

RULES OF OPERATION
of the
International Agriculture Section
Board on Agriculture Assembly
Commission on International Initiatives
Association of Public and Land-grant Universities

Amendments - 2019

ARTICLE I – NAME AND OPERATING PROCEDURES

The name of this organization shall be the International Agriculture Section (IAS), Board on Agriculture Assembly (BAA), Commission on Food, Environment and Renewable Resources, as established by the constitution of the Association of Public and Land-grant Universities (APLU). The Section shall conduct its programs in accordance with the procedures and Rules of Operation of the Board on Agriculture Assembly and the APLU.

ARTICLE II –VISION

The IAS promotes, facilitates, and supports the international agricultural, food, and environmental programs and activities of members of the APLU.

ARTICLE III- MISSION

Through IAS, APLU members accomplish tasks that are best approached as collaborative efforts among North American institutions. These include: (1) exchange of faculty, students, staff and information to facilitate the internationalization of research, education and engagement within our member universities, and (2) federal relations activities with the executive and legislative branches of the U.S. government to advocate for the role of universities in international agricultural, food, energy and environmental programs.

ARTICLE IV – MEMBERSHIP

The membership shall consist of administrative officers or their designates who are responsible for international programs and policies in agriculture at APLU member institutions. Each institution's administrative head for agriculture may appoint a representative for this section. When the IAS Executive Committee determines a vote is necessary, each institution will have one vote in IAS deliberations.

ARTICLE V – OFFICERS OF THE SECTION

The voting members of the IAS Executive Leadership Committee shall, at a minimum, consist of the following officers and members.

- Chair of the Executive Committee (1)
- Chair-Elect of the Executive Committee (1)
- Secretary of the Executive Committee (1)
- Past Chair of the Executive Committee (1)
- Budget and Advocacy Committee representative (1)
- Committee on Legislation and Policy representative (1)
- International Programs Director, BAA Policy Board (1)
- IAS Member-at-Large to the CII Executive Committee (1)
- IAS Representative to the CII Planning Committee (1)
- CARET Representative to IAS (1)

- A. Core officers. The core officers of the IAS shall be the Chair, Chair-Elect & Secretary. The Chair and Chair-elect will each be elected for a two-year term following the procedure outlined in section V (B). The Chair-Elect shall succeed to the office of Chair at the conclusion of his/her term. The Secretary shall be elected on a one-year basis during the IAS business meeting held at the APLU Annual Meeting with the option for renewal.

In case the Chair-Elect is unable to move up to the next office, the incumbent officer may serve a further year in office whilst a successor is elected. Terms shall expire at the close of the IAS business meeting held at the APLU Annual meeting.

- B. Elections. Elections are held in October each year to fill any vacancies among the IAS officers; the Chair-elect is voted on every other year, and shall be carried out in line with Article IX of these by-laws. The results of any election shall be reported and ratified at the IAS Fall business meeting. All officers of the Section shall be elected from among current members of the IAS. A simple majority is required for election.

- C. Duties. The **Chair** is the Chief Executive Officer. He/she shall preside at the business meetings and on other occasions where the titular head of the organization is to be recognized. The Chair assigns duties and directs the activities of all standing committees. He/she shall also convey the interests of the IAS to the BAA through the IAS Director on the BAA Policy Board of Directors. The Chair of the IAS also serves as the IAS representative on the Executive Committee of the APLU Commission on International Initiatives (CII).

The **Chair-Elect** shall serve as the Chair of the Program Committee of the IAS and shall appoint committee members as needed and with the concurrence of the Chair. The Chair-Elect shall assemble committee slates for the coming year and notify all appointees prior to the APLU Annual meeting. He/she shall also undertake other duties as the Chair shall direct. The Chair-Elect shall become Chair for the remainder of the term if the Chair should for any reason be unable to serve.

The **Secretary** oversees all secretarial duties including the preparation and dissemination the minutes of all meetings of the Section and of the International Committee on Organization and Policy (ICOP) by APLU. He/she shall assure the effective continuity of secretarial functions of the organization by advising and instructing his/her successor. The Secretary shall also assume responsibility for managing any financial matters that should come before the IAS. If the Secretary is unable to serve, the Chair shall appoint an Acting Secretary from the IAS membership.

The **Past Chair** shall perform other duties as assigned by the Chair.

All officers are responsible for maintaining, submitting to APLU offices and then passing on to their successor complete sets of official documents of a continuing and directive nature.

D. Other Leadership Positions

BAA:

1. *Budget and Advocacy Committee (BAC)*: Chair appoints one IAS member to the BAC of the BAA. This appointee shall serve a two-year term in this role.
2. *Committee on Legislation and Policy (CLP)*: Chair appoints one IAS member to the Farm Bill Committee (also known as CLP? -- this is confusing) This appointee shall serve a two-year term in this role.
3. *International Programs Director (IPD)*: An election of one IAS member to the BAA Policy Board of Directors as the IPD will take place every two years. The IAS Executive Committee shall seek the nomination of two candidates for the ballot.

CII:

In addition to the Chair, IAS will hold two additional voting positions on the Executive Committee of the Commission on International Initiatives. These two positions include:

1. **Past Chair**: The Past Chair of the IAS shall be appointed to a two-year term on the Executive Committee of the CII. Should the Past Chair forego this appointed role, this position on the CII Executive Committee will be elected from the IAS membership.
2. **Member at-large**: The IAS will elect by simple majority one member from the IAS membership at-large to be the third representative from the IAS on the CII Executive Committee. This elected person shall serve a three-year term on the CII Executive Committee. To ensure overlap of IAS representatives to the CII Executive Committee, this election shall take place in years where there is not an IAS Chair rotation.

- 3. IAS representative to the CII Planning Committee:** The Chair-Elect will appoint an IAS member at-large or member of the IAS EC to serve on the CII Planning Committee. This person will also serve in the Program committee for IAS.

ARTICLE VI – ICOP

- A. Organization. The ICOP is congruent with the IAS. The IAS Executive Committee will serve as a liaison to the to the Extension Committee on Organization and Policy (ECOP), the Experiment Station Committee on Organization and Policy (ESCOP) and the Academic Committee on Organization and Policy (ACOP) and participate in any and all joint activities on behalf of the APLU BAA.

ARTICLE VII –Committees

There are two standing committees of the IAS as follows: Executive Committee & Program Committee. The IAS Chair may appoint or discontinue other committees as he/she sees fit or as appropriate to the needs of the IAS in consultation with the Executive Committee. The duties and composition of each of the standing committees of IAS are described below.

- A. Executive Committee. The Executive Committee of the IAS and of ICOP shall consist of the Chair, Chair-Elect, Secretary, IAS representatives on BAC, CLP, PBD, CII Executive Committee, CARET (need to expand?) representative of the IAS and any other appointed or elected representatives on external bodies or committees as required. The Executive Committee is empowered to conduct the immediate affairs of the IAS when the IAS is not in a formal business session. The Chair shall call meetings, establish agendas, and preside at meetings. The Committee is also responsible for serving as a legislative and advocacy body for the IAS and nominating and selecting officers through the due election process as needed.
- B. Program Committee. The Program Committee is responsible for organizing the program for the IAS at each IAS business meeting in the Fall and Summer. The Committee is also responsible, on a rotating basis, for organizing the program for the summer Joint COPS meeting. The Chair-Elect of the IAS serves as Chair of the Program Committee and shall appoint committee members as needed and with the concurrence of the IAS Chair.

ARTICLE VII – Quorum

For purpose of transacting business of the IAS, a quorum shall consist of those present at any duly called meeting. A simple majority resolves all issues except amendment of the Rules of Operation.

ARTICLE IX – Elections

Elections, if necessary, will be held each Fall prior to the APLU Annual Meeting. Voting will be by mail ballot or by electronic means, as deemed appropriate by the Executive Committee.

ARTICLE X – Amendments to Rules of Operation

These Rules of Operation may be amended at any business meeting of the IAS and is passed by a two-thirds majority of the voting members present at the meeting. If an institution is not able to send a representative to the annual business meeting then it will be able to cast its vote through the submission of a proxy vote in advance of said business meeting.

ARTICLE XI – Parliamentary Authority

The deliberation of this organization shall be guided by: Standard Code of Parliamentary Procedure (McGraw Hill 1966) and from time to time may be revised.