**Advisory Council By-Laws for ASCOG Title III Rural Nutrition Projects**

By-Laws

Effective July 1, 2015

I. Committee Operation

A. Meetings will be held at 10 a.m. on the second Tuesday of September, December, March and June unless otherwise specified. Meetings will be held via teleconference unless specifically prohibited by law.

B. At least four meetings will be held each state fiscal year. The exact number of meetings will be determined by the needs.

C. The Executive Committee (officers) will develop an agenda for each meeting.

D. Meeting sessions will be limited to approximately 90 minutes.

E. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

F. A quorum will consist of the enrolled participants who are present at the meeting.

G. Meeting minutes will be recorded for each meeting. They will be distributed to each participant.

H. The Council has approval authority over:

1. Suggested contribution schedules
2. General types of menus that meet the guidelines outlined in ASCOG AAA policy.
3. Days and hours of project operation where feasible; and
4. The Council advises the project in all other matters related to the delivery of nutrition and supportive services, including:
   1. Preparation of project’s operating budget;
   2. Evaluation of project effectiveness and achievement of objectives;
   3. Determination of existing and proposed services offered by the project; and
   4. Determination of a new site selection.

J. All decisions and recommendations of the council take into consideration all applicable federal and state statutes and policies, as well as the project budget.

II. Membership

A. Membership of the Advisory Council will consist of all eligible, registered participants of the nutrition program except for those excluded by policy or conflict.

B. The Council may not be composed of DHS staff or governing board members, AAA staff or governing board members, senior center staff or governing board members or any other individual who may give an appearance of a conflict of interest.

III. Officers

A. Officers will be elected by a simple majority. Officers will serve a one year term and may be re-elected following a one-year lapse between terms.

B. Officers will include a chair, vice chair, and a secretary.

C. Officers will be elected at the first meeting of each new fiscal year (July).