



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, Cooperative Extension System, and Academic Programs.

The system has exercised its responsibilities for over a century in partnership with the people of the United States of America. 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.

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 university 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 establish the Council for Agricultural Research, Extension, and Teaching (CARET) to provide citizen advocacy and support of the land-grant philosophy and the inherent programs of research, Extension, and academic programs.

III. OBJECTIVES

CARET shall be a citizen coalition 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 support the federal advocacy of the Budget and Advocacy Committee (BAC) and the Committee on Legislation and Policy (CLP).



CARET is dedicated to 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 they affect research, Extension, and academic programs relating to agriculture, food, environment, and renewable resources;
3. To strengthen volunteer support with appropriate national, state, local, and community leaders for public support of research, Extension, and academic programs relating to agriculture, food, human health, environment, community development, and renewable resources;
4. To identify individuals and strategies for responding to national issues;
5. To support and coordinate efforts with other national, regional, state, and local 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 national membership of CARET shall be composed of delegates appointed by the paying members of the Board on Agriculture Assembly (BAA) Administrative Head/Heads (AHS) (appointing authority) with responsibility for oversight of the agricultural research, Extension, and academic efforts at land-grant universities within states and territories.
2. Each CARET delegate will represent the interests of all member institutions of the Association of Public and Land-grant Universities, Board on Agricultural Assembly, through coordinated national advocacy informed by the Policy Board of Directors' Budget and Advocacy Committee and Committee on Legislation and Policy.
 - a. The appointing authority may appoint one CARET delegate at a minimum, and as many CARET delegates as they deem appropriate. The appointment is for two years with termination at the end of December of the second year unless otherwise specified.
 - b. 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.
3. The Board on Agricultural Assembly AHS section is constituted of AHS members who pay an annual assessment to the Association of Public and Land-grant Universities for the administration of CARET. Any



institution not paying its annual BAA assessment will be denied all rights and privileges of participating in CARET until the assessment is paid in full, apart from circumstances related to a natural disaster or catastrophic event.

4. Three months prior to the start of each calendar year, the CARET national office will request CARET delegate appointments/reappointments from each AHS (appointing) member. Required information for following year registration shall include name, address, email, phone number, a bio-sketch, and a photo.

V. VOTING

1. All business of CARET shall be conducted by the CARET Executive Committee in accordance with the CARET rules of operation.
 - a. The principle of consensus shall be the governing principle of CARET and its Executive Committee.
 - b. An Executive Officer may test for consensus by restating the last version of the proposal, asking to see if the Executive Committee members unanimously agree. If there is no agreement, a majority vote of the Executive Committee may be called.
 - c. In the event the Executive Committee determines that a vote is needed by the entire CARET delegate membership, one CARET delegate vote per paying member institution of the BAA shall be considered.

VI. STRUCTURE

1. CARET shall have an Executive Committee of fifteen (15) voting members. Voting membership will include:
 - a. Four (4) Executive officers (Secretary, Vice Chair, Chair, and Past Chair) of CARET serve a two-year term on a calendar basis (succession into following office is assumed) and are selected based on a regional rotation of 1) Northeast, 2) North Central, 3) Western, and 4) Southern. (8 years in total of officer service.) The Executive Committee Officers are considered delegates-at-large. The delegates-at-large represent the whole delegate membership rather than a regional caucus.
 - b. Two (2) regional representatives from each of the four (4) regional caucuses (Northeast, North Central, Western, and Southern). The names of regional caucus representatives shall be received by the CARET Executive Committee for the subsequent calendar year no less than three months prior to the start of each calendar year.
 - c. Three (3) AHS members shall attend all meetings of the CARET Executive Committee and be a part of the voting membership.
 - i. Advocacy Chair (Vice Chair) of the BAA Budget and Advocacy Committee for a two-year term.



- ii. Vice Chair or other AHS designee affiliated with the BAA Committee on Legislation and Policy for a two-year term or the duration of the Farm Bill advocacy.
 - iii. The Chair of the Board on Agriculture Assembly will appoint a member of the BAAPBD to serve as a direct liaison representative and voting member for a term of one year, with annual reappointment possible.
2. In addition to voting members, the Executive Committee will include at least eleven (11) liaisons who shall:
 - a. Be appointed by the Chair of CARET, with the concurrence of the CARET Executive Committee. Liaison nominations shall be presented in tandem with the officer slate when possible.
 - b. Serve as representatives of CARET to organizations approved by the BAA, which shall include:
 - i. Experiment Station Committee on Organization and Policy (ESCOP),
 - ii. Extension Committee on Organization and Policy (ECOP),
 - iii. Academic Programs Committee on Organization and Policy (ACOP),
 - iv. International Committee on Organization and Policy (ICOP),
 - v. Minority-Serving Institution – 1890,
 - vi. Minority- Serving Institution -- 1994,
 - vii. BAA Budget and Advocacy Committee (BAC),
 - viii. Committee on Legislation and Policy (CLP),
 - ix. Board on Health and Human Sciences (BHHS),
 - x. National Association of University Forest Resources Programs (NAUFRP), and
 - xi. National Association of Counties (NACo).
 - c. Serve a four-year term, except for the BAC and CLP liaisons as more fully described herein. To ensure continuity of liaison relationships, a term may be extended until their successor is appointed. Consideration may also be given to reappointment with the mutual consent of the respective organization and the CARET Executive Committee.
 - i. The BAC liaison shall serve a three-year term (a two-year term following a one-year term as an observer).
 - ii. The CLP liaison shall serve a term to cover the life of reauthorization process of the Farm Bill but not to exceed six years.
 - d. In addition to the activities of these liaisons, 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.
 - e. Attend Executive Committee meetings in-person unless a virtual option is provided.
 - f. Additional liaison appointments that are deemed appropriate must be approved by the Board on Agriculture Assembly Policy Board of Directors.
3. CARET staff will provide a list of the following year's CARET Executive Committee members in December of each year to the entire CARET delegation and AHS membership in a joint 4th quarter newsletter.



4. CARET or the CARET Executive Committee, may establish standing or ad hoc committees they deem necessary.
5. A liaison/board member may be removed from office for the following reasons:
 - a. Failure to attend and participate in three (3) consecutive meetings with the group to which they were appointed to serve.
 - b. Failure to submit a liaison report for three (3) consecutive meetings of the CARET Executive Committee.
 - c. Failure to represent the CARET organization in a professional manner before the group to which the liaison is assigned.

When one or more of these conditions are met, the CARET Chair, in consultation with the CARET officers, will propose a resolution of termination to the CARET Executive Committee for a formal vote by its members. The resolution of termination shall require a majority vote of the CARET Executive Committee to be adopted and enforced.

VII. Nomination Committee

1. The CARET Executive Committee's Nominating Committee, led by the Past Chair, shall have sole responsibility for presenting a slate of candidates for any vacant officer positions for the following year (biennially, a Secretary-elect shall be named) to the Executive Committee at the JCOPs meeting.
 - a. In doing so, the Nominating Committee may seek candidates from the regions as well as from the Executive Committee itself.
 - b. The nominating committee shall consist of the past chair, one liaison representative, and one member from the general membership (non-Executive Committee).
2. Unless otherwise decided, the Executive Committee will electronically vote on candidates so that results can be reported at its fall meeting.

VIII. Joint Meeting Planning Committee

1. 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.
 - a. The Executive Committee may delegate this responsibility to a joint planning committee for each respective meeting.
 - b. The presumptive Vice Chair (i.e., Secretary) leads the CARET-AHS Joint Planning Committee for the months leading up to the first year of their term as well as the first full year of their Vice Chair term.
 - c. Members of the planning committee may include, but not be limited to:



- i. Chair: National CARET Vice Chair (Presumptive or Current)
- ii. Past National CARET Chair (Presumptive or Current)
- iii. National CARET Chair (Presumptive or Current)
- iv. Southern CARET Delegate
- v. 1890s CARET Delegate
- vi. North Central CARET Delegate
- vii. Northeast CARET Delegate
- viii. Western CARET Delegate
- ix. Policy Board of Directors Chair or designee
- x. AHS Representative (At-large)
- xi. AHS Representative (At-large)
- xii. BAC Vice Chair
- xiii. CGA Representative associated with a College of Ag
- xiv. CGA Representative associated with a University Administration (Pres. Office)
- xv. 1994s Representative
- xvi. CARET Liaison to BAC (Sr. Liaison)
- xvii. CARET Liaison to the CLP (Sr. Liaison)
- xviii. BAA Lobbying Consultant(s)
- xix. CARET Executive Director
- xx. CARET Senior Associate (20)

IX. Guidance for Regional CARET Caucuses

1. Regional CARET organizations operate under the leadership of an elected Chair, Vice Chair and Secretary are selected at the region's annual summer meetings. The election process begins in February/March at the annual meeting in DC.
 - a. Current regional chairs can appoint a nominating committee to provide an officer slate in anticipation of their summer regional meetings. The regional ballot is communicated (with electronic vote option) to regional CARET members 2-4 weeks in advance of their summer regional meeting. The ballot is voted on at respective summer regional meetings. All regional officer and regional representative terms begin January 1st and conclude December 31st. The names of elected regional officers and Executive Committee representatives should be communicated to APLU staff by September 30, along with the minutes from the regional summer meeting.
 - b. At the Regional Caucus level the process begins with nomination or self-nomination during the February/March regional business meeting to fill:
 - i. The three regional officer positions of Chair, Vice Chair, and Secretary for each region, based on their region's documented governance model. The terms/rotation is the responsibility of the region.
 - ii. Two "regional representatives to the Executive Committee" that can be elected to serve on the National Executive Committee (as per the region's governance model). Regional representatives are elected for two-year terms, to be staggered. One individual is elected each year.



- c. CARET staff will provide administrative support for national processes. Updates will be made to the land-grant.org web site under the regional governance tab, accordingly.
2. At the National level, each region has one “National Officer on the Executive Committee”, and they are selected by the National Executive Committee. As per the processes outlined above, that current national officer on the CARET Executive Board does not need to be voted on yearly, since they serve an eight-year officer term. Leadership rotation of the National CARET Executive Board occurs in this order: Southern, Northeastern, Central, and Western.

X. OPERATION

1. CARET and AHS shall participate jointly in regular CARET meetings at the national and regional level.
2. Quarterly calls shall be administered between AHS Chairman and the CARET Chairman and Executive staff to ensure coordination.
3. A Joint CARET/AHS meeting shall be held annually in the first (calendar) quarter of each year to align with the federal budget and appropriations process.
4. Regular meetings of CARET Executive Committee will occur during the Joint CARET/AHS meeting, the Joint COPs summer meeting, and after September 30 of each year.
 - a. Additional virtual meetings may be called by the chairman of the Executive Committee.
 - b. 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.
5. Joint Executive Committee meetings for AHS and CARET shall be held at the JCOPs Meeting and Joint CARET/AHS Meeting. Additionally, a Joint Business for AHS and CARET shall meet at the Joint CARET/AHS Meeting.
6. Administrative support for National CARET and each Regional Caucus including maintaining the national/regional CARET delegate list and hosting national/regional minutes will be provided on the CARET website through www.Land-Grant.org.

XI. ADMINISTRATIVE SUPPORT

1. Administrative support for CARET will be provided by APLU's Office of Food, Environment, and Renewable Resources.
2. The BAA Policy Board of Directors standing committees, as directed by the BAA PBD, will assist in providing support for CARET in the furtherance of its mission and goals.



XII. COMPENSATION AND FINANCIAL SUPPORT

1. The BAA Budget and Advocacy Committee, in consultation with the APLU staff, will develop an annual operating budget proposal for CARET. The proposed annual budget will be reviewed by the CARET Executive Committee and then submitted to the BAAPBD for approval.
2. CARET members will serve without direct financial compensation for their time. CARET members are reimbursed for:
 - a. Out-of-pocket expenses such as travel, room, and meals while on approved official business.
 - b. 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 above such as:
 - a. travel and other expenses for the CARET 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. 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 APLU Office of Food, Environment, and Renewable Resources is authorized to charge registration fees at meetings to cover charges directly related to those meetings.

XIII. AMENDMENTS AND ADDITIONS TO THE RULES OF OPERATION

1. The BAA Policy of Board of Directors, CARET Executive Officers, and/or members of the full CARET membership may recommend changes or additions to these Rules of Operation for consideration by the CARET Executive Committee and AHS Executive Committee, and then the BAA Policy Board of Directors.
2. Any final recommendations, changes, or amendments shall be sent to the full CARET membership and the full AHS membership for their awareness.

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

1. 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.

XV. DEFINITIONS



1. 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.
2. 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.
3. 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.
4. 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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Suggested Revisions Made on October 18, 2023

Amended March 7, 2017

Amended February 22, 2010

Adopted March 1, 2004

Process for Review of Rules of Operation

- ✓ At March 2023 meeting CARET Executive Committee requests review of rules of operation in accordance with Strategic Plan; suggests formation of regional gov. committee.
 - ✓ CARET Executive Director does a [review of rules of operation](#) and provides suggestions for effective regional governance.
 - ✓ CARET Executive Officers discuss the review, agree to a suggested approach for editing the Rules of Operation.
 - ✓ Suggested edits are reviewed by the CARET Chairman (with feedback from the CARET Executive Officers).
 - ✓ During quarterly call, the CARET Chairman discusses suggested changes with the AHS Chairman.
1. Agreed upon draft is provided to the AHS and CARET Executive Committees. A recommendation is sent to the Policy Board of Directors for consideration in November.
 2. After approval, the final document is shared with the full CARET and AHS membership for any additional questions and as an item of information in an update.



3. Changes can be accepted during the joint AHS-CARET business meeting in March 2024

Semi-Final