



THE UNIVERSITY OF ARIZONA

Cooperative Extension

Pima County

# Pima County Cooperative Extension

Research-based education to improve lives, families, communities, the environment, and economies.



## 4-H Youth Development

Clubs & Projects  
Tucson Village Farm  
Challenge Course  
Summer Camps



## Family & Health Sciences

Parent Education  
Community Nutrition (EFNEP)  
SNAP-Education  
Garden Kitchen



## Agriculture & Natural Resources

Horticulture  
Master Gardeners  
Smartscape  
Crops & Range – Area Agents

## Pima County Cooperative Extension Advisory Board Participation Handbook

Last updated: March 2023

### Contents

|  |   |
|--|---|
| Contents .....                                       | 1 |
| Welcome .....  | 2 |
| History of Extension .....                           | 2 |
| Cooperative Extension and the Arizona Statutes ..... | 4 |
| Advisory Board Duties and Procedures .....           | 5 |
| Meeting Dates and Location: .....                    | 5 |
| Board Membership .....                               | 6 |
| Member Responsibilities .....                        | 6 |
| Voting: .....  | 6 |
| Board Chair and Administrator duties .....           | 6 |
| Meeting Procedures .....                             | 7 |



## Welcome

Congratulations on your appointment to the Pima County Cooperative Extension (PCCE) Advisory Board. We appreciate you taking time to help us as we work to improve people's lives, communities, and the economy of Pima County and the great state of Arizona. Cooperative Extension is part of a nationwide network of land-grant Universities that use science-based information to solve problems and address issues concerning the communities in which we live. Pima County is home to just over 1 million people and through our work, we provide practical information and education to help people make their lives better throughout urban and rural Pima County. The county Extension units are part of the College of Agriculture and Life Sciences at the University of Arizona, and each unit is funded by State, Federal, and County governments, a variety of grants, cost-recovery services, and philanthropy. The County is statutorily required to provide reasonable office space for the conduct of extension work in that county, but monetary support from the County is negotiated separately in each county. It is also a statutory requirement that each County Extension unit have a seven-member Advisory Board appointed by the Board of Supervisors in that county.

Advisory Board members are an integral part of our organization, helping to ensure that our programming addresses the needs of people residing in Pima County. Your role is to provide input to help the Director guide the organization and to be an advocate and representative for PCCE in the community. This handbook contains the information you will need to better understand your responsibilities as an advisory board member. Your valuable knowledge and expertise are essential as we prepare for the many challenges ahead. Again, thank you for serving as an Advisory Board member. We look forward to working with you.

## History of Extension

One of the great stories in American education is the development of Cooperative Extension at land-grant colleges and universities. The land grant system began in 1862, during the Lincoln administration, with a piece of legislation known as the Morrill Act. This law gave public lands to each state, if these lands were to be sold or used for profit and that the proceeds were used to establish at least one college that would teach agriculture and the mechanical arts. Land grants for the establishment of colleges of agriculture and mechanical arts were also later given to U.S. territories and the District of Columbia. The legislative mandate for these land-grant colleges helped extend higher education to broad segments of the U.S. population. In Arizona, the University of Arizona was started as the state's land-grant college and today there are two Land-Grant institutions in Arizona, the University of Arizona and Diné College in Tsaile, AZ on the Navajo Nation (one of the 1,994 Land Grant institutions).

Prior to 1914, agricultural Extension work consisted principally of institutes and agricultural demonstration trains, farmers short courses and a very limited amount of advisory service carried on by the Experiment Station staff. Farmer institutes were held as early as 1901 in Arizona. Beginning in 1905 the Territorial Legislature made appropriations for agricultural Extension work,



gradually increasing the amount at each subsequent session until 1914. In 1913 – 1914, twenty-six cooperative demonstrations were undertaken in the state. On July 1, 1914, with the passage of the Smith Lever Act by Congress, states were provided with federal funds to carry on Extension work as agreed upon by the respective land-grant colleges and universities and the federal government. At that time, the Arizona Extension Service was organized in Arizona.

The first county farm adviser, A. L. Pashall, was appointed to serve Cochise and Santa Cruz Counties on December 16, 1914, on a half-time basis. After accepting the provisions of the Smith-Lever Act in 1915, the Legislature of the State of Arizona authorized the Board of Regents of the University of Arizona, the land-grant University in Arizona, to "organize and conduct agricultural Extension work which shall be carried on in connection with the College of Agriculture of the University of Arizona in accordance with the terms and conditions expressed in the Act of Congress aforesaid". This State legislation also empowered county governments to appropriate funds for the county Extension program. Thus, cooperative funding of federal, state and county governments led to the name "Cooperative Extension".

In 1921, the Legislature of the State of Arizona provided for the organization of County Farm Bureaus, which served as the official sponsoring body for Cooperative Extension work. This provision was later repealed and Extension Boards, appointed by the County Board of Supervisors, were established. Each County Extension Board consists of seven persons, who are residents of the county, four of whom have as their principal business the production of agricultural commodities, and the other three of whom are representative of organizations or persons who utilize the county Cooperative Extension.

1921 was also the year that the Pima County Cooperative Extension opened in the downtown Tucson Hotel with the help of two outstanding Extension agents, C.B. Brown, and Evelyn Bentley. C.B. Brown, a renowned conservationist, and the namesake for Brown Mountain, also helped found Tucson Mountain Park and was instrumental in forming the Arizona Farm Bureau. You may be less familiar with Ms. Bentley, who tirelessly helped people to build cooking skills, make mattresses, hats, clothing, and other necessities, and helped develop the school lunch program during her 20+ years as an Extension agent. Both were key figures in the community and at the early county fairs that were held near Roskrug School in central Tucson.

Julie Adamcin, an Extension agent at PCCE from 1970 until 2007, is a great admirer of Ms. Bentley and followed in her footsteps. She recalls her first couple of years with Extension when she was teaching people how to cook with provisions supplied through the Commodity Supplemental Food program. Created by Congress in 1969, this program sought to alleviate hunger using food commodities acquired with a double purpose of providing government farm support. Families were often at a loss when they received their two pound can of mystery meat, peanut butter, flour, oats, and other unwieldy ingredients. Ms. Adamcin describes creating "candy" out of corn syrup, dried milk, and peanut butter and a make-do dinner consisting of tuna mixed with tomato soup and served on bread. She remembers



the resilience of families who often depended on 4-H activities and scholarships to help educate and build the life skills necessary to pull them out of poverty and toward a successful future.

Today's modern context may be different, but the fundamental issues of need, at-risk youth, health, and sustainability are still here. Two basic tenets of Cooperative Extension work have been supported through the years. First, Extension's mission is to "make science useful". Cooperative Extension believes in the potential value of science and research to improve peoples' lives. Second, Cooperative Extension is based on the needs of people in communities and counties. Extension work brings people together in local communities to solve local problems. Pima County Cooperative Extension continues to bring university knowledge and science to people, working every day to help our Pima County citizens.

## Cooperative Extension and the Arizona Statutes

The responsibilities and authority of the County Extension Board comes from Arizona House Bill #2125 as approved by the Arizona Legislature in 1974 and as amended by the House Engrossed Senate Bill 1306 passed and approved by the Governor in 1986. The scope of the Board's authority is clearly stated in the Arizona Revised Statutes, Title 3, Agriculture and Dairying, Chapter I: Agriculture Administration; Article 3: Agricultural Extension Work.

The statutes, with revisions, read:

### Article 3. Agricultural Extension Work

#### § 3-124. County agricultural extension board; members; appointment; tenure; qualifications.

A. The board of supervisors of each county shall appoint seven persons, who are residents of the county, to a county agricultural extension board, four of whom have as their principal business the production of agricultural commodities, and the other three of whom shall be representative of organizations or persons who utilize the county agricultural extension services.

B. Each member shall be appointed for a term of two years. Members shall serve without compensation. Added Laws 1974, Ch. 90, § 2.

Former § 3-124, which contained the same subject matter as this section, was repealed by Laws 1974, Ch. 90, § 1, effective August 9, 1974.

*Reviser's Note: Laws 1974, Chapter 90 which repealed a prior version of Section 3-124 and added the above section provided in Section 5 as follows:*

*Any person holding office as a member of a county agricultural extension board on the effective date of this act shall retain office until the expiration of the term for which he was appointed.*

*The board of supervisors of each county shall provide reasonable office space for the conduct of extension work in that county.*



**§ 3-124 Revised and approved April 1986**

**§ 3-126. Annual county agricultural extension budget; tax levy; collection; expenditures**

The Arizona Board of Regents shall have prepared for each county an annual financial budget covering the total cost including the county's share of the cost of the extension work which, if adopted by a majority vote of the respective county agricultural extension board at a regular called meeting, shall be submitted to the board of supervisors of the county who shall place such amount of such budget as the board of supervisors shall approve on the tax rolls of the county for the ensuing year.

The amount placed on the tax rolls shall be raised by direct taxation.

The taxes, when collected, shall be transmitted by the county treasurer upon warrant drawn by the board of supervisors to the comptroller of the University of Arizona and shall be expended upon claims drawn by the Board of Regents.

All money raised by taxation by a county shall be expended for the use and benefit of that county. As amended Laws 1974, Ch. 90, § 3.

**§ 3-127. Repealed. Laws 1974, Ch. 90, § 4., eff. Aug. 9, 1974**

These legislated responsibilities require decision making critical to the success of the entire Extension program. Board members must have close, continuous contact with the county faculty. They need the opportunity to observe, question, judge and participate in all facets of the county program.

## **Advisory Board Duties and Procedures**

The County Extension Advisory Board plays a major role in effecting a strong, well-balanced, county Extension program. They are a primary mechanism for securing input in the support and direction of local Cooperative Extension programs. The Advisory Board is not a governing body and does not make business, human resources, or budget decisions. The Board conducts its business in open meetings and abides by open meeting rules. The Advisory Board works with the County Director to:

- Identify issues and opportunities to inform the county Extension program's content/emphasis by helping set priorities and goals for the programs implemented by the unit.
- Help build networks and partnerships (especially outside the university) and may help raise funds via philanthropy and corporate investment.
- Communicate and promote Extension programs, procedures and opportunities to the people, organizations, and governing bodies of the county.

### **Meeting Dates and Location:**

Per the Bylaws, the Advisory Board must meet twice a year, but generally meets quarterly in March, June, September, and December. Meetings take place at the PCCE main office at 4210 N. Campbell Tucson and are hybrid on Zoom to include those that cannot attend in person. On occasion, a Board meeting may be held at a different site.



## **Board Membership**

**Terms:** Terms are two years long and they turn over at the end of the fiscal year, June 30. Members are encouraged to serve for a maximum of five terms at the discretion of the Director. The Advisory Board Chair will be elected by the Board and can serve as chair for no more than two two-year consecutive terms.

**Nominations:** Nomination to the Board are submitted by the Director to the Pima County Clerk of the Board for approval at the next Pima County Board of Supervisors meeting. The Advisory Board Chair, working with the PCCE Director, will ask for nominations from the Advisory Board, PCCE faculty, and program leads.

**Resignation:** Members must submit a letter or email of resignation to the Director if they would like to resign. Any member who does not attend three consecutive meetings may be asked to resign or may be dismissed. Members with excused absences are not penalized for these absences.

## **Member Responsibilities**

- Attend meetings and gain knowledge about Extension programs to support University Extension and to increased awareness and understanding of Extension programs in the community.
- Provide input to the Director on program priorities and goals.
- Review the County Extension budget and Scope of Work and recommend it for approval to the Board of Supervisors on an annual basis.
- Recommend replacement members for the Board to the Director.
- If requested by the Director, help gain state and federal legislative support.

## **Voting:**

Each member of the Advisory Board has one vote. For any official business to be transacted, a quorum (4 members) must be in attendance at a meeting. Although Cooperative Extension faculty and staff may be consulted for advice on matters of business, only members of the Advisory Board may vote on items of business.

## **Board Chair and Administrator duties**

The Chair position is the only officer of the Advisory Board because the PCCE Director serves as administrator for the board and is responsible for secretarial and financial duties. In the absence or unavailability of the Chair, a presiding officer may be appointed by the PCCE Director to chair the meeting of the Board and assume provisional authority commensurate to the Chair. The Chair shall have the following duties:

- Preside at Board meetings, encouraging and contributing to participation and discussion
- Provides input on Board meeting topics and scheduling
- Serves as signatory on the Pima County/UA Arizona Appropriations Agreement



The PCCE Director has responsibility for the following administrative duties:

- Prepare agenda/notices, minutes and other board documents and submit to the Pima County Clerk of the Board as directed by Pima County guidance
- Solicit input from members and the chair on agenda items, meeting scheduling and other Advisory Board activities
- Prepare Scopes of Work and budgets for the annual County Appropriations Agreement to be reviewed and recommended for approval before being submitted to the Pima County Board of Supervisors.

### Meeting Procedures

The PCCE Advisory Board generally operates in an informal manner. The Chair presides, leads the Pledge of Allegiance (per Pima County requirement), and introduces each agenda item. Roberts Rules of Order is employed to guide voting procedures and to help meetings run smoothly. The following procedure is followed for voting purposes.

1. A member asks to be recognized by the Chair
2. The Chair recognizes the member
3. The member states the motion
4. Another member (without waiting to be recognized) seconds the motion
5. The Chair repeats the motion and calls for discussion
6. After discussion, the Chair puts the motion to a vote
7. The Chair counts the votes and announces the outcome

Occasionally a motion will need to be amended or postponed. Here are a few other types of motions that may be useful in meetings.

**Motion to amend:** Changes a motion before it comes up for final vote; takes precedence over the motion to which it applies (you must vote on the amendment before voting on the main motion).

**Substitute motion:** Amends by substituting another form, changed or additional wording.

**Motion to extend or limit debate:** Sets time to be spent on matter before assembly, either by limiting time allowed for each speaker or by indicating a time in which to discontinue further discussion (amendments and debate related to type and time of limitations are allowed).

**Motion to postpone to a certain time:** Puts off consideration to a definite date.

**Motion to table or motion to lay on the table:** Temporarily puts aside the motion being considered. Must be taken from the table at that meeting or the next meeting. Not amendable or debatable.

**Motion to adjourn:** Ends all discussion at this meeting (amendable and debatable with restrictions).