



RULES OF OPERATION

RULES OF OPERATION
FOR THE
COUNCIL FOR AGRICULTURAL RESEARCH, EXTENSION, AND TEACHING
(CARET)

I. PREAMBLE

The Land-Grant College System was established to serve the people of the United States specifically through the development, transfer, and encouragement of application of scientific knowledge for the enhancement of people's economic and social lives. This objective is achieved throughout the three interrelated land-grant functions of Research, Academic Programs, and Extension.

The system has exercised its responsibilities for over a century in partnership with the people. Individuals, agricultural organizations, local, state and national government bodies, community groups, and alumni serve as clientele and advisors. Likewise, these same individuals and groups represent the support base of land-grant institutions as a democratically established system of public education and service.

The multiplicity of social, economic, and political challenges, the increasing importance of information, the rapid rate of change in every aspect of life makes the need for, and appropriateness of, the Land-Grant System more relevant and vital than ever before.

II. PURPOSE

To ensure the viability of land-grant programs for agriculture, food and nutrition, natural resources, individual and family well-being, and community development, the land-grant colleges of the various states in cooperation with the individuals and groups who depend on the programs do hereby establish the Council for Agricultural Research, Extension, and Teaching (CARET) to provide citizen support of the land-grant philosophy and the inherent programs of research, extension, and academic programs.

III. OBJECTIVES

CARET shall be a national focal group of states' representation of land-grant programs. CARET shall be a cooperative grassroots unit of the Board on Agriculture Assembly (BAA) of the Association of Public and Land-grant Universities (APLU) as operationalized through the Administrative Heads Section (AHS) and the BAA Policy Board of Directors (PBD) and shall operate as an advocacy arm of the Budget and Advocacy Committee (BAC) and the Committee on Legislation and Policy (CLP). CARET is dedicated to the proposition of enhancing national support and understanding of the important role played by the land-grant colleges in the food and agricultural systems as well as their role in enhancing the quality of life for all citizens of the nation:

1. To serve as a means for expressing involvement of citizens at the national level for the purpose of identifying priorities and strengthening programs in agricultural research, extension, and academic programs of the land-grant system;
2. To become involved with the Board on Agriculture Assembly in the federal budget and legislative development processes as it affects research, extension, and academic programs relating to agriculture, food, environment, and renewable resources;
3. To strengthen volunteer support with appropriate national, state, and local leaders for public support of research, extension, and academic programs relating to agriculture, food, environment, and renewable resources;
4. To identify individuals and strategies for responding to national issues;
5. To support and coordinate efforts with other national organizations which benefit from understanding the importance of the mission of the land-grant system; and,
6. To stimulate cooperation and communication among citizens and user councils and boards to achieve broader public awareness and appreciation of the land-grant system.

IV. MEMBERSHIP

1. The membership of CARET shall be composed of a delegation as determined by the Administrative Head/Heads of the respective states and territories. The Administrative Head(s) of the various institutions may appoint as many CARET delegates as deemed appropriate by the appointing authority. Up to six delegates-at-large may be appointed by the BAAPBD, with at least one delegate to be appointed to represent the interests of the 1994 institutions. Such delegates-at-large may be nominated by regional AHS organizations or the CARET Executive Committee.
2. State appointment to membership on CARET will be the responsibility of the administrative heads of the land-grant institutions in each state and territory participating. The administrative heads will involve those responsible for direction of research, extension, and academic programs efforts in the university and lay advisory and support groups where appropriate. In those states with 1890 land-grant institutions, the chief administrator for agriculture of those institutions may appoint one delegate. In states where the Director of Research, Extension, or Academic Programs is not administratively responsible to the administrative head of agriculture, such Director may appoint one delegate to be part of the delegation of the state. Regardless of the appointing authority, each CARET delegate will represent the interests of all APLU-member institutions.
 - a. Any institution not paying its annual CARET assessment by August 1 in the billable year will be denied all rights and privileges of participating in CARET until the CARET assessment is deemed paid in full by APLU.

- b. CARET delegates from non-paying institutions will be removed from the mailing lists of APLU and the advocacy organization of the Board on Agriculture Assembly.
- c. CARET delegates from a non-paying institution will be unable to hold elective or appointive office within the CARET organization.
- d. CARET delegates or individuals from a non-paying institution may attend national CARET meetings but must register at a rate of \$200 above the member rate.

All of the aforementioned penalties for a non-paying institutions are waived if the Executive Committee of the Administrative Heads Section has voted to forgo penalties for the non-paying institution due to a natural disaster or other catastrophic event that might affect their ability to pay the yearly assessment.

- 3. Appointments of CARET delegates will be for a term of one year, with annual reappointments possible. Terms shall begin and terminate at the end of the calendar year.
- 4. It is the policy and practice of the CARET organization that individuals currently on the appointing institution's payroll are ineligible to serve as a CARET delegate.

V. VOTING

- 1. The principle of consensus shall be the governing principle of CARET and its Executive Committee.
- 2. Voting will be on the basis of one vote per participating state or territory and one vote per delegate-at-large.

VI. STRUCTURE

- 1. CARET shall have an Executive Committee of thirteen (13) members; each of the four regional caucuses shall select three (3) representatives from its membership at the annual meeting. The Immediate Past Chair shall serve as a voting member of the Executive Committee. The Advocacy Chair (Vice Chair) of the BAA Budget and Advocacy Committee and designated representative from the BAA Policy Board of Directors or their respective designees shall attend all meetings of the CARET Executive Committee.
- 2. The Executive Committee shall elect a Chairman, Vice Chairman, and Secretary annually from among its members. They also will serve as the respective officers of CARET.
- 3. Liaison with ESCOP, ECOP, ACOP, ICOP, Minority-Serving Institution – 1890, Minority-Serving Institution -- 1994, BAA Budget and Advocacy Committee (BAC); National Association of Counties (NACo), and any other committee deemed appropriate and approved by the Board on Agriculture Assembly Policy Board of Directors shall be achieved by appointment of a delegate to each by the Chairman of CARET, with the concurrence of the CARET Executive Committee. A member shall serve in this liaison capacity for one non-renewable four-year term.

- a. A liaison may be removed from office for the following reasons:
 1. Failure to attend and participate in three (3) consecutive meetings with the group to which they were appointed to serve.
 2. Failure to submit a liaison report for three (3) consecutive meetings of the CARET Executive Committee.
 3. Failure to represent the CARET organization in a professional manner before the group to which the liaison is assigned.
 - b. A liaison may be removed from office when one or more of the conditions outlined in the Section 3(a) of Article VI of CARET's *Rules of Operation* are met and when the CARET Chair, in consultation with the CARET officers, brings forth a resolution of termination to the CARET Executive Committee for a formal vote. The resolution of termination needs a majority vote of the CARET Executive Committee to be adopted and enforced.
4. The Executive Committee shall appoint a representative to serve on the Board on Agriculture Assembly's Budget and Advocacy Committees (BAC) for a three-year term (a two-year term following a one-year term as an observer).
 5. The Executive Committee shall appoint a representative to serve on the Board on Agriculture Assembly's Committee on Legislation and Policy (CLP) for a term to cover the life of reauthorization process of the Farm Bill but not to exceed six years.
 6. With guidance and support of the Administrative Heads Section Executive Committee, the CARET Executive Committee, shall deepen and leverage the relationships with other organizations interested in and supportive of the land-grant university system.
 7. CARET or the CARET Executive Committee, with the concurrence of the BAAPBD, may establish standing or ad hoc committees they deem necessary.
 8. For the purposes of electing officers, the chair of CARET shall appoint a three-member nominating committee at the Joint CARET/AHS Meeting. The nominating committee shall consist of the past chair, one liaison representative, and one member from the general membership. The slate of nominees shall be completed thirty (30) days prior to CARET's Executive Committee Summer Meeting.

VII. OPERATION

1. A CARET/AHS meeting shall be held annually in conjunction with the annual federal budget presentation each year.
2. Other meetings of CARET may be called by the Executive Committee with the concurrence of the BAAPBD.
3. Special meetings of the Executive Committee may be called by the chairman or by any six members of the Executive Committee with the concurrence of the BAAPBD.

4. The Executive Committee of CARET, along with the BAAPBD liaison and BAC Advocacy Chair (Vice Chair), will be responsible for planning the meetings for CARET. The Executive Committee may delegate this responsibility to a planning committee for each respective meeting, which shall be chaired by the Vice Chair of CARET.
5. CARET and AHS shall participate jointly in regular CARET meetings.

VIII. ADMINISTRATIVE SUPPORT

1. The Chair of the Board on Agriculture Assembly will appoint a member of the BAAPBD to serve as a direct liaison representative for a term of one year, with annual reappointment possible. This person will be expected to attend all meetings of CARET and its Executive Committee.
2. Administrative support for CARET will be provided by APLU's Office of Food, Environment, and Renewable Resources.
3. The advocacy organization of the BAA, as directed by the BAA Budget and Advocacy Committee and the Committee on Legislation and Policy, will assist in providing support for CARET in the furtherance of its mission and goals.

IX. COMPENSATION AND FINANCIAL SUPPORT

1. CARET members will serve without direct financial compensation for their time.
2. CARET members will normally be reimbursed for out-of-pocket expenses such as travel, room, and meals while on approved official business. Reimbursement to delegates for travel to the Joint CARET/AHS Meeting and regional meetings of CARET will be the responsibility of the appointing institution.
3. The Board on Agriculture Assembly, APLU, will be responsible to the extent of available funds for the expenses of meetings and functions other than those specified in (2) above such as:
 - a. travel and other expenses for the chairman while involved in approved CARET business.
 - b. travel and other expenses for the CARET Executive Committee and liaison representatives to Board units while involved in approved CARET activities.
 - c. reimbursement of delegates-at-large to meetings of CARET of the whole.
 - d. expenses directly associated with the operation of CARET for communications and other necessary operations as approved by the Board on Agriculture Assembly's Policy Board of Directors

4. The BAA Budget and Advocacy Committee, in consultation with the APLU staff, will develop an annual operating budget proposal for CARET. The proposed budget will be reviewed by the CARET Executive Committee and then submitted to the BAAPBD for approval.
5. The APLU Office of Food, Environment, and Renewable Resources is authorized to charge registration fees at meetings to cover charges directly related to those meetings.

X. AMENDMENTS AND ADDITIONS TO THE *RULES OF OPERATION*

1. The full CARET membership may recommend changes or additions to these *Rules of Operation* for consideration by the CARET and the BAA Policy Board of Directors. Any final recommendations, changes, or amendments shall receive approval of the full CARET membership.
2. The BAA Policy of Board of Directors may make recommendations for changes or additions in the *Rules of Operation* for consideration by CARET.

XI. OPERATIONS SHALL BE CONSISTENT WITH APLU'S CHARTER AND POLICIES

As an associated unit of APLU, CARET shall be subject to the limits, guidelines, and policies of APLU as provided in law, the Articles of Incorporation, and the Association By-Laws.

XII. DEFINITIONS

1. Throughout these *Rules of Operation*, the definition of the term "states" is identical to the definition of "state" in Title XIV of Public Law 95-113.
2. The term "Board on Agriculture Assembly" is defined as: the unit of the APLU Commission on Food, Environment, and Renewable Resources (CFERR) whose purpose is the promotion of agriculture in all of its phases (food, environment, agriculture, natural resources, human sciences, and international) in the state universities and land-grant colleges of the states, District of Columbia, the Commonwealth of Puerto Rico, the territories of the Pacific, and the U. S. Virgin Islands.
3. The term "Policy Board of Directors" is defined as: the ten-member governing body of the Board on Agriculture Assembly (BAA) which takes appropriate action on key budgetary and legislative matters affecting the interests of the member institutions of the Assembly and is responsible to the Association for the management of Assembly affairs.
4. The term "Budget and Advocacy Committee (BAC)" is defined as: a standing committee of the BAA Policy Board of Directors that prepares annual budget recommendations and supporting materials for the Research, Extension, and Education Title of the Farm Bill. In Farm Bill legislative years, this budget will be coordinated with the Committee on Legislation and Policy (CLP). In addition, budget recommendations and supporting materials will be prepared for a few

(1-3) major legislative initiatives (usually multi-agency). These “core initiatives” will be cross-cutting and designed to include as many of the units as possible represented by the BAC and other Boards.

5. The term “Committee on Legislation and Policy (CLP) is defined as: a standing committee of the BAA Policy Board of Directors that prepares recommendations and supporting materials for various titles of the Farm Bill during the implementation and reauthorization of the Farm Bill as well as develop positions for the Board on Agriculture Assembly on other legislative and regulatory opportunities.

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