

**Bylaws of NEMO**  
**(Revised: February 10, 2026)**

**Article I – Name**

The name of this organization shall be Northeast Management Officers of State Land Grant Agricultural Experiment Stations and Cooperative Extension for 1862 and 1890 Institutions. When abbreviated it shall be referred to as NEMO.

**Article II – Purpose**

NEMO is an affiliation of research and extension personnel at state land-grant institutions in the Northeast Region of the United States of America. NEMO was created to enhance opportunities to share information regarding budgetary, financial, planning and accountability, and human resource management, and to promote a united voice for the Northeast Region. NEMO shall provide opportunities for and facilitate interaction between its members and other groups involved in research and outreach that is similar or complementary to the research and extension mission of the membership of NEMO.

**Article III – Membership**

Section 1 – Membership in NEMO shall be open to all financial, planning and accountability, human resources and other administrative staff at Agricultural Experiment Stations, Cooperative Extension units, and Colleges of Agriculture at 1862 and 1890 institutions in the Northeast Region.

Section 2 – The executive director of agInnovation Northeast (or the director’s designee), the executive director of the Northeast Extension Directors (or the director’s designee), and a designee of the USDA National Institute for Food and Agriculture (NIFA) shall be ex officio members of NEMO. Ex officio members shall not have the right to vote, make motions, or hold office.

Section 3 – Each member institution has one vote in decisions being made by NEMO. An institution’s vote will be determined by a majority of its individual members. Votes on NEMO decisions shall be cast using one of the following methods: by voice vote, written ballot, or by electronic balloting, at the discretion of the Chair.

**Article IV – Executive Officers**

Section 1 – The executive officers of NEMO shall be Chair, Vice Chair, Past Chair, and Secretary. These officers shall serve a term of one year. Terms of office for officers shall begin at the close of the NEMO fall meeting following their election.

Section 2 – Duties of the Executive Officers:

- Chair – shall preside at business meetings of NEMO and on all other occasions where the chair of the organization is to be represented. The Chair may take interim actions between meetings, with the advice and consent of the Executive Committee, on matters of policy and precedent.
- Vice-Chair - shall undertake such duties as the Chair prescribes. He/she shall become Chair for the unexpired term should the Chair resign or otherwise become unable to serve. He/she shall preside in the absence of the Chair.
- Past Chair – shall assist the Chair and Vice Chair with NEMO activities as needed. He/she shall preside in the absence of both the Chair and Vice-Chair.
- Secretary – will be responsible for maintaining records for meetings of both the executive officers and the general membership. He/she will take meeting minutes at the general meeting and make them available to NEMO members.

Section 3 – Vacancies in any executive officer position other than that of Chair shall be filled via a special election for the remainder of the unexpired term. The executive officers shall make arrangements for a special election to fill any vacancy.

#### **Article V – Meetings**

Section 1 – There shall be two meetings of NEMO each year. One shall be held at the annual NERAOOC in the spring, and another shall be held at a participating northeast region institution in the fall.

Section 2 – The location and time for meetings/conference calls shall be determined by the executive officers. Notice of all general membership meetings shall be provided to all members not less than thirty days in advance of the meeting.

Section 3 – Special meetings of NEMO may be called at the discretion of the Chair. Special meetings may be held by conference call.

Section 4 – The quorum for any meeting of NEMO shall be at least one representative from at least five different member institutions.

#### **Article VI – Committees**

The Chair shall have the authority to appoint such advisory and investigative committees as the Chair deems necessary for the conduct of the business of NEMO, with the approval of the Executive Officers. The organization may also appoint special or standing committees to study issues or conduct work as designated by the organization.

The planning committee for the fall NEMO general membership meeting shall include: host institution representatives, past host institution representatives, and NEMO Executive Officers. The planning committee shall be responsible for developing the agenda for

meeting sessions and the NEMO business meeting. Host institution representatives shall be responsible for all meeting arrangements and coordination of meeting logistics.

### **Article VII – Parliamentary Authority**

All meetings of NEMO and the executive officers shall be conducted according to the provisions contained in the most recent edition of Robert’s Rules of Order Newly Revised.

### **Article VIII – Amendment**

These by-laws may be amended by a simple majority vote (either electronic or in-person), provided the proposed amendment has been mailed (e-mailing is permitted) to all members at least one month in advance of an official meeting.

### **Appendix A – Member Institutions of NEMO**

- Connecticut Agricultural Experiment Station
- University of Connecticut
- Cornell University
- University of Delaware
- Delaware State University
- University of the District of Columbia
- University of Maine
- University of Maryland
- University of Maryland Eastern Shore
- University of Massachusetts
- University of New Hampshire
- Rutgers University
- Penn State University
- University of Rhode Island
- University of Vermont
- West Virginia University
- West Virginia State University

### **Appendix B – NEMO Annual Meeting Rotation**

The fall NEMO general membership meeting shall rotate around the region. The rotation order is located at <https://www.aginnovation-northeast.org/nemo/nemo-meeting-rotation>.

### **Appendix C – Agenda Template for NEMO Meetings**