

NACAA STATE OFFICERS HANDBOOK



This handbook is updated annually under the direction of the NACAA officers and directors. Its purpose is to provide a handy reference guide of material available from and general policy statements of NACAA. Hopefully, this information will be helpful to the states as they conduct activities of their associations in the years ahead. It is through active and strong state associations that NACAA can continue to prosper and be of more benefit to individual members.

DISTRIBUTION OF THIS HANDBOOK

All state presidents, secretaries, national officers and directors, NACAA Association Policy Committee.

IMPORTANT - PASS THIS HANDBOOK ON TO YOUR SUCCESSOR.

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TO PRESIDENTS OF STATE ASSOCIATIONS:

You have been elected president by the members of your association for your leadership abilities. Following are a few guidelines from NACAA to make your term somewhat easier:

1. Forward the names and addresses of new officers, including address coordinator, to the NACAA secretary. cc: Regional Director, Treasurer and Secretary within 30 days.
2. January and February --
 - a) attend regional NACAA State Officers Workshop
 - b) select and nominate capable individuals to serve as national committee chairs and regional vice chairs.
3. Invite regional director to your state association meeting.
4. Get information you wish to have covered at NACAA Board meeting to your regional director.
5. Submit name of State Committee Chairs to Vice President prior to close of NACAA AM/PIC.
6. Stay in close contact with NACAA professional improvement programs.
7. Attend the national Annual Meeting/Professional Improvement Conference.
8. Be certain to obtain a copy of NACAA standing committees at the NACAA AM/PIC. You will also find the committees in The County Agent magazine preceding the AM/PIC or on the NACAA website at www.nacaa.com.
9. Read The County Agent. Encourage agents with outstanding programs to write and submit articles to the magazine.
10. Work closely with state officers, directors, membership secretary and committee chairs to build a stronger professional improvement organization.
11. Read the Bylaws of NACAA.
12. Pass this handbook to the next president of your state association.

BYLAWS
NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS
AS ADOPTED SEPTEMBER 29, 1975

ARTICLE 1 - MEMBERSHIP

- Section 1 One Association of professional Cooperative Extension Service workers per state (“state” means individual states including Commonwealth of Puerto Rico, Virgin Islands, Guam, and District of Columbia which hereafter shall be referred to as “state”) may become a member of the National Association of County Agricultural Agents (hereafter referred to as NACAA) upon application and acceptance by the Board of Directors. To maintain membership, the State Association must pay the annual dues for each member as set forth in Article II, Section 1. State Associations of Cooperative Extension Service workers shall constitute the membership of NACAA. Each State Association shall determine the eligibility and qualifications of the individual members.
- Section 2 Life Membership - a former member of NACAA who has retired or is retiring from the Cooperative Extension Service may apply for life membership. (Rev. 8-80).

ARTICLE II - DUES

- Section 1 Each Member Association shall pay the annual sum as determined by the voting delegates for each individual member, which includes the individual’s subscription to the official magazine, **THE COUNTY AGENT**. These dues will be paid by the Member Associations to the Treasurer of NACAA or the association designee on or immediately after January 1. (Rev. 9-99).
- Section 2 The Life Member shall pay a lifetime membership as determined by the Board of Directors. Life memberships do not include a subscription to the official magazine, The County Agent. (Rev. 9-99).
- Life Members who want to subscribe to the official magazine shall pay an annual or multiple year subscription fee as determined by the Board of Directors. (Rev. 9-99).

ARTICLE III - ANNUAL MEETING

- Section 1 There shall be an Annual Meeting of NACAA to be rotated among the four regions. The meeting shall be on an eight-year rotation with two of the eight years in the Southern Region, two of the eight years in the North Central Region, one year in the Northeast Region, one year in the Western Region, and two years open to all states. Should a state or states in a region not wish to be selected to entertain an Annual Meeting, the Board of Directors would recommend a state or states outside the region for that year. Places and date to be recommended by the Board of Directors at least four years in advance and approved by the Voting Delegates. (Rev. 8-91).
- Section 2 The call of the Annual Meeting shall be sent by the Secretary to all State Presidents and secretaries at least 30 days before the date of said meeting.

ARTICLE IV - VOTING DELEGATES

- Section 1 The voting body at the Annual Meeting of NACAA shall consist of the Voting Delegates designated by the State Associations provided in Section 2 of this Article.
- Section 2 Each state’s Voting Delegates will be determined by its paid membership as reported to NACAA each year as provided by the following formula: one Voting Delegate for the first 40 members and one additional Voting Delegate for each 30 members thereafter or fraction thereof. (Rev. 9-99).

ARTICLE IV -DIRECTORS

- Section 1 The officers of NACAA shall be a President, a President-Elect, a Vice-President, a Secretary, and a Treasurer, and the immediate Past President.
- Section 2 The President-Elect shall automatically move into the office of the President. At NACAA’s Annual Meeting, the following shall be elected: President-Elect, Vice President, Secretary, and Treasurer. Each shall hold office for one

year, President, President-Elect, Vice President, and Secretary commencing on the date of their installation; the Treasurer on January 1 of the year following election or until a successor is elected or qualified. The Secretary and the Treasurer may be re-elected, but shall not serve more than three one-year terms.

Section 3 To prosecute the annual program of work of NACAA more effectively, there is established a regional grouping of states to correspond with the regional administrative boundaries used and recognized by the Cooperative Extension Service of the U.S. Department of Agriculture; however, this shall not bar any State Association from electing its inclusion in any other region than that to which its position would ordinarily entitle it. This change will require approval of the Board of Directors.

Section 4 Each region as designated in Article V, Section 3, shall at the time of NACAA's Annual Meeting, meet in caucus. The Voting Delegates from said region shall be entitled to nominate by written ballot a Regional Director and a Vice Director for each 1200 members or less and one additional director for each 1200 members or major fraction thereof in the region to serve for a period of two years; directors from the Western Region to be selected in even years, and the North Central, Northeastern and Southern Region in odd years, except when a region is eligible for more than one director, they shall elect at least one director each year for a two-year term. If this falls on a regular election year for that region, they shall elect this additional director for a term of one year the first time and a two-year term thereafter. If it falls on a non-election year as stated above, the additional director shall be elected for a two-year term, so that the terms of the directors will not expire in the same year, but rather be staggered.

Section 5 The President shall perform such duties as usually pertain to this office. The President shall have the power to call meetings of the Executive Committee and Board of Directors and shall preside at such meetings. The President shall be an ex-officio member of all committees.

Section 6 The President-Elect shall perform all duties of the President when the President is absent or disabled and shall assume any other obligations that may be assigned by the President or Board of Directors.

Section 7 The Vice President shall perform all the duties of the President in case of the absence or disability of both the President and the President-Elect. The Vice President will assume the duties of the President-Elect in case of disability. The Vice President shall assume any other obligations that may be assigned by the President or Board of Directors.

Section 8 The Secretary shall keep full and accurate records of the proceedings of all meetings of the Executive Committee, Board of Directors, and Annual Meeting and shall receive all communications and papers that normally come with such an office, send out notices of meetings, conduct all necessary correspondence, and perform such other duties as usually pertain to the office.

Section 9 The Treasurer shall keep a full and complete record of money received and paid out, send out all notices of unpaid dues, receive and receipt all membership dues, keep an account of the membership fees paid for and the date thereof, and deliver to the successor all funds and records remaining in hand at the expiration of the term of office.

Section 10 Directors and Officers of NACAA shall form the Board of Directors. The Board of Directors shall determine the policies of the Association.

ARTICLE VI - ELIGIBILITY AND QUALIFICATIONS OF OFFICERS AND DIRECTORS

Section 1 - A NACAA member to be eligible for election as Officer or Director must have attended at least three previous meetings of NACAA.

Section 2 - Any NACAA Officer or Director who resigns or retires from an Extension position or otherwise becomes ineligible for membership in a State Association, shall automatically vacate the NACAA office held.

ARTICLE VII - MANNER OF NOMINATING, VOTING, AND ELECTING

Section 1 Nomination of officer candidates of NACAA shall be made by the Nomination Committee composed of two representatives from each region elected by majority vote with the immediate Past President serving as Chair of the committee. Following a presentation of the Nominating Committee's report, the floor will be open for nominations and where more than one nominee is presented for an office, election shall be by written ballot. Each Voting Delegate is permitted to cast one ballot for each such elective office. To be elected, a candidate must receive a majority of the votes cast.

Section 2 The President of NACAA shall reside in the region hosting the Annual Meeting except in those years where the Annual Meeting is open to all states. In those years, the President may reside in any state. (Rev. 8-91).

ARTICLE VIII - DISABILITY

Section 1 In the absence, disability, or removal for cause of the President-Elect, Vice President, Secretary, or Treasurer, their office in either case shall be filled until the first Annual Meeting thereafter through appointment by the Board of Directors.

Section 2 In the event that a Regional Director/Vice Director does not complete his/her four year commitment for any reason, the state the he/she represents will appoint a member from that state to complete the term if over six months remain in the four year commitment. If six months or less remain in the four year commitment, the Vice Director of the region affected or in the case of the Southern Region the senior Vice Director, will assume the position to complete that term, and will begin his/her normal term at the following Annual Meeting and Professional Improvement Conference. Six months shall be defined as being six months prior to the opening day of the up-coming Annual Meeting and Professional Improvement Conference. The rotation of states for the position of director will not be altered. The person filling the position must meet eligibility requirements as outlined in the NACAA bylaws, Article 6, Section 1. (Rev. 9-99)

ARTICLE IX - COMMITTEES

Section 1 The Executive Committee of NACAA shall consist of the five elected Officers and the immediate Past President. This committee shall be vested with the authority to transact the business affairs of the Association as outlined by the Articles of Incorporation and Bylaws and as directed by the Voting Delegates at the Annual Meeting.

Section 2 All standing committees of NACAA shall be nominated by the Vice President prior to or during the Annual Meeting, subject to the approval of the Board of Directors and Voting Delegates. Special committees may be appointed by the President in order to execute more adequately the work of the Association. Any committee member who resigns or retires from an Extension position or otherwise becomes ineligible for membership in a State Association, shall automatically vacate the NACAA committee membership, except Life Member Committee (this is understood). The Board of Directors shall have the authority to fill such vacated positions.

Section 3 There shall be a Policy Committee composed of past national Presidents who are active members of the Association. All matters of a policy nature are to be referred to the Policy Committee before action by the Voting Delegates.

Section 4 With the approval of the Board of Directors, Regional Directors may appoint committees to execute the work of the Association within the region, but such committees shall be required to make a complete report through their Regional Director to the Board of Directors.

Section 5 No individual, committee member, Director, or Officer shall be entitled to draw any funds from the NACAA treasury for work or expenses to be incurred at some future time, nor shall they receive reimbursement for expenses incurred in prosecuting committee work without the prior approval of the President. Statements for such approved expenses must be accompanied by a report and an itemized signed expense account to be filed with the President of the Association.

ARTICLE X - FINANCES

Section 1 The Treasurer shall deposit the funds of NACAA in a depository(s) approved by the Board of Directors.

Section 2 The Treasurer shall furnish surety bond in the kind and amount directed by the Board of Directors prior to assuming office. The cost of such bond to be paid by NACAA.

Section 3 Fiscal year of NACAA shall be the calendar year.

ARTICLE XI - QUORUMS

Section 1 A quorum at any annual or special meeting of NACAA shall consist of the accredited Voting Delegates of twenty or more Member State Associations.

Section 2 A quorum of the Board of Directors shall consist of seven members of said Board.

ARTICLE XII - ORDER OF BUSINESS

Section 1 Roberts Rules of Order shall apply in all meetings of NACAA.

Section 2 The order of business for all Annual Meetings of NACAA shall be determined by the Board of Directors.

ARTICLE XIII - RECORDS*

Section 1 Headquarters for the storage of the historical data, Articles of Incorporation, and Bylaws of NACAA will be the National Agricultural Library, Beltsville, Maryland, in accordance with the Memorandum of Understanding with the National Agricultural Library. To conform with the requirements of the State of Missouri where the Certificate of Incorporation was issued, copies of NACAA Articles of Incorporation and Bylaws remain on file with the State of Missouri.

ARTICLE XIV - PUBLICATIONS

Section 1 The official publication of NACAA shall be known as The County Agent. The editor(s) of the publication shall be individual(s) designated by the Board of Directors in accordance with the job description and selection process outlined in the NACAA Policy Handbook.

ARTICLE XV - AMENDMENTS

Section 1 These Bylaws which are now adopted or may hereafter be adopted may be amended, revised, or repealed at any NACAA Annual Meeting by an affirmative vote of two-thirds of the Voting Delegates present and voting provided that proper and sufficient notice of the proposed changes, revisions, or repeals has been mailed by the Secretary to the Secretary of each Member State Association not less than 30 days prior to the opening date of said Annual Meeting. Amendments must originate at a previous Annual Meeting or with the Board of Directors.

Section 2 All amendments or revisions so made shall go into effect upon adoption. All Member State Associations shall be notified promptly by the Secretary of the action at the Annual Meeting.

* Original Article XIII on Legislation was removed at Annual Meeting in August 1981.

* NACAA permanent files are presently housed in the National Agricultural Library, Beltsville, Maryland

(8/01)

POLICY REGARDING CANDIDATES FOR OFFICE OF NACAA

1. A candidate for office in NACAA shall:
 - A. Have a home county, area, or state work situation, including adequate secretarial help, that will allow sufficient time and energy to capably perform the duties of the NACAA office for which proposed.
 - B. Submit a letter to the NACAA Secretary from the State Director of Extension and local governing body or local Advisory Committee authorizing the candidacy and assurance that adequate time will be allowed by the candidate to carry out the duties of the position(s) and that adequate secretarial time will be available to carry out the work without cost to NACAA.
 - C. Use good taste in the preparation of brochures which are factual, modest, and informational.
 - D. Officer candidates should not seek the office - the office should go to capable, deserving members.

2. A state wishing to recommend a candidate:
 - A. Appropriately send factual information to Officers of State Associations well in advance of the NACAA Annual Meeting and Professional Improvement Conference. The County Agent cannot be used to promote the candidacy of any individual.
 - B. Follow campaign procedures that are dignified and worthy of representatives of a respected educational institution and in keeping with the prestige of NACAA.
 - C. Send a delegation to the meeting of the NACAA Nominating Committee in support of the nomination.
 - D. State should select capable members and give them opportunity to secure experience and knowledge of NACAA programs and procedures. Members of top ability should be recommended to the NACAA Directors and Officers as capable of serving as Chairs of National Committees.

3. When is the appropriate time for a state to announce a candidate?
 - A. It is NACAA policy that an announcement of candidacy will not be made until after January 1 of the year of election. It is expected that the candidate will provide a minimum of a 30-day notice to the NACAA Secretary prior to the beginning of the Annual Meeting and Professional Improvement Conference. If a 30-day notice is not given, the candidate nomination must come from the floor of the Annual Meeting Voting Delegate Session. The Nominating Committee may review such a candidate's credentials as part of their regular Nominating Committee Meeting in anticipation of a nomination coming from the floor. The NACAA Secretary may prepare alternate ballots with all the names on the ballot, including nominations anticipated from the floor.

If no candidate comes forward from the designated region by the NACAA Spring Board Meeting, the Regional Director(s) from that region shall notify all states of the situation. The NACAA Board at the Spring Board Meeting shall determine how much additional time to allow the region to identify one or more appropriate candidates and after such date shall open nominations to all states. If the position is open to all states, the NACAA President shall uniformly contact all state presidents of the open position.
 - B. It is, therefore, inappropriate for a state or candidate to host a reception or pass out literature at the Annual Meeting preceding the year of election.
 - C. It is appropriate for the State President or representative to announce at the Regional Meeting the name of a candidate. However, literature or a reception at the Regional Meeting is not in keeping with NACAA philosophy.
 - D. Newly elected Officers and Directors are expected to attend the post board meeting (Friday & Saturday) following the Annual Meeting and Professional Improvement Conference.

POLICY REGARDING CONDUCT OF ELECTIONS OF NACAA

1. Nominating Committee
 - A. Selected according to provisions of Bylaws. (Article VII, Section 1) Members serving on Nominating Committee should not be those making a candidate's nominating or seconding speech.
 - B. Agenda for meeting of committee.
 1. Call to order (Chair - Immediate Past President)
 2. Check certificates from Regional Directors
 3. Decision regarding procedure
 - a. Number to be nominated
 - b. Amount of time for each nominating group
 - c. Order of nominators appearance
 4. Appoint Director to admit delegations
 5. Presentations by nominators
 6. Vote on nominees for President-Elect, Vice President, Secretary, and Treasurer
 7. Nominating Committee Chair instruct each selected nominee regarding nominating speeches before Voting Delegates as follows:
 - a. Nominating speech - 2 minutes
 - b. Seconding speech - 1 minute
 - c. Statement by nominee - 2 minutes
 8. Chair have ballots printed
2. Election Agenda - President Presiding
 - A. Report of Nominating Committee by Chair.
 - B. Call for nominations from the floor for each office.
 - C. Motion seconded and vote to close nominations.
 - D. Nominating speeches as provided in 1-B.7 above.
 - E. Chair of Nominating Committee serves as Chair of tellers - tellers are elected at the Regional Meeting, one (1) per region. A teller may not be elected from the State Association having a candidate.
 - F. Ballot by Voting Delegates until a nominee for each office receives a majority of the votes cast for that office.
 - G. Report of Nominating Committee by Chair for Directors and Vice Directors.
 - H. All officer candidates will have nominating speeches , seconding speeches, and nominees' remarks made even though there is no opposition.
 - I. Motion seconded and vote to elect nominees may be by acclamation providing there is only one candidate for each office. If there is more than one candidate, written ballot to be taken.
 - J. Report of tellers.
 - K. Acceptance speeches, if desired.
 - L. Nominating Committee will execute forms found on in section 5 of this Policy Handbook (sample ballot) and make distribution as indicated.

VOTING DELEGATES

States are allocated Voting Delegates based on one for the first 40 and one additional for each 30 thereafter or a fraction thereof.

MEMBERS

VOTING DELEGATES

1 - 40	1
41 - 70	2
71 - 100	3
101 - 130	4
131 - 160	5
161 - 190	6
191 - 220	7
221 - 250	8
251 - 280	9
281 - 310	10
311 - 340	11
341 - 370	12
371 - 400	13
401 - 430	14
431 - 460	15
461 - 490	16

**KEY ITEMS A POTENTIAL HOST STATE MIGHT CONSIDER WHILE IN THE
THINKING STAGES OF HOSTING AN
ANNUAL MEETING/PROFESSIONAL IMPROVEMENT CONFERENCE**

See Annual Meeting Handbook for more detail.

1. How many people attend annual meeting? 1600 - 2000
2. Length of annual meeting to be held to maximum of five days, including Sunday.
3. What are the facility requirements?
 - a. General Session Room 1100 people
 - b. Banquet facilities 1500 - 2000 people
 - c. Bedrooms Block of 1000 rooms
 - d. Meeting rooms 8 Activity rooms; 4 Regional Meeting Rooms
4. What is required in hotel contract? Sleeping rooms, complimentary rooms (1 for 50), parking. Bathroom and meeting rooms free, hospitality room allowing the use of donated food, etc.
5. What are host state financial obligations?
 - a. \$50,000.00 or more
 - b. Donated hospitality items
6. What is NACAA responsible for?
 - a. Responsible for program
 - b. Finances negotiable with host state
7. Is there State Extension Administration support?
 - a. Encouragement and professional manpower (agent time) necessary
 - b. Travel and equipment availability
 - c. Sufficient state membership support
8. What Professional Improvement Tours are available?
 - a. 15 - 20 tours preferably within 80 miles of site location
9. What type of transportation is available?
 - a. 40 buses for tours
 - b. Shuttle buses
 - c. Airport transportation
10. What help from states within the region is available to sponsor events?
 - a. Barbecue
 - b. Sunday buffet
 - c. Continental breakfast
 - d. Hospitality
11. Notify the President and Regional Director 30 days before current Annual Meeting/Professional Improvement Conference that the group wishes to extend an invitation.
12. Host states should never use NACAA sponsors listed in the current Annual Meeting/Professional Improvement Conference program for state donors. Close coordination between President-Elect and Annual Meeting/Professional Improvement Conference Chair is essential.

EXHIBIT A
NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE
BIDDING SUGGESTIONS

1. Survey potential AM/PIC sites in your state with adequate facilities to host meetings.
2. Compare the costs of each facility with special emphasis given to: (1) Room rates, (2) Meal costs, (3) Cost of refreshment breaks, (4) Can donated food or beverage be brought into facility, (5) Hidden costs such as projector or visual charges, microphone charges, staging costs, spotlight charges, etc. (6) Are hospitality rooms available and price for each?
3. When host state has narrowed the potential sites down to a reasonable number, State Chairman should communicate with Regional NACAA Director who may wish to review the sites personally with host state representatives.
4. Listed below are items that should be discussed and agreed upon in writing between NACAA Regional Director, host state representatives, and the facility under consideration. Remember that negotiations on terms and prices of services can best be negotiated before facility is under contract. Once a site has been officially selected, negotiations are difficult if not impossible, with the facility in regard to major cost items.
 - a. Negotiate room rates if at all possible. Many times facilities do not want to set rates four to five years in advance, but if getting AM/PIC hinges on it, they will reconsider. Room rates are major cost to AM/PIC participants and even modest reductions are significant. Find out non-convention rates versus convention rates.
 - b. Be sure that meeting rooms and complimentary rooms are included free or that costs, if any, are known.
 - c. Most hotels give NACAA President and President-Elect complimentary suites over and above the one complimentary room for 50 room night rate.
 - d. Take nothing for granted and do not be afraid to negotiate tough at this point - it may be your last chance. You will be amazed what concessions you may get while the facility is trying to get the NACAA meeting contracted. But, get it in writing because sales representatives change rapidly in the hotel industry.
 - e. Be sure that you know what parts of the facility NACAA will have use of during the week. Some hotels hold certain sections or rooms are unavailable, but do not voluntarily tell you unless you ask.
 - f. Negotiate meal rates if at all possible or at least get a benchmark from which to work later. Many times, telling the headquarters facility the number of meal sales opportunities available if the price is right, will reduce the overall cost. Let them know that meals will be served in other facilities if costs are not reasonable, will force negotiations.
 - g. Find out what services are free and what services cost. Whether the facility has union employees makes a big difference sometimes in what NACAA can do.
 - h. Find out what additional facilities will be needed in addition to headquarters and determine their availability and accessibility.
 - i. Observe the front desk in action. Remember, the front desk will register the majority of the NACAA members in attendance in one day. Can they handle the task?
 - j. Observe the attitude of the employees. Attitudes are important when the meeting is in progress and situations that arise need to be compromised.
 - k. Obtain written contract with facility finally chosen with as much detail as possible. Verbal agreements are often forgotten by management of hotels and other facilities.

NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE POLICIES IN BRIEF

1. Purpose
 - a. To provide professional improvement opportunities for members as they strive to improve the effectiveness of their respective programs.
 - b. To encourage high standards of professional performance.
 - c. To provide stimuli and incentive on the part of the members to develop new methods, new approaches, and new projects.
2. NACAA Board of Directors are responsible for the Annual Meeting. and Professional Improvement Conference. The Annual Meeting and Professional Improvement Conference Committee to follow direction of the Board.
3. Selection of Annual Meeting and Professional Improvement Conference sites.
 - a. NACAA Voting Delegates select location.
 - b. Board may present to region facts regarding Annual Meeting and Professional Improvement Conference invitations.
4. Annual Meeting and Professional Improvement Conference workshop to be held under direction of the Board at Annual Meeting and Professional Improvement Conference to insure understanding of Annual Meeting and Professional Improvement Conference policies. Annual Meeting and Professional Improvement Conference Committee for the coming year and committees to be responsible for Annual Meeting and Professional Improvement Conferences during the next three years should attend. The designated Past President from the region where the next Annual Meeting and Professional Improvement Conference will be held will carefully review the entire Annual Meeting and Professional Improvement Conference Policy to the group in attendance.
5. Annual Meeting and Professional Improvement Conference budget to be prepared and all bills approved by NACAA President and be paid by NACAA Treasurer who shall be Treasurer of the Annual Meeting and Professional Improvement Conference.
6. Time of Annual Meeting and Professional Improvement Conference shall be divided as follows:

Speakers - 30-40%
Committee Reports - 20-30%
Entertainment - 10-20%
Tours - 10-20%
7. Commercial exhibits shall be permitted.
8. A state that will entertain an Annual Meeting and Professional Improvement Conference shall not set up an exhibit or display unless approved by the Board of Director other than promotional materials to advertise its meeting prior to the year immediately preceding such Annual Meeting and Professional Improvement Conference. However, during the year in which the bid is presented, states entering bids for an upcoming AM/PIC may advertise or promote their state by utilizing Commercial Exhibit space in the year the bid is presented.
9. The Executive Director will assume the duties of the Annual Meeting and Professional Improvement Conference registration Coordinator at the end of the term of the current Coordinator as of the year 2000. (Adopted 9-99)

POLICY REGARDING NACAA COMMITTEES

1. Annual Meeting Professional Improvement Conference Committee - to be selected from host state and/or adjacent states.
2. Policy Committee - to be made up of active past NACAA Presidents. Members to be given special assignments by Chair for particular responsibilities.
 - a. ECOP Liaison
 - b. Life Membership promotion
 - c. Annual Meeting and Professional Improvement Conference advisor
3. Implementation of the new committee structure was modified at the 1998 Annual Meeting and Professional Improvement Conference. See page 17 for the modified committee structure. Committee appointments shall follow the process:
 - a. The various state and area member associations to recommend a member for each of the above committees.
 - b. Committee Chairs to be nominated by the NACAA Board at the Spring Board Meeting upon recommendation by the Vice President.
 - c. Members to be assigned to committees after they have furnished signed acceptance of willingness to serve.
 - d. Chairs of committees to be selected for their ability to serve in such capacity.

As a general policy, Chairs to be selected from previous Regional Vice Chairs of the committee and generally serve for 2 years.

- (1) Member not to be appointed Committee Chair while serving as a Regional Vice Director.
 - (2) Committee Chairs shall attend Annual Meeting and Professional Improvement Conference at which his appointment is announced.
- e. Planning workshop for Committee Chairs and Vice Chairs, under the direction of the NACAA Vice President, shall be scheduled in the early part of each Annual Meeting and Professional Improvement Conference. This is to give training to the incoming Chairs and to emphasize importance of each committee program for the coming year.
 - f. Planning meeting of each committee is to be held during each Annual Meeting and Professional Improvement Conference.

(Revised 7/98)

See the NACAA Committee Handbook for details on the committee structure and appropriate responsibility.

COMMITTEE STRUCTURE

The structure offers much greater diversity in terms of content and professional opportunities for members along with enhanced flexibility for growth as NACAA enters the 21st century. This proposal has something for everyone; the new extension agent/educator, the mid-career Extension agent/educator, and the full-term Extension agent/educator. Any structure should be built using a strong, broad-based, and solid foundation. The structure for NACAA is built on three foundation blocks that are the basic components of NACAA's professional enhancement areas: Program Recognition, Extension Development, and Professional Improvement.

PROGRAM RECOGNITION

This component contains the award based programs that have been a very traditional part of NACAA. Members can enter competitive contests that highlight the following areas: Communications, Extension Programs, 4-H & Youth, Professional Excellence, Public Relations, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee. As new competitive awards programs are introduced they would be placed into this block. All programs in this component are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.

EXTENSION DEVELOPMENT

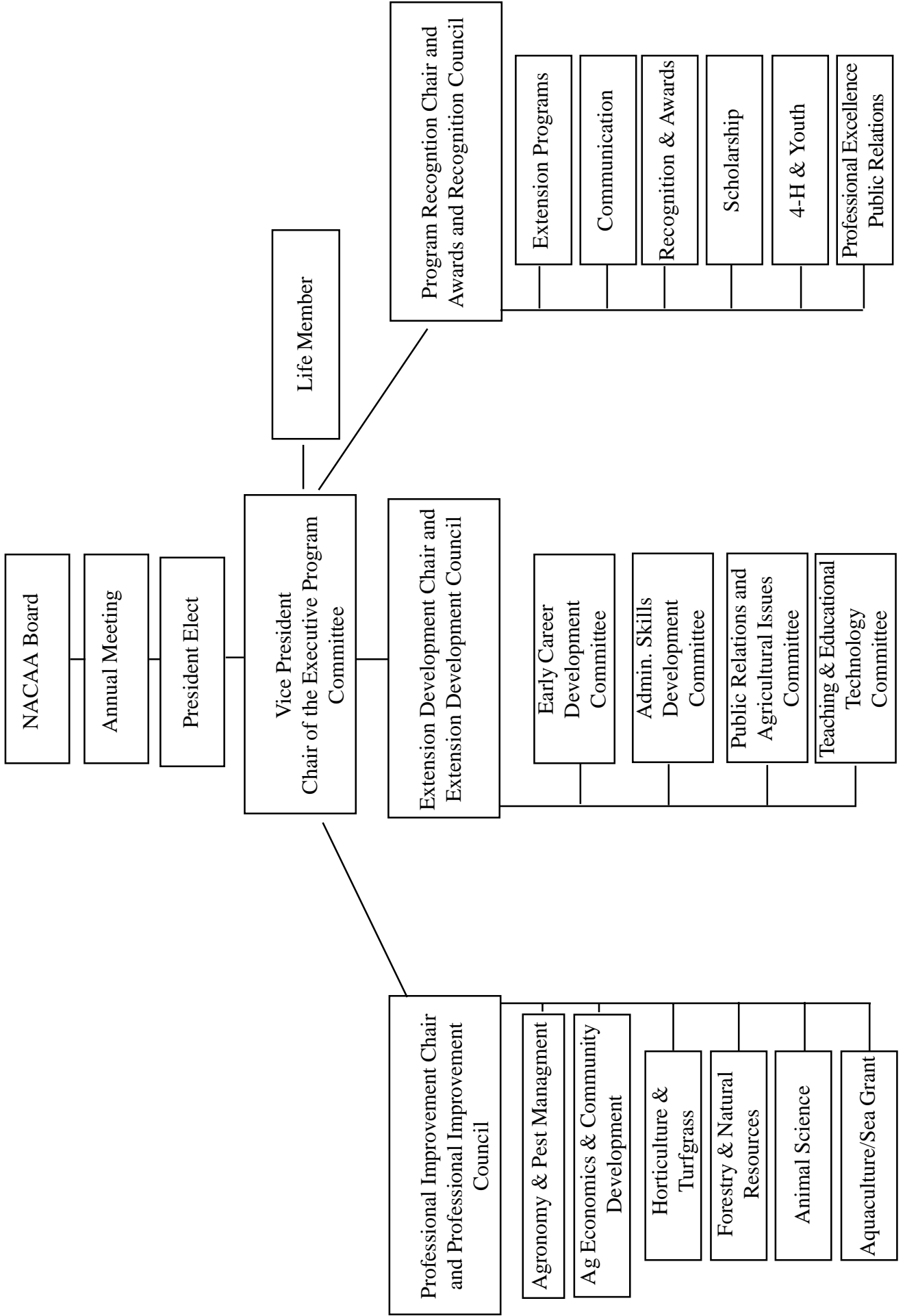
This component is designed to enhance our members in the area of general Extension training. One common thread among NACAA members is the fact that we are all Extension Agents/Educators. Therefore it is imperative that our organization strengthen and continue to offer training in how to become a better extension professional. This is the one area that effectively separates NACAA from other subject specific professional organizations. These sub-areas would not be subject matter specific, but rather would cover broad, general extension related topics that could focus on the following: Public Relations and Agriculture Issues, Early Career Development, Administration Skill Development, and Teaching and Communications Skills. Each of these broad headings would become a Committee.

PROFESSIONAL IMPROVEMENT

Our members have indicated a need for more opportunities to present and receive specific subject matter information. This component was created and designed to better fulfill our mission: "... **to further the professional improvement of our members...**", as written in the NACAA mission statement. This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include: discussion groups, seminars, refereed papers, demonstration sharing, study tours, and interstate/international exchanges. Six broad, fundamental subject matter areas were identified that would encompass the vast majority of work done by Extension agents/educators across the country. That list includes: Agronomy & Pest Management, Agricultural Economics, Animal Science, Forestry & Natural Resources, Environmental Horticulture, and Aquaculture/Sea Grant. Each of these six broad subject matter areas would comprise a Committee. Additional committee categories can be added in the future or existing areas modified to better meet the needs of NACAA members. Each of these broad subject matter committees may have numerous advisory groups beneath it as are deemed necessary. Examples of advisory groups under the Animal Science Committee might include: Range/Pasture Management, Bio-Technology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, Animal Waste Management. This short list is not meant to be all inclusive.

These Council categories and their associated committees will provide new opportunities for NACAA members to make regional and national presentations relative to their individual work experiences. This new structure will provide opportunities for NACAA members to develop and implement regional and even national programs within their discipline that will meet objectives and goals contained in their annual Plan of Work (POW).

NACAA Structure



GENERAL GUIDELINES ON COMMITTEE WORK - NACAA

1. General

A. There are sixteen (16) standing committees:

Extension Programs

Communication

Scholarship

Professional Excellence

Recognition & Awards

4-H & Youth

Public Relations

Professional Improvement Committees: (may not exist in all states)

Agronomy & Pest Management

Animal Science

Horticulture & Turfgrass

Agricultural Economics & Community Development

Forestry & Natural Resources

Aquaculture/Sea Grant

Extension Development Council Committees

Public Relations and Agricultural Issues

Administrative Skills Development

Early Career Development

Teaching and Educational Technology

B. Other committees

Annual Meeting

Association Policy (membership confined to active Past Presidents)

Life Member

C. Chairs and Region Vice Chairs usually serve two years.

D. How to select members to recommend for appointments to National Committees.

1. They should want to serve on the committee.
2. They should answer correspondence and complete assignments promptly.
3. They should have had experience as active and effective workers in their State Associations.
4. Attendance at past AM/PICs would be highly desirable and appointees should at least attend AM/PIC for two (2) years following appointment.
5. National committees can function more smoothly, if the member you appoint is serving as Chair of the corresponding State Committee.

E. Recommendations of State Presidents are very important as an aid to the NACAA Board in selecting Regional Vice Chairs on committees. Provide the following information for the member being recommended.

1. List the number of years served on the National Committee for which member is being recommended.
2. Offices held in State Association.
3. Committees served on in State Association and list of years served as Chair.
4. National AM/PICs attended.
5. General Extension program activities.

(State Associations might want to set up a reference file to record this information on the more active members, worthy of consideration as Regional Vice Chairs or National Committee Chairs.)

2. Communications - Very Important

A. Committees have only one opportunity to meet as a group during the year (at AM/PIC). The member who serves as Chair, the members who serve as Regional Vice Chairs, and yes, the state representatives become very important key people, all of them, if committee work is to function properly.

- B. The member recommended, if appointed, as a state representative on each of the various committees, can be a strong or weak link in the whole chain.

Member must be willing to answer correspondence promptly, pass information on to State Association members, be eager to serve.

This is a two-way street; information must be relayed from the state to NACAA through the Regional Vice Chairs and the Chair.

3. General Procedure

- A. Chairs of committees for new year meet with committees at AM/PIC.
- B. Committee determines project for the new year ahead.
- C. Project approved by Officers and Directors of NACAA.
- D. Chairs work through their Regional Vice Chairs.
- E. Regional Vice Chairs conduct work of the committee through the state representative in the region. (Copies of correspondence should go to State Presidents.)
- F. During the year, Committee Chairs prepare progress reports to keep the NACAA Board informed on committee work. The first report is due about January 1, and the second report is due about April 1. The final report on work of the committee for the year is due six weeks before the AM/PIC and goes to the Vice President.

4. Annual Meeting/Professional Improvement Conference

- A. Committee members invited to sponsored breakfast.
- B. “Old” and “new” Chairs attend donor dinner - public relations work with donors of sponsored programs.
- C. Committee Chairs will clear speakers at donor-sponsored events with the NACAA Executive Committee or President before finalizing plans.
- D. “Old” Committee Chairs report on past year’s work at the panel discussion.
- E. Committee members for the new year are appointed by vote of delegates during the Annual Meeting (**new committee takes over right after the AM/PIC**).
- F. Committee Chair for new year attend workshop for Chairs and conduct the committee meeting for the new committee; prepare a report on next year’s project for approval of the NACAA Board at the Board meeting the day after the AM/PIC.

**THIS DOCUMENT MAY NOT BE CHANGED WITHOUT APPROVAL OF THE INTERNAL
REVENUE SERVICE**

**STATEMENT OF SCHOLARSHIP PROGRAM
OF
NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS
AND
NACAA EDUCATIONAL FOUNDATION**

1. **PURPOSE**

The purpose of this Scholarship Program is to maintain the high standards of Extension in public service and education by supporting the efforts of the National Association of County Agricultural Agents (“NACAA”) in improving the professional knowledge and skills of Professional Cooperative Extension Service workers (hereinafter “Agents”) working in Extension. Such purpose is to be carried out by granting financial assistance to eligible Agents in the form of scholarships to be applied toward payment for costs incurred in undertaking an approved educational course, seminar, study tour, or similar educational program (all of which are hereinafter referred to as “approved educational course”). Such scholarships are intended: (1) to improve the knowledge and skills of Agents (individuals or groups) to whom grants are made in order to increase their ability to educate the public pursuant to the purposes of Extension; (2) to benefit the public by increased knowledge in agricultural and related matters, to be conveyed through professionally educated Agents; and (3) to maintain high educational standards in carrying out the Extension program of the USDA and the State Land Grant University Systems.

2. **NOTICE OF AVAILABILITY OF SCHOLARSHIPS**

In order to publicize and make known the Scholarship Program to be carried on by this Foundation, notice of the availability of scholarships under this program shall be sent annually to each NACAA member.

3. **SCHOLARSHIP SELECTION COMMITTEE**

A Scholarship Selection Committee shall be appointed by the NACAA Board of Directors to evaluate all applications for scholarships. The committee shall be composed of a Chair and five other members, at least one from each Extension region. Each member shall be appointed for a two-year term and, to the extent feasible, on the basis of experience and knowledge in education and training.

4. **SELECTION OF RECIPIENTS**

Selection of grantees shall be made by the Scholarship Selection Committee on an objective and nondiscriminatory basis, based on the standards set forth in Section 5, below, regardless of the race, creed, color, gender, or religion of the applicant. No scholarship shall be granted to any person, if as a result of such grant, any member of the Scholarship Selection Committee or National Board of NACAA, or any trustee of the Foundation shall derive a private benefit, either directly or indirectly.

5. **STANDARDS FOR DETERMINING ELIGIBILITY OF GRANTEES**

All scholarships granted under this program shall meet the following standards:

- a. Each applicant must be a NACAA member in good standing with their State Association for the past two years.
- b. Each applicant must have contributed a minimum of an amount set by the NACAA Board to the NACAA Scholarship Fund or the NACAA Educational Foundation.
- c. Each application must describe in detail the educational purposes of the requested grant, how such educational course will improve the competency of the applicant as an Extension professional, and the educational costs for which the grant is requested.
- d. Each application must be signed, signifying approval, by the State Extension Director.
- e. Each application must be submitted to the Scholarship Selection Committee by June 1.

STANDARDS AND PROCEDURE IN GRANTING SCHOLARSHIPS

- a. The amount and number of scholarships shall be recommended annually by the Scholarship Selection Committee and approved by the Trustees of the Foundation. No scholarship shall exceed \$1,000 per person, except as may be determined by the Trustees of the Foundation in unusual circumstances. Scholarships are not continuing or renewable.
- b. Scholarships may be awarded for undertaking an individual or group-approved educational course, which may involve an advanced degree, graduate credit, study tour, educational seminar, research, or other specialized training program. Scholarships shall be awarded in accordance with the purposes stated in Section 1 of this statement.
- c. Scholarship payments will not be made until 30 days prior to beginning the approved educational course. It is the grantee's responsibility to advise the Scholarship Selection Committee of the date that the approved educational course is to begin.
- d. The approved educational course (1) must start within one year or by the next Annual Meeting of the NACAA following the Annual Meeting at which the award is made, and (2) cannot be initiated before the application is approved by the Scholarship Selection Committee.
- e. Grantees shall be named at the Annual Meeting of the NACAA.

7. SUPERVISION AND RECORDS

- a. Each grantee must file a written report with the Chair of the Scholarship Selection Committee within 30 days after the completion of the approved educational course for which the award was made. Such reports shall be reviewed by at least one member of the Scholarship Committee.
- b. Where any of the reports described in paragraph 7 (a) indicate that the scholarship proceeds are not being used in furtherance of the required educational purposes, the Scholarship Selection Committee shall make an appropriate investigation into this matter. If such proceeds have been used for improper purposes, no further scholarship awards may be made to such grantee (regardless of whether the impropriety is corrected) and the Scholarship Selection Committee shall take all necessary and appropriate action to obtain repayment of the scholarship funds which have been misused.
- c. The Scholarship Selection Committee shall maintain and retain records and files with regard to the Scholarship Program. Such records shall include:
 - 1) All information secured to evaluate the qualification of all applicants for scholarships under this Scholarship Program.
 - 2) Identification of scholarship grantees.
 - 3) Specification of the amount and purpose of each scholarship.
 - 4) All information pertaining to supervision of each grantee, as set forth in paragraphs (a) and (b) above.

(Revised 3/94)

INDIVIDUAL OR GROUP
NACAA SCHOLARSHIP APPLICATION FORM
(Please type or print answer 1,2,3 on additional page)

Name _____ Social Security Number _____

Mailing Address _____

City _____ State _____ Zip _____ Phone: Home () _____

Office () _____

Present position _____ Years in same _____ NACAA Member as of March 15 Yes No

Amount requested from NACAA Foundation \$ _____ Approximate starting date of course or tour _____

Has applicant (group members) contributed \$40 to NACAA Scholarship Fund by June 30 of previous year ? Yes No

Has applicant ever received an NACAA Scholarship? If so, give amount. Yes No Amount \$ _____

1. Describe in detail your plan for training (sponsoring institution, location, courses dates and tour itinerary).

2. State how this training will help increase your competency as an Extension worker.

3. Finances: tuition, fees, books supplies, travel, lodging, meals, etc.

a) Estimated cost of training \$ _____ (attach details).

b) Amount received from other sources such as full or part salary, assistantship, expense account, other scholarships, etc. \$ _____

My signature verifies that (I am) (we are) paid up members of the State Association and NACAA, have read the criteria and any other rules governing scholarship selection, and certifies that this entry meets all the requirements. I further certify that (I) (we) am/are not related to any member of the Scholarship Selection Committee, the NACAA Officers or Board of Directors, or any Trustee of the NACAA Educational Foundation, and that no member of above committee, Officers, Directors, or Trustees should derive a private benefit, either directly or indirectly.

Signature of applicant (group leader) _____ Date _____

Application approved by
State Scholarship Chair _____ Date _____

Application approved by
State President _____ Date _____

Application approved by
State Extension Administrator _____ Date _____

Criteria for Awarding Scholarships:

1. Application must carry signature of State Association President, State Scholarship Chair and Appropriate State Extension Administrator.
2. Each participant must have contributed at least \$40 to the NACAA Scholarship Fund by June 30 of the previous year. **(If one person within the group has not contributed \$40 by June 30 of the previous year, it disqualifies the entire group).**
3. Study must start within one year or by the next AM/PIC following the AM/PIC at which the award is made.
4. Must describe in detail the training and how it will help improve the competency of the Extension professional.
5. Award is for individual or group professional improvement which may include advanced degrees, graduate credits, tours, seminars, research or other specialized training.
6. Maximum scholarship is \$2000 during Extension career. (This amount includes scholarships received as an individual or as part of a group.)
7. Study or training cannot be completed before the application is approved by the Trustees, NACAA Educational Foundation.
8. Scholarship funds will not be awarded until 30 days prior to study or training begins. It is the recipient's responsibility to advise the National Scholarship Chair if impending date of educational activity changes.
9. Report must be made to National Scholarship Chair within 60 days after the training is completed.
10. Recipients will be selected by the Scholarship Selection Committee with final approval of the Trustees, NACAA Educational Foundation.
11. No scholarship will be awarded a person, if as a result of such grant, any member of the Scholarship Selection Committee, National Board of NACAA, or any Trustee of the Foundation shall derive a private benefit, either directly or indirectly.

Send seven (7) copies of the application form to the Scholarship Committee State Chair by June 1. Six copies will then be sent on to the Regional Vice Chair prior to June 15. Applications must reach the National Chair by July 1.

FOR GROUP APPLICATIONS - All tour members must meet criteria, including address and social security number, home and office phone, contribution of \$40 to the NACAA Scholarship Fund by June 30 the prior year, whether they received a previous scholarship and if so, how much. List this on a separate sheet of paper and attach to the scholarship application.

(Do not use older application forms)

Revised 1999

CRITERIA FOR AWARDING SCHOLARSHIPS

1. Must be an active NACAA member in good standing for the past two (2) years.
2. Application must carry signature of State Association President, State Scholarship Chairman, and State Extension Director.
3. Each participant must have contributed at least \$40 to the NACAA Scholarship Fund. (If one person within a group has not paid \$40, it disqualifies entire group.)
4. Study must start within one (1) year or by the next AM/PIC following the AM/PIC at which the award is made.
5. Must describe in detail the training and how it will help improve the competency of the Extension professional.
6. Award is for individual or group professional improvement which may include advanced degrees, graduate credits, tours, seminars, research, or other specialized training.
7. Maximum scholarship per member is \$2000 during Extension Career.
8. Study or training cannot be completed before application is approved by the Trustees, NACAA Educational Foundation.
9. Scholarship funds will not be awarded until 30 days prior to study or training begins. It is the recipient's responsibility to advise the National Scholarship Committee Chair of impending date.
10. Report must be made to National Scholarship Chair within 60 days after the training is completed.
11. Recipients will be selected by the Scholarship Selection Committee with the final approval by the Trustees, NACAA Educational Foundation.
12. No scholarship will be awarded a person, if as a result of such grant, any member of the Scholarship Selection Committee, National Board of NACAA, or any Trustee of the Foundation shall derive a private benefit, either directly or indirectly.
13. Application deadline is June 1. Recipients will be announced at the AM/PIC.

RECOGNITION AND AWARDS COMMITTEE

The objective of the Recognition and Awards Committee shall be to provide leadership in the recognition of outstanding accomplishments by NACAA members including the selection and appropriate recognition of three awards programs. They shall administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award, the Achievement Award and the Pursell Pinnacle Award.

1. The Distinguished Service Award shall be presented to members who have served at least 10 years as a member of the Cooperative Extension Service, who have conducted outstanding programs, are held in high esteem by their fellow workers, and are approved by the State Director of Extension. They must be members of their State and National Associations the year that they are selected. States are allocated DSAs based on each state's membership as of March 15 of the previous year. Each state is entitled to DSAs based on 2% of its membership or major fraction thereof. No unfilled quotas can be carried over and applied to future quotas. Recipient must attend Annual Meeting to receive award, unless exempted by Committee Chair because of extenuating circumstances. (Established by Board action, August, 1993.)

<u>Members</u>	<u>DSAs</u>
1 - 75	1
76 - 125	2
126 - 175	3
176 - 225	4
226 - 275	5
276 - 325	6
326 - 375	7
376 - 425	8
426 - 475	9

2. The Achievement Award shall be awarded to Agents with less than 10 years of service in the Cooperative Extension Service who have exhibited excellence in the field of professional Extension. Nominees must be members of the State and National Association the year that they receive the award and have the approval of their state Extension Director. A quota (established by Board action April, 1992 to begin in 1993) shall be 1% or fraction thereof of the state's membership based on each state's membership as of March 15 of the previous year with a minimum of one agent per state. No unfilled quotas can be carried over and applied to future quotas. Recipient must attend Annual Meeting to receive award, unless exempted by Committee Chair because of extenuating circumstances. (Established by Board action, August, 1993.)

<u>Members</u>	<u>AAs</u>
1 - 100	1
101 - 200	2
201 - 300	3
301 - 400	4
401 - 500	5

3. The Pursell Pinnacle Award for Outstanding Humanitarian Service sponsored by Pursell Industries, Inc. will be presented annually to one NACAA member from the region in which the Annual Meeting is held. The award will follow regional rotation except in open years when the recipient could be from any state or region. The value of the award will be \$5,000 cash. See pages 81a and 81b for award details and evaluation form. The recipient must attend the Annual Meeting to receive the award.

Chair

1. Shall prepare and mail to the Regional Vice Chairs eligibility procedure and report forms in sufficient quantity to supply the states in their region, information concerning the Distinguished Service Award and the Achievement Award.
2. Check for accuracy, individual forms as they are received from the Vice Chairs.
3. Check with the NACAA Treasurer to be sure that all nominees are in good standing.

(Revised 12/95)

4. Contact each nominee regarding their attendance at the Annual Meeting (breakfast and banquet) to receive their award. Also check on correct spelling of name to be used on certificates.

5. Check with ES/USDA for names of NACAA members receiving USDA honors.
6. Obtain certificates and arrange to have the names engraved on the certificates.
7. Purchase plaques and mount certificates.
8. Arrange for the Awards Breakfast.
 - a. Check with President-Elect regarding a donor for the Awards Breakfast and DSA tie tacks.
 - b. Work with donor and Annual Meeting Committee Chair or his designate in planning details for the breakfast (price, menu, location, etc.).
 - c. Order tie tacks as needed.
 - d. Secure an educational speaker for the breakfast.
 - f. In cooperation with Regional Committee Vice Chairs and the donor, develop guidelines for guest attendance at the Awards Breakfast. Review these guidelines annually.

ELIGIBILITY REQUIREMENTS FOR NACAA DISTINGUISHED SERVICE AWARDS

The Nominee:

1. Shall have served a total of at least 10 years with outstanding service as a member of the Cooperative Extension Service. Must be a member of the NACAA when selected. The cut-off date for determining years of service is March 15 of the current year. Exception: Specialists or others who have only recently been accepted by their State Association must have 10 years or more Extension work experience and been a state member since membership became available in this person's state.
2. Should have worked out and put into effect an effective Extension program which includes carrying to completion some constructive and outstanding work. Be specific. Military duties, church work, and civic activities do not apply.
3. Shall be actively interested in the improvement of the Cooperative Extension profession. Should participate in the affairs of the State Association and constructively support its program.
4. Should have studied some specific Extension subject by group study, correspondence, university residence study, or should have pursued some other means to improve his abilities.
5. Must have the recommendation of the State Extension Director.
6. Recipient must attend Annual Meeting and Professional Improvement Conference to receive award, unless exempted by Committee Chair because of extenuating circumstances. (Established by Board action, August, 1993.)

General Requirements:

1. Nominations are limited to 2% and/or major fraction thereof, of the membership of each state. This will be based on the membership paid the NACAA Treasurer on March 15 of the previous year.
2. Each State (or district) Association may nominate one nominee, irrespective of the number of Agents.
3. A State Association is not required to make a nomination.
4. Recognition and Awards Committee of the NACAA must give the final approval on all nominees for awards to be made at the Annual Meeting each year. No publicity should be given until this approval is given to state Extension Directors.
5. All information should be in the hands of the National Chair Recognition and Awards Committee not later than the deadline date set by National Committee Chair each year.

(Revised 10/1994)

**ELIGIBILITY REQUIREMENTS
FOR
NACAA ACHIEVEMENT AWARDS**

Purpose: The purpose of the Achievement Award Program is to encourage and recognize excellence in the field of professional Extension for members with less than ten years of service.

Selection: Each year, each State Recognition and Awards Committee may submit the names of 1% or fraction thereof of the state's membership based on each state's membership as of March 15 of the previous year, with a minimum of one agent per state. A nomination form is available from the National Recognition and Awards Committee Chair. All winners must be approved by their State Director. Winners will be submitted at the same time as DSA nominees. Recipient must be a member of NACAA when selected and must attend Annual Meeting and Professional Improvement Conference to receive award, unless exempted by Committee Chair because of extenuating circumstances. (Established by Board action, August, 1993.)

<u>Members</u>	<u>AAs</u>
1-100	1
101-200	2
201-300	3
301-400	4
401-500	5

Recognition: A Certificate of Achievement will be presented by NACAA to each state winner during the Regional Meetings and the Annual Meeting and Professional Improvement Conference of NACAA. All names will also be listed in the DSA Brochure.

Note: NACAA urges State Associations to recognize their state winners at the State Annual Meeting and Professional Improvement Conference and encourage winner (financially, if possible) to attend the National Meeting. Please forward winner's nomination sheet to the National Chair Recognition and Awards Committee along with DSA nominees.

(Revised 10/1994)

NOMINATION SHEET FOR NACAA ACHIEVEMENT AWARD

NOMINEE _____ Years of Service _____

MAILING ADDRESS _____ State _____ ZIP _____ Date _____

1. List nominee's major project, size, and scope -
2. Purpose of the major project -
3. Planning methods used and who was involved -
4. Length of time from planning to completion of the project -
5. Extension methods used in carrying out the project -
6. Results or evaluation of the above project as seen at the county level or beyond -
7. What influence did this project have on the image of Extension?
8. Nominee's contribution to the success of this major project -
9. Other comments about the Agent's total program -
10. If nominee had a well-rounded program rather than one major project of note, describe total program and its scope as best you can -
11. I nominate _____ because (remarks) -

Signature of Nominator

Signature of Extension Director

CORRESPONDENCE INSTRUCTIONS FOR NACAA

Use titles at all times when writing NACAA members. When writing use NACAA letterhead stationery. Use original letterhead to all people receiving letters, except people who receive carbon copies. Consider using Internet when communicating short messages to a limited number of people in order to save postage costs.

BE SURE YOUR NAME, NACAA TITLE OF RESPONSIBILITY, COMPLETE ADDRESS AND PHONE NUMBER ARE TYPED AT THE TOP OF ANY LETTER USING NACAA STATIONERY.

Letters to NACAA Officers

1. Send copies of the letter written to President, President-Elect, Vice President, and vice versa.

Letters to Regional Directors

1. Send copies to President, President-Elect, and Vice President.

Letter to Regional Vice Directors

1. Send copies to National Officers and Regional Director in Vice Director's region.

Letters to National Committee Chairs

1. Send copies to the Vice President and appropriate Council Chair.

Letters to National Committee Vice Chairs

1. Send copies of the letters to Vice President.
2. Send copies to the National Committee Chair and appropriate Council Chair.

Letters to State Committee Members

1. Send copy to Vice President and National Committee Chair.

Letters to State Association Presidents

1. Send copy to President, President-Elect and Vice President
2. Send copies to Regional Director and Vice Director where the State Association is located.

Letters to people outside of NACAA

1. Send copy to President, President-Elect, and Vice President.

THE COUNTY AGENT MAGAZINE

The County Agent is published four times per year . Some of the suggestions listed below may be of help in improving the quality, readability and circulation of The County Agent.

1. When a member has a change of address, the individual should notify the secretary of their State Association or their state address coordinator. The address change should be forwarded to the NACAA Headquarters office at nacaemail@aol.com or by faxing to (217) 877-5382 or mailing to the headquarters office at: NACAA, 252 N. Park Street, Decatur, IL 62523.
2. The state secretary-treasurer should make a concentrated effort to be sure that each mailing address of each state member is correct when forwarded to the NACAA headquarters.
3. News articles are welcome from all states. The article should carry a suggested heading, be typewritten and double-spaced on heavy paper for the printer.
4. Good pictures that are clean and clear, preferably 5" x 7", may be used at all times. People should be grouped so that the picture may be "cropped". The description under pictures should definitely carry the name of the state as well as all news articles.
5. News stories may cover information dealing with the state association, the Cooperative Extension Service in relation to the NACAA or stories that may be of educational value to members throughout the United States.
6. Recognize our Life Members: special stories often bring old friends together.
7. Agribusiness and county agent stories with good pictures are always of value.
8. When a member does not receive The County Agent, it may be due to an incorrect or incomplete address. Sometimes it is due to states holding membership for an extended period. Therefore, please have your state secretary-treasurer mail dues early in the year (after January) and certainly by March 15.
9. NACAA members should be aware that three copies of The County Agent magazine are provided free with each state association deciding who should receive complimentary copies in their state. Complimentary issue forms are available on the NACAA website at www.nacaa.com.

STATE ADDRESS COORDINATOR

It is of the utmost importance that each state have an address coordinator to maintain a correct updated membership list, including Life Members. The state address coordinator must work closely with the NACAA treasurer and promptly forward all address and status changes (including deaths, life members, etc.).

In many states, the secretary or another state officer might be the address coordinator, but in most states the office of address coordinator should be a position with no other association responsibilities and be for a term of five (5) years or more. It is vital that every state strive to keep their membership list current and up-to-date, that the NACAA treasurer be advised on the proper forms of all changes as they occur, and that members' names and complete addresses be forwarded as dues are paid.

An effective state address coordinator may be of great value to the state organization by:

1. Executing membership forms for the state secretary;
2. Providing state committee chairs with addressed envelopes for presenting state and NACAA programs;
3. Creating and maintaining accurate records for all needs.

OBITUARIES

Upon the death of a current Board member, Committee Chair, Committee Vice Chair, or a past National officer, a brief report of the passing will be forwarded to the Editor of The County Agent. NACAA Regional Directors and State Presidents are encouraged to assist in implementing this policy. (Revised 12/95)

GUIDELINES AND RESPONSIBILITIES FOR SECRETARIES OF STATE ASSOCIATIONS AFFILIATED WITH THE NACAA

State Secretaries are responsible to provide the NACAA changes in offices in their state association. State Secretaries' communication with NACAA should be with the National Secretary.

Officer Changes:

Since each state elects new officers at different times of the year, it is the responsibility of the State Secretary to notify the NACAA Secretary as soon as the state elects new officers.

1. Officers that should be reported to the NACAA Secretary include the following:
President
President Elect
Vice President
Secretary
Treasurer
Address Coordinator
2. Include names, office address, city and zip code, office phone, fax number and e-mail address.
3. Indicate the date the new officers will assume the new office and when their terms will end. (This provides the NACAA secretary knowledge of when your state's officers will change again.)
4. At any time if positions, addresses, or phone numbers change for officers, the state secretary should notify the NACAA secretary.

Voting Delegates

Each year approximately 60 days before the next NACAA Annual Meeting/Professional Improvement Conference, the NACAA Secretary will request a list of voting delegates and alternates for the Annual Meeting. The number of voting delegates each state is allowed is based on your state's membership on March 15 of the year of the Annual Meeting/Professional Improvement Conference.

State Secretaries should work with their state officers to select voting delegates prior to time the NACAA Secretary requests the information. Information needed includes: name, address, city, zip code, phone number, fax number and e-mail address (if available).

REGIONAL OFFICERS' WORKSHOP

Objectives:

1. To increase Agents' knowledge of current activities designed to increase support for Extension on the state and federal level.
2. To increase Agents' effectiveness in supporting lay leaders as they contact decision makers on the county, state, and federal level to gain support for Cooperative Extension.
3. To further define the role of the agent and the Agents' Associations as they work in concert with ECOP and state Extension administration in the area of legislative support.

Meeting Outline:

First Day

- | | |
|------------------|---|
| 8:30 a.m. - noon | Individual meeting of National Association |
| 12:00 - 2:00 . | Joint Luncheon. Representatives from USDA/ES and ECOP make presentations. |
| 2:00 - 5:00 | Individual meeting of National Associations |
| 6:00 | Social Hour |
| 7:00 | Joint Dinner |

Second Day

- | | |
|------------------|--|
| 7:00 a.m. - 9:00 | Joint Breakfast - the five National Presidents speak |
| 9:00 - noon | Individual meetings of National Associations |
| 12:00 | Workshop adjourn |

Responsibilities:

One Association will have overall responsibility for all four regional workshops in a given year. The rotation will begin in 1980 with NAE4-HA and be followed by NAEHE in 1981, NACAA in 1982, NAE4-HA in 1983, etc.; 2003 NACAA, 2004 ANREP, 2005 ESP, 2006 NAEFHA, 2007 NAEFCS

The National President of the host Association will secure speakers for the first joint session in all four regions. Contacts will be made with ECOP Chair and liaison representatives of USDA/ES.

Regional Director(s) of host Association has the following responsibilities:

1. By October 1, secure motel, meal, hospitality, and meeting room facilities.
2. By December 1, send information to Regional Directors of all Associations, Epsilon Sigma Phi, National Association Presidents and State Director in host state.
3. Reservations from all participants should be received at least two weeks prior to workshop. Registration fees may be collected in advance or at time of workshop.
4. After deadline, send list of all registered participants to Regional Directors and National Presidents of other professional associations.
5. In cooperation with other Directors at the workshop, make recommendations for site of next meeting.

Directors from other Associations will be responsible for the following:

1. Send out notices to State Presidents and Officers of your Association. Invite others as determined by your Association.
2. Plan agenda for separate Association meetings.
3. Send list of facilities and equipment needed for separate Association meetings to Director-in-charge.
4. Assist Regional Director-in-charge as requested.

Meeting Dates

Dates will be determined at the Spring Meeting of the ECOP Joint Committee of Extension Professionals.

NACAA MATERIALS

1. Dedicated to Professional Excellence – A Professional Association brochure
Code of Ethics
(available from the NACAA Executive Director)
2. Bylaw and Duties - Policy Chair
3. Duties of NACAA Officers and Directors - Policy Chair
4. NACAA Committee Duties - Policy Chair
5. NACAA Policy - Policy Chair
6. NACAA Handbook, State Officers Handbook (For State Presidents and Secretaries). Available from NACAA Secretary or from NACAA website at www.nacaa.com. These handbooks should be rotated within the state to minimize preparation costs. NACAA Regional Directors are responsible for the updating and distribution of the State Officer's Handbook. Directors are to distribute at their discretion at the Regional Meetings at the Annual Meeting Professional Improvement Conference, and at Regional Officer Workshops. The rotation of Directors responsible for the updates is as follows: 2000-Jr. South, 2001-Northeast, 2002-Sr. South, 2003- West, 2004-North Central.
7. NACAA Public Relations Items

County Agent promotional items and paraphernalia are available from a sales booth at the Annual Meeting/Professional Improvement Conference or from A & T Industries, Barron, Wisconsin. The contract with A & T Industries, or other vendor, will be evaluated each year at the AM/PIC.
8. Your Career as an Extension Agent - Miscellaneous Publication #972 - Revised 1971. Order from:
U.S. Department of Agriculture
CSREES
Washington, DC 20250

(Revised 4/2000)

NACAA
SERVICE TO AMERICAN/ WORLD AGRICULTURE AWARD

Purpose: To recognize a U.S. Citizen who has made a major contribution to American/World Agriculture and is recognized by peers and the general public.

1. The award will rotate by NACAA regions and should be limited to one individual per year.
2. Recipient will be from the region that hosts the Annual Meeting and Professional Improvement Conference. Beginning in 1997, the Annual Meeting selection will follow an eight year rotation as follows: 2003 North Central, 2004 Southern, 2005 Northeast, 2006 Open, 2007 North Central.
3. The nominee may be a public official, lay leader, or other professional individual who has made a significant contribution to American and/or World agriculture including, but not limited to, the Cooperative Extension Service and/or Research.
4. Nominations may be made by any member of NACAA and are encouraged to be made through State Associations, but not limited to such.
5. All nominees must be approved by their State Association President and State Extension Director.
6. Entries are due by March 15, and should be forwarded to NACAA Vice President.
7. State Association Presidents in region of current year Annual Meeting should be especially encouraged to make nominations by deadline.
8. The recipient of the current year award should be selected during the Spring Board Meeting and immediately notified by the President in a congratulatory letter.
9. Recipient is expected to attend the Annual Meeting and Professional Improvement Conference of NACAA. NACAA President is encouraged to involve the current year recipient in prominent position on the program.
10. The presentation highlighting the contributions and an appropriate plaque should be made at the General Session of NACAA. (The presentation should be the only one presented at that time.)
11. The Selection Committee will be NACAA President, Vice President, and Regional Directors. (President as ex-officio and Vice President as Chair.)
12. The Selection Committee, under the direction of the Vice President, should prepare appropriate publicity for current year recipient and release to news media in recipient's home state/city.
13. NACAA will pay travel, lodging and meal expenses of the recipient to the Annual Meeting and Professional Improvement Conference. (Revised 7/98)

INSTALLATION SERVICE
NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

WE ARE GATHERED HERE AS DELEGATES AND MEMBERS OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS TO HONOR COUNTY AGENTS FOR DISTINGUISHED SERVICE AND TO INSTALL OFFICERS AND DIRECTORS FOR THE ENSUING YEAR.

THE PURPOSE OF OUR ASSOCIATION IS TO PROVIDE AND PROMOTE OPPORTUNITIES FOR PROFESSIONAL IMPROVEMENT, AID IN DEVELOPING THE PROFESSIONAL STATUS OF COUNTY AGENTS, CREATE OPPORTUNITIES FOR FELLOWSHIP, AND PROVIDE FOR THE EXCHANGE OF IDEAS AMONG ALL COUNTY AGENTS.

YOU HAVE ELECTED, BY A MAJORITY VOTE OF THE DELEGATES, OFFICERS, AND DIRECTORS WHO YOU BELIEVE WILL PROVIDE THE NATIONAL LEADERSHIP OUR PROFESSION REQUIRES TO CARRY OUT THE OBJECTIVES OF NACAA.

I WOULD LIKE FOR THE VICE DIRECTORS TO PLEASE STAND AS YOUR NAME IS CALLED.

1. _____ WESTERN REGION
2. _____ NORTHEASTERN REGION
3. _____ NORTH CENTRAL REGION
4. _____ SOUTHERN REGION
5. _____ SOUTHERN REGION

EACH OF YOU HAS A DEFINITE RESPONSIBILITY TO YOUR REGION. LET ME URGE YOU TO FAMILIARIZE YOURSELF WITH THE BYLAWS. LEARN ALL YOU CAN ABOUT THE OPERATION OF OUR ASSOCIATION: COOPERATE FULLY WITH YOUR DIRECTOR AND BE PREPARED AND READY TO ASSUME THE RESPONSIBILITY OF LEADERSHIP, IF AND WHEN YOU BECOME A DIRECTOR.

NOW WILL THE NEWLY ELECTED DIRECTORS PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

- _____ DIRECTOR OF THE _____ REGION
- _____ DIRECTOR OF THE _____ REGION
- _____ DIRECTOR OF THE _____ REGION
- _____ DIRECTOR OF THE _____ REGION

YOUR DUTIES AS DIRECTOR WILL BE TO HELP SET THE POLICIES OF OUR ASSOCIATION. YOU ARE TO KEEP THE MEMBERSHIP OF YOUR REGION INFORMED REGARDING THE ACTIVITIES OF THE ASSOCIATION, KEEP IN TOUCH WITH THE PROBLEMS OF THE MEMBERSHIP OF YOUR REGION, AND SERVE AS A LIAISON BETWEEN THE STATE ASSOCIATIONS YOU REPRESENT AND THE NATIONAL ASSOCIATION. YOU WILL BE EXPECTED TO MEET WITH THE STATE ASSOCIATIONS IN YOUR REGION WHEN REQUESTED TO DO SO, PROVIDED YOUR SCHEDULE WILL PERMIT.

WILL YOU PLEASE RAISE YOUR RIGHT HAND. DO YOU PROMISE TO UPHOLD THE BYLAWS OF THIS ASSOCIATION AND CARRY OUT YOUR DUTIES TO THE BEST OF YOUR ABILITY?

I NOW DECLARE YOU INSTALLED AS DIRECTORS OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS.

WILL THE FOLLOWING HOLDOVER DIRECTORS PLEASE JOIN THE NEWLY ELECTED DIRECTORS?

_____ DIRECTOR OF THE _____ REGION
_____ DIRECTOR OF THE _____ REGION
_____ DIRECTOR OF THE _____ REGION

I WISH TO PRESENT THE DIRECTORS OF YOUR ASSOCIATION FOR THE ENSUING YEAR.

TO OUR INCOMING OFFICERS: YOUR FELLOW AGENTS HAVE BOTH HONORED THE PLACED UPON YOU AN OBLIGATION. YOU ARE ENTERING A PERIOD OF GREAT OPPORTUNITY FOR SERVICE TO YOUR FELLOW MEMBERS. YOUR LEADERSHIP WILL INSPIRE THE MEMBERS TO GREATER ACCOMPLISHMENTS. YOU WILL BE REQUIRED TO PROVIDE GUIDANCE TO THE ASSOCIATION'S COMMITTEES. YOUR CONTACTS WITH STATE AND NATIONAL EXTENSION LEADERS, THE PUBLIC RELATIONS THAT ARE DEVELOPED WITH ORGANIZATIONS AND INDUSTRY WILL ENABLE OUR ASSOCIATION TO CONTINUE TO GROW IN STRENGTH AND INFLUENCE.

NOW I WILL ASK THE SIX ELECTED OFFICERS TO PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

_____ PAST PRESIDENT, YOU HAVE PROVIDED OUTSTANDING LEADERSHIP DURING THE PAST YEAR, AND AS A RESULT OF THE VALUABLE EXPERIENCE, YOU CANNOT BE RELIEVED OF RESPONSIBILITY AT THIS TIME. YOU WILL SERVE AS A MEMBER OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS.

_____ TREASURER

AS TREASURER, YOU ARE CUSTODIAN OF THE ASSOCIATION FUNDS. YOU SHALL KEEP A FULL AND COMPLETE RECORD OF MONIES RECEIVED AND DISBURSED, RECEIVE AND RECORD ALL MEMBERSHIP FEES, PREPARE A MONTHLY ITEMIZED FINANCIAL BALANCE SHEET AND MEMBERSHIP REPORT, AND KEEP THE BOOKS IN ORDER SO THEY MAY BE AUDITED AT THE PROPER TIME.

_____ SECRETARY

AS SECRETARY, YOURS IS ONE OF THE MOST IMPORTANT POSITIONS IN THE ASSOCIATION. IT IS YOUR DUTY TO KEEP AN ACCURATE AND FULL RECORD OF ALL MEETINGS HELD DURING THE YEAR, AND TO PRESERVE THEM IN SUCH A MANNER THAT THEY MAY AID AND SAFEGUARD THE ASSOCIATION IN THE ACCOMPLISHMENT OF ITS TRANSACTIONS. UPON YOUR SHOULDERS RESTS THE RESPONSIBILITY FOR KEEPING THE MEMBERSHIP INFORMED OF THE BUSINESS OF THE ASSOCIATION.

_____ VICE PRESIDENT

AS VICE PRESIDENT, YOU WILL BE EXPECTED TO ASSUME THE RESPONSIBILITY FOR COMMITTEE WORK OF THIS ASSOCIATION. IN ADDITION, YOU WILL STAND READY TO ACCEPT OTHER ASSIGNMENTS WHICH WILL ENHANCE THE PROGRAM OF NACAA AS THEY ARE OUTLINED BY THE BOARD OF DIRECTORS.

_____ PRESIDENT-ELECT

YOU HAVE RENDERED VALUABLE SERVICE TO OUR PROFESSION FOR A PERIOD OF YEARS AND NOW MEMBERS OF THIS ASSOCIATION HAVE ELECTED YOU TO ASSUME ADDITIONAL RESPONSIBILITIES. AS PRESIDENT-ELECT, YOU WILL SERVE ON THE EXECUTIVE COMMITTEE OF OUR ORGANIZATION AND TAKE THE PLACE OF OUR PRESIDENT WHENEVER THE PRESIDENT IS FORCED TO BE ABSENT. IN ADDITION, YOU WILL ASSUME ANY OTHER DUTIES ASSIGNED BY THE PRESIDENT OR BOARD OF DIRECTORS.

_____ PRESIDENT

OUR ASSOCIATION HAS BESTOWED UPON YOU ONE OF THE HIGHEST HONORS THAT CAN COME TO A COUNTY AGENT AND WITH THIS HONOR COMES MANY RESPONSIBILITIES. AS PRESIDENT, THE RESPONSIBILITIES OF YOUR OFFICE CALL FOR A PERSON WHO IS A LEADER OF LEADERS. IT WILL BE YOUR RESPONSIBILITY TO MAINTAIN THE ACTIVITIES OF THIS ORGANIZATION AT HIGH STANDARDS AND WITHIN THE LIMITS OF THE BYLAWS. WE ARE CONFIDENT YOU WILL REPRESENT THE EXTENSION SERVICE EMPLOYEES OF THIS NATION IN SUCH A WAY AS TO BRING FURTHER CREDIT TO OUR PROFESSION.

MAY YOUR YEAR OF SERVICE AS OUR LEADER BE A MEMORABLE EXPERIENCE FOR YOU AND BRING HONOR AND RESPECT TO YOU AND OUR ASSOCIATION.

WILL EACH OF YOU RAISE YOUR RIGHT HAND. DO YOU SWEAR TO UPHOLD THE BYLAWS AND TO CARRY OUT THE DUTIES OF YOUR OFFICE TO THE BEST OF YOUR ABILITY?

ON BEHALF OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS, I NOW DECLARE YOU DULY INSTALLED AS OFFICERS FOR THE ENSUING YEAR.

SCHEDULE OF ROTATION

NACAA Directors and Vice Directors

Future Years

**Years in the Vice-Director and Director columns indicate the years for which the Vice-Director and Director serve at the NACAA Annual meeting/Professional Improvement Conference. Year in the nominate column indicates the year in which the state must bring forth the name of the Vice Director designee to the regional meeting and delegate session of the NACAA Annual Meeting.

North Central Region

<u>State</u>	<u>Nominate</u>	<u>Vice Director</u>	<u>Director</u>
Iowa	1999	2000-2001	2002-2003
Kansas	2001	2002-2003	2004-2005
Michigan	2003	2004-2005	2006-2007
Minnesota	2005	2006-2007	2008-2009
Missouri	2007	2008-2009	2010-2011
Nebraska	2009	2010-2011	2012-2013
North Dakota	2011	2012-2013	2014-2015
Ohio	2013	2014-2015	2016-2017
South Dakota	2015	2016-2017	2018-2019
Wisconsin	2017	2018-2019	2020-2021
Illinois	2019	2020-2021	2022-2023
Indiana	2021	2022-2023	2024-2025
Iowa	2023	2024-2025	2026-2027

Northeastern Region

New York	1999	2000-2001	2002-2003
New Jersey/Delaware	2001	2002-2003	2004-2005
Maryland/West Virginia	2003	2004-2005	2006-2007
Pennsylvania	2005	2006-2007	2008-2009
New England	2007	2008-2009	2010-2011
New York	2009	2010-2011	2012-2013
New Jersey/Delaware	2011	2012-2013	2014-2015
Maryland/West Virginia	2013	2014-2015	2016-2017
Pennsylvania	2015	2016-2017	2018-2019
New England	2017	2018-2019	2020-2021
New York	2019	2020-2021	2022-2023
New Jersey/Delaware	2021	2022-2023	2024-2025
Maryland/West Virginia	2023	2024-2025	2026-2027

SCHEDULE OF ROTATION (continued)

Southern Region

<u>State</u>	<u>Nominate</u>	<u>Vice Director</u>	<u>Director</u>
Texas	1998	1999-2000	2001-2002
North Carolina	1999	2000-2001	2002-2003
Kentucky	2000	2001-2002	2003-2004
Mississippi	2001	2002-2003	2004-2005
Virginia	2002	2003-2004	2005-2006
Alabama	2003	2004-2005	2006-2007
Louisiana	2004	2005-2006	2007-2008
Oklahoma	2005	2006-2007	2008-2009
Tennessee	2006	2007-2008	2009-2010
South Carolina	2007	2008-2009	2010-2011
Georgia	2008	2009-2010	2011-2012
Arkansas	2009	2010-2011	2012-2013
Florida	2010	2011-2012	2013-2014
Texas	2011	2012-2013	2014-2015
North Carolina	2012	2013-2014	2015-2016
Kentucky	2013	2014-2015	2016-2017
Mississippi	2014	2015-2016	2017-2018
Virginia	2015	2016-2017	2018-2019
Alabama	2016	2017-2018	2019-2020

Western Region

Colorado and Wyoming	1998	1999-2000	2001-2002
Utah, Arizona & New Mexico	2000	2001-2002	2003-2004
Oregon & Washington	2002	2003-2004	2005-2006
California, Alaska & Hawaii	2004	2005-2006	2007-2008
Idaho, Montana & Nevada	2006	2007-2008	2009-2010
Colorado and Wyoming	2008	2009-2010	2011-2012
Utah, Arizona & New Mexico	2010	2011-2012	2013-2014
Oregon & Washington	2012	2013-2014	2015-2016
California, Alaska & Hawaii	2014	2015-2016	2017-2018
Idaho, Montana & Nevada	2016	2017-2018	2019-2020
Colorado and Wyoming	2018	2019-2020	2021-2022
Utah, Arizona & New Mexico	2020	2021-2022	2023-2024