

**THE NORTH CENTRAL REGIONAL ASSOCIATION OF
STATE AGRICULTURAL EXPERIMENT STATION DIRECTORS**

RULES OF OPERATION

July 15, 1977 July 1980 July 1982 March 1986 March 1991 July 1992 March 1993 November
1994 July 1998 September 2000 September 2001 December 2013

**EXPERIMENT STATION SECTION
BOARD ON AGRICULTURE ASSEMBLY**

Association of Public and Land-Grant Universities

ARTICLE I - NAME

The name of this organization shall be the North Central Regional Association of State Agricultural Experiment Station Directors, hereinafter called the North Central Regional Association (NCRA) established in conformity with the constitution of the Association of Public and Land-Grant Universities (APLU).

ARTICLE II - PURPOSE

The NCRA, one of five such regional associations, shall represent the administrators of the State Agricultural Experiment Stations (SAESs) in the North Central Region (NCR) in their collective dealings. On matters to be ratified by, reported to, or recommended to APLU, the consensus of the NCRA shall be conveyed to the chair, Experiment Station Section (ESS), by the chair of the NCRA. The NCRA shall conduct its affairs in conformance with the stated objectives and procedures of the Rules of Operation of the ESS.

The NCRA, with the four other regional associations, is an integral part of the ESS. Through its business meetings, the views of the NCRA may be determined formally and transmitted to the Experiment Station Committee on Organization and Policy (ESCOP) and the ESS on matters either of its own origin or on matters referred to it by ESCOP or the ESS. The NCRA also provides a forum for the exchange of information and for discussion and debate among members and guests on matters of common concern that may not require formal action. NCRA also may take actions limited to the North Central Region. The foregoing and other functions of the NCRA are as follows:

1. Arranges for and conducts its own affairs, elects members to ESCOP, makes recommendations to ESCOP and to the ESS, reacts to proposals of ESCOP and the ESS, and participates in the handling of [interim] business of the ESS;

2. Participates with the ESCOP Committees, National Institute of Food and Agriculture (NIFA), and other regional associations in the programming and conduct of cooperative regional multistate research and integrated research and extension activities as authorized by the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA);

3. Facilitates cooperation among its member SAESs, with federal agencies, with industry, and with others in planning, programming, financing, implementing, and performing agricultural research;

4. Employs and pays the salaries and/or benefits of the ED and other staff;

5. Collects and disburses dues, and enters into contracts with cooperators and/or granting agencies to cover the costs of the programs agreed upon within the NCRA.

ARTICLE III - MEMBERSHIP

1. The voting members of the NCRA shall consist of the directors (or duly authorized representatives) of its twelve (12) member SAESs eligible for funding under the Hatch Act, as amended in 1955 (69 Stat. 671): Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

2. Associate and assistant directors of the member SAESs who attend one or more meetings per year of the NCRA also shall be members. However, the voting privilege shall be limited to one vote for each SAES.

3. Nonvoting, ex-officio members of the NCRA shall consist of: the ED; the administrator of NIFA/USDA; Northern Plains and Midwest Area Directors for ARS/USDA; comparable area representatives from ERS/USDA and FS/USDA; the director of the North Central Regional Center for Rural Development; the 1890 Lincoln University research director; designees of 1994 institutions or their designated representatives.

ARTICLE IV - MEETINGS

1. Three (3) regular meetings shall be scheduled each year. They shall consist of:

- spring meeting - usually in March;
- summer meeting - usually in July;
- fall meeting - usually in conjunction with the annual meeting of the ESS in September.

2. Other meetings may be scheduled with approval of the Executive Committee.

3. Meeting locations shall be agreed upon by the membership who may delegate the decision.

ARTICLE V - OFFICERS

1. Officers. The officers of the NCRA shall be a chair and chair-elect, each for a one-year term. The chair-elect succeeds the chair. The ED serves as executive vice-chair, and the ED's office provides administrative services for the NCRA.

2. Elections. The officers and members of standing committees are elected at the summer meeting and assume responsibility at the conclusion of the fall meeting.

Officers and committee members may succeed themselves, but the general practice has been to rotate officers and committee members in order to share the workload and to provide the directors opportunity to participate in specific phases of the overall program.

3. Duties. The chair shall preside at business meetings of the NCRA, at meetings of its Executive Committee, and on all other occasions where the head of the organization is to be recognized. The chair is the chief executive officer of the NCRA.

The chair-elect shall undertake such duties as the chair prescribes, shall become chair for the remainder of the term should the chair resign or otherwise be unable to serve, and shall preside in the absence of the chair.

The ED, under the guidance of the chair, provides leadership and support for activities of the Association, maintains permanent Association files, maintains liaison with other associations and government agencies and maintains the NCRA website.

Officers and designees of the NCRA are responsible for maintaining and then passing on to their successors complete sets of official documents and documents of a continuing directive nature.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the chair, chair-elect, past chair; chair of the Multistate Research Committee (MRC), and the ED.

The Executive Committee, through the chair, executes the programs of the NCRA and guides the activities of the ED and other staff. The Executive Committee also is empowered to handle the immediate affairs of the NCRA between business meetings.

ARTICLE VII - COMMITTEES AND DESIGNEES

Committees may be established and administrative advisors and other designees named at the will of the NCRA. Administrative advisors shall be named from among the SAES membership of the NCR; committee members may include anyone desired (members or not) who are willing to serve. A list of committees and designees for the coming year is to be prepared by the Executive Director and

circulated to the membership as a part of the minutes of the summer meeting of the NCRA. Continuing (permanent) committees or committee assignments consist of the following:

1. Multistate Research Committee (MRC): five members are elected, each to serve a three- year term. At least one member is elected each year to succeed the member whose term expires. The members elect their own chair for a one-year term. The ED serves as an ex-officio nonvoting member.

2. Experiment Station Committee on Organization And Policy (ESCOP): The NCRA has three representatives on ESCOP. They are the chair-elect, chair, and immediate past chair of NCRA. The immediate past chair of NCRA represents NCRA on the ESCOP Executive Core Committee. The ED serves as a permanent alternate. ESCOP has a number of standing, technical, and ad hoc subcommittees to which members of NCRA are nominated. For details, consult the current ESCOP membership and committee list.

ARTICLE VIII - QUORUM

For purposes of doing NCRA business, a quorum shall consist of a minimum of seven (7) SAES members present and voting at any duly called meeting where written notice and agenda are sent out three weeks in advance of the meeting. A simple majority resolves all issues except amendment of the Rules of Operation which shall require a two-thirds majority.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Robert's Rules of Order.

ARTICLE X - AMENDMENT OF RULES OF OPERATION

These Rules of Operation may be amended at any business meeting of the NCRA or voted on by electronic ballot provided the proposed amendment has been mailed to all members three weeks in advance of that meeting and is passed by a two-thirds majority of the voting members present at the meeting.