

Kansas County Extension Council Law

**SECTIONS 2-608 THROUGH 6-622,
KANSAS STATUTES ANNOTATED AS AMENDED
1991**

Areas of Instruction	2-608. Compensation of extension agents; contribution from federal and state funds. If a county extension council has been organized as specified in K.S.A. 2-611 and amendments thereto or an extension district has been established under K.S.A. 2-623 and amendments thereto, for the purpose of giving instruction in agriculture, marketing, home economics, 4-H club and youth work, community and resource development, and economic development initiatives to the people of the county or extension district, as the case may be, through practical demonstrations, meetings, publications, and otherwise, and the employment of an extension agent or agents to prosecute such instructions, the Kansas State University of Agriculture and Applied Science shall contribute from federal and state funds granted for cooperative extension work an amount of not less than \$1,500, as far as such funds are available, towards the salary of each extension agent employed.
Means of Instruction	
KSU Salary Contribution	
County Extension Council Requirements	2-609. Same; conditions; limitation regarding additional agents. (a) Before allocations of funds are made by the director of extension of Kansas State University of Agriculture and Applied Science pursuant to K.S.A. 2-608 and amendments thereto, the county extension council shall present to the director of extension and to the board of county commissioners of its county, a list of members of the extension council and of its executive board and the officers of the governing body, with the statement signed by the chairperson of the board certifying that these members and officers have been duly elected as specified in K.S.A. 2-611 and amendments thereto.
District Extension Governing Board Requirements	(b) Before allocations of funds are made by the director of extension of Kansas State University of Agriculture and Applied Science pursuant to K.S.A. 2-608 and amendments thereto, the governing body of the extension district shall present to the director of extension a list of members of the governing body of the extension district and the officers of the governing body, with the statement signed by the chairperson of the governing body certifying that these members and officers have been duly elected as specified in K.S.A. 2-624 and amendments thereto.
Director of Extension Requirements	(c) No allocation of funds shall be made by the director of extension of Kansas State University of Agriculture and Applied Science pursuant to K.S.A. 2-608 and amendments thereto for funding for any additional extension agent for the county extension council of any county which currently employs four or more extension agents, unless funds have been allocated

28 by the director of extension for an additional extension agent
 29 for each county extension council of each county which currently
 30 employs less than two extension agents and which requests funds
 31 for an additional extension agent.

2-610. County appropriations; budgets, approval; tax levies, use of proceeds. (a) On or before July 15 each year, the executive board of the county extension council shall file with the county commissioners in the office of the county clerk:

6 (1) A list of current members of the county extension
 7 council and its executive board; (2) a certification of
 8 election of officers as provided in subsection (c) of
 9 Supp. 2-611, and amendments thereto; (3) a
 10 certification by the director of extension of Kansas State
 11 University of Agriculture and Applied Science that the county
 12 extension council is properly functioning and entitled to
 13 receive the appropriations provided by law; and (4) a proposed
 14 budget in cooperation with the director of extension of Kansas
 15 State University of Agriculture and Applied Science for the
 16 the ensuing calendar year.

17 (b) If the commission does not approve the proposed budget
 18 within 10 days after receipt thereof, it shall return the
 19 budget to the board. Upon receipt of the returned budget,
 20 the board shall consider amendments or modifications and may
 21 consult with the commission concerning the budget. Within 10
 22 days after receipt of the returned budget, the board shall
 23 resubmit its proposed budget, with or without amendment or
 24 modification, to the commission. Within 10 days after
 25 resubmission of the proposed budget, the commission shall
 26 approve, or amend or modify and approve as amended or modified,
 27 such proposed budget. The commission shall adopt the proposed
 28 budget as approved and shall make the same a part of the regular
 29 county budget. The board of county commissioners shall make an
 30 appropriation and certify to the county clerk the amount of tax
 31 necessary to be levied on all tangible taxable property of the
 32 county sufficient to provide a program of county extension
 33 work and to pay a portion of the principal and interest on
 34 bonds issued under the authority of K.S.A. 12-1774, and
 35 amendments thereto, by cities located in the county.

2-611. County extension councils; election of members; meetings; development of programs; election, term of office, oath, powers and duties of executive board; bond of treasurer; expiration of terms; qualification of members. (a) Except as otherwise provided in this section, the citizens of voting age residing in each of the county commissioner districts in each county in this state are qualified to participate in the meeting which shall be held in each such district in each year not earlier than September 1, and at least 10 days before the annual meeting of the county extension council upon a date and at a time and place determined and fixed by the executive board of the

Budget Procedures

Budget Approval and Procedure

Annual Election Meetings

Countywide Meeting Option

12 county extension council and shall elect annually from among
13 their number four members of the county extension council.
14 In Leavenworth county, such election shall be held at the
15 time of the annual Leavenworth county fair. Of the four
16 members, one shall be elected to represent agriculture and
17 shall be actively engaged in agricultural pursuits, one shall
18 be elected to represent home economics work, one shall be
19 elected to represent 4-H club and youth work, and one shall be
20 elected to represent educational programs in economic
21 development initiatives. The county extension council executive
22 board members of each county may choose to hold a countywide
23 election meeting in lieu of holding a meeting in each district.
24 Prior to adjournment of the countywide meeting the citizens of
25 each county commissioner district shall separate into groups for
26 the purpose of electing the county extension council members who
27 shall represent the district on the county extension council. The
28 countywide meeting shall be subject to the same conditions
29 hereinabove provided for county commissioner district election
30 meetings.

Mail Ballot Option

31 (b) The executive board of the county extension council, as
32 provided for in subsection (f), may choose, as an alternate
33 method of electing county extension council members, to mail
34 a ballot to each citizen of voting age residing in the county
35 at least three weeks before the annual meeting of the county
36 extension council. The ballots shall contain the names and
37 resident addresses of all persons who are candidates for county
38 extension council membership. The incumbent county extension
39 council members shall select not less than two persons as
40 candidates for each position to be filled. After the ballot has
41 been marked, each voter shall mail or otherwise transmit the
42 ballot to the county extension office of the county at least
43 seven days prior to the annual meeting of the county extension
44 council.

At-Large Election Option

45 (c) In any county having three county commissioner districts, the
46 citizens may elect county extension council members at large or
47 by county commissioner district as determined by the executive
48 board of the county extension council for the county. In any
49 county having other than three county commissioner districts, the
50 citizens shall elect county extension council members at large.
51 A county extension council elected at large shall also have a
52 total elected membership of 24, with six members elected to
53 represent agriculture who shall be actively engaged in agri-
54 cultural pursuits, with six members elected to represent home
55 economics, six members elected to represented 4-H club and
56 youth work, and six members elected to represent educational
57 programs in economic development initiatives. When county
58 extension council members are elected at large, 12 shall be
59 elected annually, three of whom shall represent agriculture,
60 three of whom shall represent home economics, three of whom
61 shall represent 4-H club and youth work, and three of whom shall
62 represent educational programs in economic development initiatives.
63 County extension council members elected at large shall serve

64 under the same conditions as county extension council members
 65 elected by county commissioner districts, except the provision
 66 that three members of the executive board shall be elected from
 67 each county commissioner district shall not apply.

68 (d) The 24 members so elected in the three county commissioner
 69 districts, or at large, in any county shall constitute and be the
 70 county extension council, and it shall be the duty of the council
 71 to plan the educational extension programs of the county.

72 (e) At the annual meeting of the county extension council, the
 73 council members elected to represent agricultural pursuits, home
 74 economics work, 4-H club and youth work or educational programs in
 75 economic development initiatives, may meet separately and elect a
 76 group chairperson. Each group shall meet as necessary for the
 77 purpose of developing educational program plans on extension work
 78 in agricultural pursuits, in home economics work, in 4-H club and
 79 youth work, or economic development initiatives. All program plans
 80 shall be subject to final approval by the executive board of the
 81 county extension council.

82 (f) The county extension council shall meet annually not earlier
 83 than October 1, and not later than December 20, and shall elect
 84 from among its own members an executive board consisting of a
 85 chairperson, a vice-chairperson, a secretary and a treasurer and
 86 five additional members. The date, time and place of the annual
 87 meeting shall be determined and fixed by the executive board. No
 88 more than three members of the executive board shall be elected
 89 from any county commissioner district, and at least one member
 90 shall be elected from each county extension council member group
 91 namely, agricultural pursuits, home economics, 4-H club and youth
 92 work, and educational programs in economic development initiatives.
 93 The executive board of the county extension council is authorized
 94 to transact all business of the council, shall have control of all
 95 the property of the council, and may employ and fix the
 96 compensation of such persons as are necessary for the conduct of
 97 the business of the council, except as herein otherwise expressly
 98 provided.

99 (g) Members of the county extension council and of the executive
 100 board shall receive no compensation for their services as members
 101 of the council or of the executive board. The members of the
 102 executive board, after their election and prior to entering
 103 upon the duties of their respective offices, shall take and sign
 104 the usual oath of public officers and the same shall be filed
 105 in the office of the county clerk.

106 (h) (1) The treasurer of the executive board after election as
 107 treasurer and before entering upon the duties of the office as
 108 treasurer shall execute to the council a corporate surety bond,
 109 of 100% of the amount as nearly as can be ascertained that shall
 110 be in the treasurer's hands at any one time. All the bonds shall
 111 be conditioned to the faithful discharge of the duties of the
 112 office of treasurer. The amount and sufficiency of all bonds

County Program Responsibility

Annual Council Meeting

Executive Board Election

Treasurer's Bond

**Public Notices
of Annual
Election Meeting**

113 shall be determined by the county clerk, and upon the county
114 clerk's approval endorsed on the bond, shall be filed with the
115 county clerk, who shall immediately notify the secretary of the
116 executive board and the county treasurer of the approval and
117 filing. The cost of any corporate surety bond so furnished shall
118 be paid by the executive board. In the event of the breach of
119 any condition thereof, the chairperson of the executive board
120 shall, and if the chairperson does not, any member of the county
121 may, cause a suit to be commenced thereon in the member's own
122 name for the benefit of the council, in which suit it shall not
123 be necessary to include the treasurer as a party to the suit and
124 the money collected shall be applied to the use of the council,
125 as the same should have been applied by the treasurer.

126 (2) Public notices of each annual election meeting or mail
127 ballot election for county commissioner districts or at large,
128 and the annual meeting of the county extension council provided
129 for in this section shall be published once at least one week
130 but not more than three weeks prior to the date fixed for such
131 election or annual council meeting in a newspaper having general
132 circulation in the county. The executive board shall call each
133 of the annual election meetings and the annual meeting of the
134 extension council and shall cause the notices of meetings to be
135 published as herein required. The notices shall state the date,
136 time and place of the meeting. The cost of publishing the
137 notices shall be paid by the executive board of the county
138 extension council.

**Term of
Office**

139 (3) The elected officers and the members of the executive
140 board shall hold office for one year and until their successors
141 are elected and qualify. Vacancies in the membership of the
142 executive board shall be filled for the unexpired term from the
143 remaining members of the county extension council by the executive
144 board. Vacancies among the officers of the executive board shall
145 be filled for the unexpired term by election from the members of
146 the executive board. Each year not earlier than January 2, and
147 not later than January 15, the retiring executive board shall
148 meet with the newly-elected executive board at a time and place
149 designated by the chairperson of the retiring executive board.
150 At the meeting the retiring executive board shall conclude all
151 business of the past year and pay all lawful bills for the year
152 in which it has served and provide the new executive board with
153 all reports, records and other information which may be necessary
154 to the operation of the county extension program during the
155 ensuing year.

**Filling
Vacancies**
**Joint Meeting
of Old and New
Executive
Boards**

**Term of
Council
Members**

156 (4) Members of the county extension council shall hold office
157 for a term of two years and until their successors are elected
158 and qualify, and no member of the council shall hold office for
159 more than two consecutive terms. Vacancies in the
160 membership of the county extension council shall be filled by
161 appointment by the executive board for the unexpired term of
162 office.

**Filling
Vacancies**

163 (i) Notwithstanding any other provision of this section, the
 164 terms of all members of any county extension council serving
 165 the effective date of this act shall expire in 1987, and 24
 166 members shall be elected to constitute and be the county
 167 extension council by one of the election methods authorized by
 168 this section. Of the members elected to the county extension
 169 council in 1987, six members shall be elected to represent
 170 agriculture who shall be actively engaged in agricultural
 171 pursuits, six members shall be elected to represent home
 172 economics, six members shall be elected to represent 4-H club
 173 and youth work, and six members shall be elected to represent
 174 educational programs in economic development initiatives.
 175 Three of each of the six members elected to represent each
 176 county extension council member group shall hold office for
 177 a one-year term and until their successors are elected and
 178 qualify, and three of each six-member group shall hold office
 179 for a two-year term and until their successors are elected
 180 and qualify.

2-612. Deposit of moneys; duties of treasurers. All moneys
 2 received by the treasurer for the council or executive board
 3 shall be deposited by the treasurer in a bank
 4 designated by the executive board and authorized
 5 to receive public deposits. The treasurer shall pay out,
 6 on the warrant of the secretary of the executive board, or
 7 by a combination warrant check, in either case, signed by
 8 the chairperson of the executive board, all moneys which shall
 9 come to the treasurer's hands for the use of the council or
 10 executive board, and the treasurer shall not pay any sum from
 11 the funds of the council or executive board in any other manner.
 12 The treasurer shall keep a record of all the moneys received
 13 and disbursed, specifying the person or persons from whom
 14 received and to whom paid, and the object for which same has
 15 been paid out. The treasurer shall present to the executive
 16 board at each regular meeting of the board a report in writing
 17 containing a statement of all moneys received from the county
 18 treasurer and from any other source since the last regular
 19 meeting of the executive board; and of the disbursements
 20 made with the items of such disbursements, and exhibit the
 21 warrants or checks or combination warrants and checks therefor,
 22 which report shall be recorded by the secretary of the
 23 executive board; and at the close of the treasurer's term of
 24 office shall settle with the executive board; and shall hand
 25 over to the successor all records and papers received as
 26 treasurer, together with all moneys remaining in the hands
 27 of the treasurer.

2-613. Duties of county treasurers. The county treasurer
 2 shall pay to the treasurer of the executive board of the
 3 council of the county treasurer's county all moneys in the
 4 county treasury belonging to said council, upon the order of
 5 the treasurer of the executive board of the council counter-
 6 signed by the secretary of the executive board: Provided,
 7 That the county treasurer shall not pay to said treasurer of

Financial Proceedings

8 the executive board any such moneys unless and until the
9 county treasurer has been notified by the county clerk that
10 said treasurer of the executive board has filed his or her
11 bond and same has been approved by the county clerk.

**Duties of the
Secretary of the
Executive Board**

2-614. **Duties of executive board secretary; records open to public.** The secretary of the executive board shall: (1)
2 record the proceedings of all meetings of the executive board
3 in books provided for that purpose within 20 days following
4 the meeting; (2) prepare and submit to each meeting of the
5 executive board a report on the work and activities of the
6 county extension council since the last meeting of the
7 board; and (3) perform such other duties as are usually
8 performed by secretaries and as may be prescribed by the
9 executive board. The records of the secretary shall be open
10 to the public inspection at all reasonable times.
11

**Appointment
of Extension
Agents**

2-615. **County extension service agents; qualifications, appointment and compensation; jointly employed agents; approval of county council or district accounts and expenditures.** (a) Except as otherwise
2 provided for jointly employed agents, the executive board of
3 the county extension council or the governing body of the
4 extension district, as the case may be, and the director of
5 extension, or the director's authorized representative, shall
6 appoint an extension agent and determine the amount of the
7 extension agent's compensation. The extension agent shall be
8 under the general supervision of the executive board or the
9 governing body of the extension district, as the case may be,
10 and the director of extension. The director of extension of
11 Kansas State University of Agriculture and Applied Science shall
12 determine the qualifications of each extension agent.
13
14
15

**Multicounty
Employment
of Extension
Agents**

16 (b) The executive boards of two or more county extension
17 councils and the director of extension, or the director's
18 authorized representative, may enter into an agreement
19 to jointly employ an extension agent or agents under like
20 conditions as the executive board of a single county. Any such
21 agreement may determine the amount of compensation to
22 be paid for each such agent by each executive board of
23 the county extension council and the director of extension, the
24 program and service priorities that will be applicable to each
25 such agent and the time each such agent is to spend in each
26 county. In any case where one or more extension agents are to
27 be jointly employed pursuant to such an agreement, each such
28 agent may be employed and supervised by a multicounty
29 extension governing board and the director of extension, or the
30 director's authorized representative, in accordance with the
31 agreement entered into by the executive boards of the county
32 extension councils of the respective counties. Any such
33 multicounty extension governing board shall be composed of
34 the chairperson, vice-chairperson, secretary and treasurer of
35 each executive board entering into the agreement.

36 (c) All accounts and all expenditures of funds of the county
37 extension council or the governing body of an extension
38 district, as the case may be, from whatever source derived
39 shall be subject to the approval of the executive board and the
40 director of extension of Kansas State University of Agriculture
41 and Applied Science.

2-616. Purpose of extension councils and districts; certain fees

2 **authorized; limitations.** (a) Each county extension council
3 or extension district shall have for its sole purpose the giving
4 of instruction and practical demonstrations in agriculture,
5 marketing, home economics, 4-H club and youth work,
6 community and resource development, and economic
7 development initiatives to all persons in the county or
8 extension district, as the case may be, and the imparting to
9 such persons of information on those subjects through
10 practical demonstrations, meetings, publications, or otherwise,
11 in accordance with the program and service prescribed by the
12 council or the governing body of the extension district, as the
13 case may be. Extension councils and extension districts shall
14 not engage in commercial or other private enterprises,
15 legislative programs, or other activities not authorized by this
16 act and shall not give preferred service to any individual,
17 group or organization.

18 (b) County extension councils and the governing bodies of
19 extension districts may collect fees for specific services which
20 require special equipment or personnel, such as a soil testing
21 laboratory, seed testing service or other educational service,
22 but such councils and governing bodies shall not collect
23 membership dues nor shall such councils and governing bodies
24 collect dues for or pay dues to any local, state, or national
25 organization or association. The furnishing of supplies or
26 services deemed necessary by the director of extension and
27 the executive board of the county extension council or the
28 governing body of the extension district, as the case may be,
29 to the conduct of any educational program authorized under
30 this act shall not be considered private enterprise or
31 commercial activity within the meaning of this act.

32 (c) Nothing in this act or any act amendatory thereof shall
33 prevent any county extension council, any multicounty
34 extension governing board, or any extension district, or any
35 extension agents employed by such council, board or district,
36 from using or seeking opportunities to reach an audience of
37 persons interested in extension work through the help of
38 interested farm organizations, civic organizations, or any other
39 group. In using or seeking such opportunities the county
40 extension council, multicounty extension governing board, or
41 extension district, or the agents employed by such council,
42 board or district, shall make available to all groups and
43 organizations in the county, multicounty area or extension
44 district, as the case may be, equal opportunity to cooperate
45 in the educational extension program. Extension agents shall

**Approval
of Expenditures**

**Responsibilities
and Limitations
of Extension
Council and
Extension Districts**

Collection of Fees

**Working with
Other Groups**

**Funds for
Extension Offices
and
Meeting Rooms**

46 not require uniform bylaws, rules, regulations and methods
47 of procedure in groups, clubs or organizations wishing to do
48 extension work. This prohibition shall not prevent extension
49 agents from suggesting bylaws, regulations and methods of
50 procedure for such groups, clubs or organizations.

2-617. Repealed, 1972.

2-618. Repealed, 1972.

2-619. Invalidity of part. If any section, subsection, clause,
2 sentence or phase of this act is for any reason held to be
3 unconstitutional and invalid, such decision shall not affect
4 the validity of the remaining portion of this act.

**2-620. Extension councils in certain counties; office
2 facilities; tax levy, use of proceeds; protest petition
3 and election.** In any county having a population of not less
4 than sixty thousand (60,000) nor more than seventy-five
5 thousand (75,000), the board of county commissioners may levy,
6 for a period not to exceed two years, a tax on all taxable
7 tangible property in such county not in excess of one-
8 quarter (1/4) mill on each dollar of assessed valuation of such
9 property for the purpose of creating and providing a special
10 fund to be used for the purpose of real estate, including
11 any buildings or structures thereon, and to make improvements
12 on such real estate for the purpose of providing office and
13 meeting room facilities for an extension council operating
14 under article 6 of chapter 2 of the Kansas Statutes Annotated
15 and acts amendatory thereof and to pay a portion of the
16 principal and interest on bonds issued under the authority
17 of K.S.A. 12-1774, and amendments thereto, by cities located
18 in the county. No levy shall be made under the provisions of
19 this act until a resolution authorizing the making of such a
20 levy be passed by the board of county commissioners specifying
21 the amount to be raised each year by such levy and published
22 for three successive issues in the official county newspaper
23 within the county, whereupon such a levy may be made unless a
24 petition in opposition to the same, signed by not less than
25 ten percent (10%) of the qualified electors of such county,
26 as determined by the vote for secretary of state in the last
27 preceding election, is filed with the county clerk of such
28 county within thirty (30) days following the last publication
29 of said resolution.

30 In the event such petition is filed it shall be the duty of
31 the board of county commissioners to submit the question to
32 the voters at an election called for such purpose at the
33 next general election.

2-621. Repealed, 1981

2-622. Repealed, 1981.