

**AMGA State Advisory Council  
Standard Operating Procedures  
As Amended  
April 2014**

The operating procedures of the Advisory Council (AC) will be in accordance with mandates set by the Bylaws of the Alabama Master Gardeners Association (AMGA).

**Objectives and Responsibilities:**

- The primary objective of the AC is to serve as a communications link among the local Master Gardeners associations (LMGA), as well as between the LMGAs, the AMGA Board of Directors (AMGA BOD), and the State Master Gardener Program Coordinator (coordinator). The exchange of information, ideas, concerns, and solutions will occur on a regular basis and may be initiated by any one of these groups.
- Specific responsibilities of the AC will include: providing a list of potential candidates for the AMGA BOD to the AMGA Nominating Committee and assisting in identifying MGs for AMGA standing and special committees.
- The AMGA BOD may ask the AC to perform other duties as needed.

**Membership, Election of Officers, and Terms of Office:**

- Each LMGA identifies one member to serve as its AC representative (AC rep). A term of no less than two years is recommended. Each LMGA is encouraged to identify an alternate representative to regularly attend meetings. All AC reps and alternates must be members of AMGA.
- A voluntary nominating committee will be formed at the third meeting of the year, and elections will be held at the fourth meeting. Self-nomination for all positions is encouraged. AC reps will receive the proposed slate via e-mail no later than two weeks prior to the election. Nominations may be accepted from the floor at the time of the election provided the individual being nominated has agreed prior to the nomination. Vote will be by show of hands unless there are nominations from the floor, in which case, vote will be by secret ballot.
- Officers will serve a one-year term beginning January 1 following their election and will serve no more than two consecutive terms in the same position. In the event of an appointment to fill a vacant office, three consecutive AC meetings will be considered equal to a complete term.

## **Organizational Structure, Duties, and Meetings:**

The elected officers of the AC will be chair, vice-chair and secretary. The chair will appoint a parliamentarian. All must be current members of the AC. The chair does not represent his/her local association; therefore, that association will identify another AC rep for voting privileges.

The chair will:

- schedule meeting space, notify AC reps of location, and preside at all meetings,
- attend AMGA BOD meetings and report to the AC on any actions from the latest meeting that have not been reported in Garden Pathways and will not be addressed by any guests,
- prepare meeting agendas focusing on LMGA issues and concerns and distribute them to all AC reps at least two weeks prior to the meeting. Any invited guests (e.g. AMGA BOD rep, AMGA committee chairs, coordinator) will be scheduled to briefly report during the last portion of the meeting,
- if the vice-chair or secretary is unable to complete a term, the chair will appoint another AC rep to fill the unexpired term.

The vice-chair will:

- within two weeks of the meeting, contact any AC reps who did not attend a quarterly meeting,
- preside at meetings and attend AMGA BOD meetings in the absence of the chair,
- oversee special projects as requested by the chair,
- if the chair is unable to complete a term, the vice-chair will assume the duties of the chair for the unexpired term and will appoint another AC rep to fill the unexpired term of the vice-chair.

The secretary will:

- record proceedings of meetings and maintain a list of LMGA AC reps in attendance at each meeting,

- provide a copy of the attendance list to the vice-chair within one week of the meeting,
- distribute draft minutes of meetings to all AC reps within one month of the meeting and provide corrected minutes to AC reps, local presidents, AMGA BOD president, and the coordinator within two additional weeks,
- maintain a current Master List of AC reps, alternates, and local association presidents and provide quarterly to AC reps and AMGA BOD secretary when minutes are distributed.

The Parliamentarian will:

- be familiar with Robert's Rules of Order,
- provide advice to chair and other members of the AC,
- help maintain order during meetings.

AC representatives will:

- regularly attend meetings,
- share during each meeting local concerns, activities, etc. with other AC reps in forums designed to encourage open, easy communication,
- report proceedings of meetings to local association,
- seek a substitute AMGA member from same association in a case when they or their official alternate cannot attend a meeting and notify the chair of this substitution,
- encourage members of their LMGA to attend AC meetings as guests to promote a wider understanding of the function and operation of the AC.

Each elected officer will pass along all lists and records of the office to his/her successor.

### **Meetings, Quorum, and Voting:**

Meetings will be scheduled quarterly, generally on the first Tuesday of February, May, August and November, at an easily accessible, central location. Guests may attend an AC meeting with voice but no vote. AC reps present will form the quorum at any meeting, and a simple majority will carry the vote. Proxy or absentee votes will not be accepted. Each LMGA has only one vote, and only the MG identified as the AC rep by that LMGA, or the official alternate rep in the rep's absence, will be able to vote unless a substitute has been designated and reported to the chair. Substitutes reported to the chair at any time prior to a vote being taken may vote. The chair votes only in the event of a tie.

## **Amendments**

This SOP may be amended at any meeting by a vote of a majority of those AC reps present provided written notice of the proposed amendment(s) has been sent out to the reps two weeks in advance of the meeting.

This SOP was approved by the Advisory Council Representatives at the quarterly meeting on April 1, 2014, and is in effect as of June 1, 2014, for AC reps, alternate reps and officers.