

**Revised Statutes of Missouri**  
**Sections 262:550 to 262:620: County Extension Programs**  
*<http://www.moga.state.mo.us/STATUTES/c262.HTM>*

**262.550. Definitions.**

The following words and phrases as used in sections 262.550 to 262.620, unless a different meaning is plainly required by the context, shall mean:

(1) "Council" shall mean University of Missouri extension council, authorized under section 262.563;

(2) "County" does not include the city of St. Louis;

(3) "University" shall mean the curators of the University of Missouri.

*(L. 1961 p. 7 § 1)*

**262.553. University may receive and disburse federal grants for extension work.**

The assent of the general assembly having heretofore been given to the provisions and requirements of the Act of Congress of May 8, 1914, and amendments thereto (7 USCA Sec. 341 et seq.), the University of Missouri is authorized and empowered to receive and expend the grants of money appropriated under said acts and all acts amendatory or supplementary thereto, together with any money appropriated by the state or received from any source whatsoever for the aid of extension work in the counties of Missouri, and to cooperate with the United States Department of Agriculture, other agencies, and with persons and organizations in the conduct thereof, all in accordance with the terms and conditions expressed in said acts of congress. The treasurer of the University of Missouri is hereby empowered to receive the funds appropriated by said acts of congress and any money appropriated by the state or received from any source whatsoever for said purposes. Any funds accepted by the university for the purpose of aiding the extension work as provided in sections 262.550 to 262.620 subject to conditions and use thereof, shall be received by the university subject to such conditions and the money shall be expended by it for such purposes and in accordance with the terms of the grant or gift. *(L. 1961 p. 7 § 2)*

**262.557. Formulation and administration of extension program.**

The university may formulate an extension program in the counties of the state and shall be responsible for the administration and execution of the extension program in each county. *(L. 1961 p. 7 § 3)*

**262.560. University to hire employees--salaries and expenses paid, how.**

The university shall have the responsibility and authority to employ such persons as it deems necessary and proper for the conduct of extension work and shall prescribe and assign their duties and provide for the compensation and expenses incurred in the discharge of their duties and shall provide for the establishment and maintenance of proper offices, equipment, and supplies therefore, provided that, in counties having a council, the council shall pay such salaries and expenses as shall be assigned to it in the financial budget. *(L. 1961 p. 7 § 4)*

**262.563. Missouri extension council established in county, when.**

1. The university may establish a University of Missouri extension council in each of the counties of the state, which shall be designated as the "University of Missouri Extension Council of ..... County".
2. If written requests be filed with the university by twenty-five citizens of voting age residing in each of the several townships of the county having more than one hundred citizens of voting age, or signed by ten percent of the citizens of voting age residing in those townships having less than one hundred citizens of voting age, the university shall establish a council in such county. (*L. 1961 p. 7 § 5*)

**262.567. Council, how composed--terms of members--vacancies--duties begin, when--limit on tenure.**

1. The University of Missouri extension council in each county shall be composed of the following members:
  - (1) At least one elected member from each district within the county as established under the provisions of sections 262.550 to 262.620; if no districts shall be established then from each township within the county. Such member shall be a resident of the district from which elected.
  - (2) A member of the county commission to be designated by the commission, or if none be so designated, then the presiding commissioner of the county commission.
  - (3) One member from each general farm organization having a membership in the county of twenty-five or more persons, such members to be appointed by the farm organization in such manner as it may determine.
  - (4) One member from each incorporated town or city within the county having a population of ten thousand or more, as shown by the latest federal decennial census, to be appointed by the mayor of the town or city. Such member shall be a resident of such town or city.
  - (5) In counties having no town or city with a population of ten thousand or more, as shown by the latest federal decennial census, one member to be appointed by the mayor of the town or city designated by the elected council of the county which may or may not be included in a district. Such member shall be a resident of the designated town or city.
2. Council members, both elected and appointed, shall hold office for a term of two years, and until their successors are elected and qualified, provided that in the first council in a county approximately one-half of the elected and appointed council members shall be elected or appointed for a term of one year, and until their successors are elected and qualified.
3. Men and women shall be eligible for membership on the council.
4. Vacancies in the elected council membership shall be filled until the next annual election by council appointment and vacancies in the appointed membership shall be filled until the next annual election in the manner provided for the original appointment.
5. The newly organized council shall assume its duties on March first of each year.



6. All elected or appointed council members may serve two consecutive two-year terms, provided that those members elected or appointed for a one-year term may not be elected or appointed for more than one additional consecutive two-year term.
7. An elected or appointed council member upon serving two two-year consecutive terms shall become eligible for reelection or reappointment to the council after one year.
8. The county agricultural extension councils of the respective counties created under provision of section 262.561, RSMo 1959, shall constitute the councils of the respective counties and shall perform the duties herein provided for such councils until the councils are established as provided by sections 262.550 to 262.620.  
(L. 1961 p. 7 § 6)

### **262.570. Description of district boundaries filed with county commission -- numbering of districts--publication.**

On or before October 1, 1961, or of any year thereafter, the university shall file with the county commission in each county in which there is to be established a council an instrument setting forth the boundaries of each district within the county established for the purpose of electing members to the council. The districts in each county shall be consecutively numbered from one. A copy thereof shall be published within fifteen days after it is filed. If the districts as originally established are at any time thereafter altered or changed, the university shall, on or before the first day of July, file with the county commission an instrument setting forth the change in the districts and the boundaries thereof and like notice as above provided shall be given of such change.  
(L. 1961 p. 7 § 7)

### **262.573. Annual election for membership on council.**

In the month of January of each year an election shall be held in each of the established districts in which there is a vacancy for membership on the council, for the election of a member or members to the council, at which election each citizen of voting age residing in the district shall be entitled to vote. (L. 1961 p. 7 § 8)

### **262.577. Notice of nominees and statement of right to nominate to be published--ballot.**

The council shall cause the list of nominees named by it to be published at least once, which publication shall be not more than fifty days nor less than thirty days prior to the date fixed for the election. The publication of notice shall also contain a statement that additional nominees for council members may be made by petition of twenty-five or more qualified voters residing within the district filed with the council within twenty days after the publication of notice of election. The names of all such nominees shall be placed upon a ballot to be submitted to the voters of the respective districts at the election. (L. 1961 p. 7 § 9)

### **262.580. Establishment of first county council.**

If a council is established in any county not having a county agricultural extension council created under the provisions of section 262.561, RSMo 1959, the university shall do all acts and things required to be performed by the council incidental and necessary to the establishment of the first council within the county. (L. 1961 p. 7 § 10)



## **262.583. Powers and duties of council--organization--meetings--duties of officers.**

1. The council of the respective counties shall have the following powers and duties:
  - (1) Determine the number of elective council positions for each district provided that no district shall have less than one council member and there shall not be less than ten or more than twenty members elected to the council;
  - (2) Nominate at least two citizens residing within the district for each elected council position;
  - (3) Determine the council positions to be filled for a one-year term and those to be filled for a two-year term when necessary under the provisions of subsection 2 of section 262.567;
  - (4) Set the date or dates, and places of the elections in the respective districts to be held in January of each year and set the dates and places for the bimonthly meetings of the council and the bimonthly meetings of the officers and may set the date and place of other meetings of the council or officers;
  - (5) Provide ballots and make all necessary arrangements for the holding of elections within each of the districts within the county;
  - (6) Give notice to the farm organizations selected to have representation on the council and to the towns and cities entitled to have representation thereon, at least thirty days before each annual election of council members and give notice to any organization, town or city in the event a vacancy occurs in the position on the council for which it shall make appointment;
  - (7) Give all notices and publications required by sections 262.550 to 262.620 and select the newspaper or newspapers in which publication of the notices shall be made.
2. At the first annual meeting after taking office the council shall elect from its elected and appointed members a chairman, a vice chairman, a secretary, and a treasurer.
3. All officers of the council shall, within five days after their election, take and sign the usual oath of public officers which shall be filed in the office of the county clerk.
4. The council shall meet at least bimonthly and special meetings may be called by the chairman or by five members of the council by giving written notice to all members of the council of the date, time and place of meeting not less than ten days prior to the day of the meeting.
5. The officers of the council shall meet bimonthly in the months in which the council does not have a regular meeting for the purpose of making requisitions to the county commission for the amount of the month's expenditures and for allowing and paying authorized accounts and passing upon routine matters, but no other business of the council shall be transacted at such officers' meetings.
6. Members of the council and the officers thereof shall receive no compensation for their services as members or officers of the council. Members of the council and the officers thereof shall be entitled to their actual expenses incurred on account of council business, provided all such expenses shall be approved by the council. (*L. 1961 p. 7 § 11*)



### **262.587. Where council established, university to hire employees and consult with council on programs.**

In counties in which there is a council the university shall:

- (1) Have the responsibility and authority to employ and discharge such agents and employees as it deems necessary and proper for the conduct of extension work within the county and shall prescribe and assign their duties and determine their compensation and expenses allowed in the discharge of their duties and shall exercise supervisory powers in the establishment and maintenance of proper offices, equipment, and supplies necessary for the proper administration of the extension program.
- (2) With the advice and counsel of the council, formulate extension programs in the county and it shall be responsible for the administration and execution of the extension program in each county.
- (3) Before assigning any extension personnel in the area over which the council has jurisdiction first consult and advise with the council affected before making the assignment of personnel. If personnel proposed by the university is not satisfactory to the council another person shall be made available by the university.
- (4) Consult with the council before taking action to discharge or remove any employee.  
(L. 1961 p. 7 § 12)

### **262.590. Recommendations by council--administration of county's share of costs--council to receive property.**

The council in any county shall have the right and duty to:

- (1) Make recommendations and suggestions to the university concerning the extension program;
- (2) Make recommendations and suggestions to the university concerning the appointment or removal of extension personnel;
- (3) Arrange for and administer the county's share of the cost of the extension services in the area over which the council has jurisdiction;
- (4) Receive by way of gift, purchase, or otherwise acquire, in its own name, real or personal property with the right to hold and to sell and convey title to any such property; provided no real estate not reasonably required for the administration of the extension program shall be held by the council for a period longer than two years.  
(L. 1961 p. 7 § 13)

### **262.593. Council official for purposes of federal law--activities forbidden--collection of fees--acceptance of contributions and assistance.**

1. The council shall be recognized as the official body within the county to cooperate with the university in carrying out the provisions of the Smith-Lever Act of Congress and amendments and acts supplementary thereto (7 U.S.C.A. Sec. 341 et seq.) and any other acts affecting extension programs.
2. The council shall not engage in commercial or other private enterprises, legislative programs, or other activities not authorized by sections 262.550 to 262.620 and shall not give preferred service to any individual, group or organization.



3. Councils may collect fees for specific services which require special equipment or personnel, such as a soil testing laboratory, seed testing service or other educational service, but they shall not collect dues for or pay dues to any state or national organization or association. The furnishing of supplies or services deemed necessary by the university and the council to the conduct of any education program authorized under sections 262.550 to 262.620 shall not be considered private enterprise or commercial activity within the meaning of sections 262.550 to 262.620.
4. Councils may accept contributions of funds from private sources to be used for extension purposes. Nothing in sections 262.550 to 262.620 shall prevent councils or extension personnel from using or seeking opportunities to reach an audience of persons interested in extension work through the help of interested farm organizations, civic organizations or any other group, but in using or seeking such opportunities the council and extension personnel shall make available to all groups and organizations in the county equal opportunity to cooperate in the educational extension program.
5. Extension personnel shall not require uniform bylaws, regulations and methods of procedure.  
*(L. 1961 p. 7 § 14)*

### **262.597. Financial budget for extension programs--appropriations from counties.**

The council, in cooperation with the county commission and the university, shall prepare an annual financial budget covering the county's share of the cost of carrying on the extension services contemplated by sections 262.550 to 262.620 which shall be filed with the county commission on or before January first each year and the county commission shall include the budget so filed in class four of the budget of county expenditures for such year in counties budgeting county expenditures by classes, and in the budget document of all other counties, subject to the following minimum appropriations:

- (1) In counties with an assessed valuation of seventy million dollars or more, ten thousand dollars;
- (2) In counties with an assessed valuation of twenty-five million dollars or more, but less than seventy million dollars, five thousand dollars;
- (3) In counties with an assessed valuation of fifteen million dollars or more, but less than twenty-five million dollars, four thousand dollars;
- (4) In counties with an assessed valuation of ten million dollars or more, but less than fifteen million dollars, two thousand five hundred dollars;
- (5) In counties with an assessed valuation of eight million dollars or more, but less than ten million dollars, one thousand five hundred dollars;
- (6) In counties with an assessed valuation below eight million dollars, one thousand two hundred dollars.  
*(L. 1961 p. 7 § 15)*



### **262.600. Monthly requisitions on county commission, how issued, amount of — reversion of funds.**

Immediately following the close of each month the council shall requisition the county commission for the estimated amount of the month's expenditures and within ten days after filing the requisition, shall submit to the county commission a certified, itemized statement of all expenditures covered by the requisition. The requisition shall constitute the basis for immediate issuance by the county commission and it shall, if there be funds available therefore, promptly issue a warrant covering the requisition in full and drawn in favor of the treasurer of the council. For the purpose of this section the chairman and secretary of the council shall be regarded as certifying officers. The requisition for any given month shall not exceed one-twelfth of the total amount appropriated for the year unless a reserve shall have accumulated as a result of expending less than the aforementioned twelfth portion during one or more preceding months, in which case the reserve shall be constantly available for current expenditures. If the amount of the certified itemized statement is less than the amount requisitioned the difference shall be credited against the next requisition. Any unused funds remaining in the appropriation on December thirty-first shall revert to the county treasury. *(L. 1961 p. 7 § 16)*

### **262.603. Names of council members and officers given university and county commission, when.**

Before the allocation of funds is made by the county commission the council shall present to the university and the county commission a list of members of the council and of its officers with statements signed by the chairman of the council certifying that the named officers have been duly elected and qualified as specified in sections 262.583 and 262.607. *(L. 1961 p. 7 § 17)*

### **262.607. Bond of treasurer — action for breach, by whom brought.**

1. The treasurer of the council within ten days after his election as treasurer and before entering upon the duties of his office shall execute to the council a corporate surety bond of not less than one hundred twenty-five percent of the estimated amount that will be in his hands as treasurer at any one time. All such bonds shall be conditioned on his faithful discharge of the duties of the office of treasurer. The amount and sufficiency of all bonds shall be determined by the county clerk, and upon his approval endorsed on the bond, the bond shall be filed with the county clerk, who shall notify the chairman of the council and the county treasurer of the approval and filing. The cost of such bond shall be paid by the council.
2. In the event of the breach of any condition thereof, the chairman of the council shall, and if he does not any member of the council may, cause a suit to be commenced thereon in his own name for the benefit of the council, in which suit it shall not be necessary to include the treasurer as a party and the money collected shall be applied to the use of the council, as the same should have been applied by the treasurer.

*(L. 1961 p. 7 § 18)*

### **262.610. Deposits of funds — how disbursed — records — report and settlement of treasurer.**

1. All moneys received by the treasurer for the council shall be deposited by him in a bank or trust company designated by the council and authorized to receive public deposits.
2. The treasurer shall pay out, on the warrant of the secretary of the council, or by a combination warrant check, signed by the chairman of the council and treasurer of the council, all moneys



which come to his hands for the use of the council, and he shall not pay any sum from the funds of the council in any other manner.

3. He shall keep a book in which he shall enter all the moneys received and disbursed by him, specifying the person from whom received and to whom paid, and the object for which same has been paid out.
4. He shall present to the council at each annual meeting of the council a report in writing containing a statement of all moneys received by him from the county treasurer and from any other source since the last annual meeting of the council, and of the disbursements made by him with the items of such disbursements, and exhibit the warrants or checks or combination warrants and checks therefore, which report shall be recorded by the secretary of the council; and at the close of his term of office shall settle with the council; and shall hand over to his successor the books and all other records and papers coming into his hands as treasurer, together with all moneys remaining in his hands as such treasurer.

*(L. 1961 p. 7 § 19)*

### **262.613. Secretary, duties, report — records open.**

The secretary of the council shall record the proceedings of all meetings of the council and of the officers of the council in books provided for that purpose; prepare and submit to each annual meeting of the council a report on the work and activities of the council since the last annual meeting; and perform such other duties as are usually performed by secretaries and as may be prescribed by the council. *(L. 1961 p. 7 § 20)*

### **262.617. Annual report to county commission.**

At the close of each calendar year the council, through its secretary, shall make an annual detailed report to the county commission, covering all receipts and expenditures, together with a summary of work undertaken and results accomplished. The report shall be filed with the county commission not later than February first, following the close of the year or portion of year covered by the report. *(L. 1961 p. 7 § 21)*

### **262.620. Notices required, given how.**

Any public notice required to be given under any of the provisions of sections 262.550 to 262.620 shall be given by publishing a copy thereof for at least one time in a newspaper published within the county and having a general circulation therein and if there be no such newspaper within the county, then in some newspaper having a general circulation within the county. Any notice required to be given to any council member shall be given by personal service or by mailing a copy thereof to the council member, provided that any council member attending any meeting shall be deemed to have waived service of notice of such meeting. No notice shall be required of regular council meetings or of regular meetings of the officers or of any special meeting of the council the date and place of which has been set and recorded in a prior meeting of the council. Any notice to be given to the county commission shall be given by delivery of a copy thereof to the clerk of the commission. Notice to organizations selected by the council to have members on the council and cities and towns entitled to have members on the council shall be given by delivering a copy thereof to the principal officers of the organization or to the mayor of the city or town or by mailing the same to the person to be served. *(L. 1961 p. 7 § 22)*

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