TEXAS A&M AGRILIFE EXTENSION

Bell County 4-H Council Officer Elections Handbook

May 9, 2016

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Dear Bell County 4-H Member,

Great job on wanting to run for a Bell County 4-H Council Officer! A Council Officer is a 4-H member between 8-18 years of age (3rd - 12th grade). This handbook will cover just a few things before you get started on this adventure!

- Council Officers Commitment
- Council Bylaws Information about Officers
- Council Officers Election Process

To run for an officer position an "Intent to Run" form must be filled out and be turned into the Bell County Extension Office by May 2, 2016 with NO EXCEPTIONS. ***Remember! You must have 1 of your parent/guardians sign the form.

~~~ ELECTIONS will be held on MAY 9, 2016 at the CEO. ~~~

Council Officers Commitment

Being a Council Officer is a lot of work!! County Council Meetings are not just the only things an officer does. There are meetings, trainings, and events that are required and encouraged of an officer to commit to. Below are a few of the events we ask that the officers take part in.

Event	Month Held
Awards Banquet Prep	May, June, July, & August
Clover Kids Fair	May
District Leadership Lab *(President and 1st VP)*	June
July 4th Activities and Prep	June & July
4-H Banquet Attendance	August
Council Officer Training / Planning Meeting	August
Open House	September
Club Officer Training	September
Hunter Spectacular	October
Ambassador/Council Officer Christmas Party	December
BCYF- Auction Help	February
Volunteer Appreciation Night	April
County Council Meetings	September, November, January, March, and May
Community Service Projects	TBA
Committees	
Banquet *(All Officers)*	May, June, July, & August
MAB Meetings *(President and 1st VP)*	August, October, January, and May
MAB Finance Meetings *(Treasurer)*	January and August
Open House *(Public Relations)*	September

Council Bylaws Information about Officers

On the next few pages you will find the section of the Council Bylaws that includes officers. Please read it carefully to understand the officer position(s) you would like to run for.

OFFICERS: The officers of the council shall be a president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, public relations, reporter and 2 recreation leaders. The offices of president, first vice-president, and second vice-president shall be held by 4-H members who are in grades 9th - 12th as of August 31st of the 4-H calendar year. The officers of the council shall constitute an executive committee. **A council officer who misses any meetings without a reasonable excuse will be replaced by the council executive committee.**

TERM OF OFFICE: Officers shall be elected annually. **Officers shall serve for a term of one year beginning in August and shall not be eligible for the same office the following year.** Any person appointed to fill an unexpired term may be eligible for the same office the following year. Any officer position that becomes vacant shall be filled by someone appointed by the council executive committee. Officers will officially be installed at the Bell County 4-H Banquet in August.

DUTIES OF OFFICERS: The following are the duties of the council officers:

DUTIES OF ALL OFFICERS: Arrive at 6pm to go over duties for meeting and greet members as they come in. Perform all duties prior to meeting. DO NOT miss any meetings!!! Be actively involved in all county functions sponsored and planned by County Council. Dress and participate in themes.

DUTIES OF THE PRESIDENT: Prepare an agenda for the meeting after consulting agent and advisor. Assign pledges before meeting. Conduct County Council Meetings. Communicate to officers their responsibilities for each meeting and for other activities. Make sure all officers are fulfilling their responsibilities. Communicate to officers about the monthly council theme. Serve on the Membership Advisory Board (MAB) with club managers. Keep track of officers attendance.

DUTIES OF THE FIRST VICE-PRESIDENT: Assume the responsibilities of the president if the president is absent. Provides reminders to predetermined project leaders of their community service project obligations. Help community service project leader with community service projects sponsored by County Council. Serve on the Membership Advisory Board (MAB) with club managers.

DUTIES OF THE SECOND VICE-PRESIDENT: Assume the responsibilities of the president if the president and 1st vice-president are absent. Greet members and guests, make them feel welcome at meetings. Collect all county council delegate forms at meeting. Assist the Recreational Leader(s) as needed.

DUTIES OF THE SECRETARY: Take roll of each club at meeting. Take minutes at each meeting. Help the Reporter with notes and minutes for report to County Extension Office (CEO). Give report of minutes at each meeting. Write thank you notes to speakers or any other correspondence needed.

DUTIES OF THE TREASURER: Give Financial Report at each meeting. Serve on the Membership Advisory Board (MAB) Finance committee with club managers and leaders.

DUTIES OF THE PARLIAMENTARIAN: Help President keep the meeting running smoothly. Help get attention of audience when it gets loud. Help keep attention during games to hear better. Read a parliamentary procedure fact at each county council meeting.

DUTIES OF THE REPORTER: Take notes at each meeting. Type up notes and email to County Extension Agent after each council meeting (must be completed by Friday after council meeting). Write and complete at least 1 report to go in newspaper about county council. Conduct and lead Club Reports at each meeting by calling out the name of each club for club reports. Make sure they read loud and clear.

DUTIES OF THE PUBLIC RELATIONS: Help make fliers and other information about activities for newsletter. Communicate to members and officers about the monthly theme. Write and complete at least 1 report to go in newspaper to publicize an event sponsored by the Council. Take pictures at council meetings and events, and compile an overall slide show for the Awards Banquet.

DUTIES OF THE RECREATION LEADERS (2): Provide recreation for each county council meeting - 1 ice breaker and 1 recreation game. Provide recreation at sponsored county council events. Keep the members excited about county council.

MEETINGS: Meetings dates, times and venues of this organization shall be determined by the Executive Committee at the Council Officer Training/Planning Meeting.

Council Officer Election Process

Council Officer Election process will consist of 3 parts:

1. 2 Minute Speech (in front of voting delegates)
2. Vote by Voting Delegates
3. 5 Minute interview (in front a panel of judges)

Explanation of Process:

- 2 Minute Speech: The Candidate will give a 2 minute speech about running for office. The Speech will be given to the voting delegates.

Items to include in speech:

- Speech Structure (Introduction, Body, Conclusion)
- Speech Delivery (Confidence, Well organized, Language-Body and Speech)
- Content should include:
  - Name
  - Club
  - Years in 4-H
  - Previous Leadership Experiences
  - Why do you want to run for office?
  - Why would you be a good officer?

• Vote by Voting Delegates: Voting Delegates will vote and rank the Candidates from 1-10 on an online voting system. (1 being the most wanted as an officer and 10 being the least)- Voting Delegates will be checked at the door to make sure they are voting delegates and represent their club. An average/mean ranking will be given that will give the Candidate a score.

• Interviews: Candidates will give a 5 minute interview to a set of judges. They will be evaluated by the panel of judges and will be ranked from 1-10 with 1 being the best and 10 the least best. (Same as speech). Candidates will be evaluated on Speech Structure, Delivery, and Content/Response to the Questions. Some questions include but are not limited to:

- Why do you want to be a county council officer?
- What is the process to make a motion and vote on it?
- How do you think the County Council would benefit from your leadership?
- What does it mean to you to be a county council officer?
- As a part of the Council Executive Committee do you believe that teamwork is important? Please give a short explanation.
- Summarize your most significant 4-H leadership responsibilities (offices held, leadership or citizenship activities, etc.).
- Summarize your involvement in church, school, community and other youth or civic organizations.

Calculation of Results:

1. The Candidate with the lowest score will receive the top position UNLESS they are not running for that position on the Intent to Run Form. If they are not running for that position, they will receive the next highest position they are running for. (For Example: If Candidate 3 receives the lowest score and is only running for Vice President and not President, then they will receive Vice President and the next lowest score that is running for President will receive President.)

2. If in an event there is a tie of scores then the 1st tie breaker will be the vote, 2nd interview, 3rd speech.

3. Calculation of Results will take place in the Board Room. The Advisors will tally the scores on an Excel Sheet and give results to President to announce.

Tentative Schedule of the Council Meeting/Officer Elections:

- 6:30-6:45pm: Sign In/Meeting/Ice Breaker
- 6:45-7:05pm: Speeches
- 7:05-7:40pm: Voting by Voting Delegates/Interviews/Council Program
- 8:00pm: Election Announcements

NOTE: If a candidate is not able to attend the election, then a videoed interview with the questions and answers above may be given as well as a speech with the content above may be given on video. Videos must be submitted no later than 12 noon on the day of Election. Videos must be either on a flash drive or put on YouTube with a link emailed to the advisors.

Council Advisors

Sheryl Raley
Bell County 4-H
Youth and Development Agent
254-933-5305
siraley@ag.tamu.edu

Dawn Brown
Bell County 4-H
Council Advisor
254-231-8252
bellcounty4hcouncil@ymail.com