's meeting), ensure updates to APLU websites and the CEO web site.

Accountability:

- Serve on the Meeting Planning Committee.
- Work with existing Chair Elect to assure a smooth transition in leadership from secretary to chair elect.
- Other duties as assigned by the Chairperson – Convene ad hoc committees as assigned.
- Assist in elections as directed by the Chair

Responsibilities of the Chair Elect:

Summer Meeting and Annual Meeting:

- Serve as chair of the Meeting Planning Committee.

Accountability

- Preside over CEO meetings in the absence of the Chair.
- Work with existing Chair to assure a smooth transition in leadership from chair-elect to chair.

Responsibilities of the CEO Chair:

Meetings:

- Preside at Executive Committee and CEO annual member business meetings following CEO parliamentary procedures.
- Develop meeting agendas in collaboration with APLU staff representative and CEO officers.

Communication:

- Communicate on a regular basis with Executive Committee members.
- Responsible liaison to APLU staff and other APLU councils, commissions and appropriate professional organizations.

Accountability:

- Oversee CEO committees and serve on meeting planning committees and ad hoc committees as appropriate.
- Oversee the CEO strategic action plan.

Responsibilities of the CEO Immediate-Past Chair:

Chair of Nominating and Membership Development Committee

Section 2: Representative to the APLU Board of Directors: The CEO shall have one representative who is an official member of CEO to the APLU Board of Directors for a three-year appointment. The representative shall already have served on the CEO executive committee, and will continue to serve on the Executive Committee while concurrently representing the CEO on the APLU Board of Directors.

Section 3: Committees: The Executive Committee will appoint members and affiliate members to standing and *ad hoc* committees. CEO members and affiliate members may serve on committees whether or not they are also members of the Executive Committee. New committees may be added or dissolved at any time by action of the Executive Committee. *Ad hoc* committees function to investigate and/or to carry out tasks as designated by CEO or the Executive Committee. Such committees are dissolved when they have accomplished and reported on their function.

Standing Committees:

- The Meeting Planning Committee shall be responsible for planning the summer CEO meeting and the agenda for the CEO program at APLU's annual meeting on an 18-month planning cycle. This committee will be chaired by the Chair Elect. The Secretary will serve as a member of the Meeting Planning Committee and other members will include the chairs of the Sub-Committees. The Meeting Planning Committee will include standing sub-committees: 1) Annual Meeting Planning Sub-Committee, and 2) Summer Meetings Planning Sub-Committees (upcoming summer and subsequent summer). The chairs of each of these Sub-Committees will be nominated by the Nominations and Membership Committee. The Sub-Committee chairs will invite membership from the Executive Committee, CEO members, affiliate members, and others as deemed appropriate for the meeting theme or membership recruitment.
- The Communications Committee shall be responsible for recommending and carrying out a communications strategy for CEO, including the preparation and submission of documents to APLU staff representatives for updating the CEO website. The committee may include members of the Executive Committee, CEO members and affiliate members, and others invited by the group. The CEO Secretary serves as the liaison between the Communications Committee and the Executive Committee.

Section 4: Elections: The election of officers, Executive Committee and representative (if term has expired) shall take place at the annual member business meeting of the CEO held in connection with the APLU Annual Meeting.

Article V - Executive Committee

Section 1: Membership: The CEO Executive Committee shall ordinarily consist of up to 26 members

composed of the elected members and the elected APLU Board of Directors representative. The Executive Committee is lead by the officers and the immediate past chair.

Section 2: Terms: Each year, a class of up to nine shall be elected to serve a three-year term. No Executive Committee member may serve no more than two consecutive terms.

Section 3: Meetings: The Executive Committee shall meet at least twice each year. Other meetings may be called by the chair or by request of a majority of the Executive Committee members.

Section 4: Responsibilities: The Executive Committee shall be responsible for the strategic plan, the planning and implementation of the meetings of the CEO and oversight of standing and *ad hoc* committees. In the interim between Annual Meetings of CEO the Executive Committee shall act for the CEO, including making interim appointments to fill vacancies in the Executive Committee and other offices. Every member of the executive committee shall serve on at least one CEO committee or serve as a liaison to other CEO councils, commissions and groups.

Section 5: Liaisons: Representatives to other Councils, Commissions and groups, e.g., Commissions on Competitiveness, Innovation, and Economic Prosperity (CICEP), International Initiatives (CII), Extension Committee on Organization and Policy (ECOP), etc., shall be appointed from the membership of the Executive Committee as deemed appropriate for three year terms. Liaisons are expected to facilitate communication and interaction between the two groups and to report at each meeting of the Executive Committee.

Representatives from other Councils, Commissions and groups who serve as liaisons to CEO are non-voting affiliate members of the CEO Executive Committee.

Section 6: Nominating and Membership Development Committee: For purposes of populating the Executive Committee, the chair shall appoint a nominating and membership development committee, chaired by the immediate past chair, and consisting of the chair, the board representative and regional CEO members. This committee shall consist of at least one member from each executive committee class. The nominating and membership development committee will present nominees for a slate of officers, an incoming class for the Executive Committee and a representative to the APLU Board of Directors (if term has expired) to the CEO membership at their Annual Meeting. These nominees will be asked, preferably 30 days prior to the annual business meeting of each year, to determine their willingness to serve if elected.

The Nominating and Membership Development Committee shall also be responsible for nominating or supporting the nomination of active or past members of CEO to the Academy of Community Engagement Scholars (ACES).

The Nominating and Membership Development Committee shall also be responsible for recruiting members to CEO, providing orientation for new members, and engaging new members in the on-going work and projects of CEO.

Article VI - Quorum

A quorum for conducting official business of the CEO shall consist of those official members who attend the annual business meeting or appropriately called special meetings of the CEO. A quorum for conducting official business of the Executive Committee shall consist of those elected members who attend the Executive Committee meetings.

Article VII - Parliamentary Procedure

Meetings of the CEO shall be conducted in accordance with CEO parliamentary procedures.

Article VIII – Amendments

These Rules of Operation may be amended by a simple majority recommendation of the CEO Executive Committee.