

# DISTRICT 7 4-H COUNCIL STANDING RULES

The District 4-H Council provides opportunities for youth involvement in 4-H program development. It is an advisory committee which assists in making plans and executing these plans at the district level.

Councils are responsible to the counties they represent and to the District 4-H Specialist. Their function is:

- to advise the district Extension staff on programs for 4-H youth
- facilitate representation on the Texas 4-H Council
- maintain linkage with county 4-H councils
- assist with the development and implementation of district events and activities
- provide opportunities for 4-H youth to learn democratic principles and procedures
- interpret the 4-H program to the public

- I. **NAME** - The name of this organization shall be the District 7 4-H Council.
- II. **PURPOSE** - The purpose of the Council shall be to involve representative 4-H youth 15 years and older in district 4-H program development. The council will promote and encourage 4-H and coordinate 4-H activities in the district.
- III. **MEMBERSHIP** -The District 7 4-H Council membership is open to all youth regardless of socioeconomic level, race, color, sex, religion, disability or national origin, and is representative of all the ethnic make-up of the district. It consists of two delegates elected by each county 4-H council or by a county 4-H Standing Committee or special 4-H committee in the county and the officers of the district 4-H council.
- IV. **OFFICERS** - The elective officers of the Council shall be a president, first vice-president, delegate-at-large, second vice president, third vice president, secretary, public relations officer and parliamentarian. If the district president or first vice-president are not of minority representation, then the delegate-at-large must be a minority. If either the president or first vice-president are minority, then the delegate-at-large is not required to be of minority representation.

**A. AGE REQUIREMENTS** - The president and 1<sup>st</sup> vice president large must be between the ages of 16 and 18 as of August 31 of the calendar year in which they are elected. The second vice president, third vice president, secretary, public relations officer and parliamentarian must be between the ages of 15 and 18 as of August 31 of the calendar year in which they are elected.

**B. DUTIES AND RESPONSIBILITIES:**

**PRESIDENT**

- a. to preside at all meetings, enforce the bylaws and exercise supervision over the affairs of the council
- b. to appoint standing and special committees
- c. to serve as an ex officio member of each committee
- d. to serve as a delegate of the Council to the State 4-H Council

**VICE PRESIDENT**

- a. to assist the president
- b. to perform the duties of the president in the absence of that officer
- c. to serve as chairman of the program/training committee for Fall Council
- d. to serve as a delegate of the Council to the State 4-H Council

**SECOND VICE PRESIDENT**

- a. to assist the president
- b. to perform the duties of the president in the absence of the president and first vice president
- c. to serve as chairman of the recreation/social committee at Fall Council

**THIRD VICE PRESIDENT**

- a. to assist the president
- b. to perform the duties of the president in the absence of the president, first vice president, and second vice president
- c. to serve as chairman of the membership committee
- d. to provide promotion of 4-H and ideas for promotion at Fall Council
- e. to assume the duties of Health & Safety Officer

**SECRETARY**

- a. to keep a full and correct record of all proceedings of the Council
- b. to have charge of Council correspondence
- c. to keep the roll and read the minutes at each meeting

**PUBLIC RELATIONS OFFICER**

- a. to report the activities of the Council to the news media

**PARLIAMENTARIAN**

- a. to provide advice to the presiding officer on parliamentary procedure
- b. to instruct members in correct parliamentary procedure.

**V. TERM OF OFFICE** - District Council officers shall be elected during 4-H Leadership Lab in the summer and shall not be eligible for the same office for more than one year. The term of office shall begin immediately after election.

**VI. ELECTION OF OFFICERS** - Candidates for office shall be members of their county 4-H program and recommended by their County Extension Agents.

**A.** 4-H members should complete one Copy of the Application form for District 4-H Council Officer by the designated date. All applications (if eligible according to standing rules) will be presented as candidates for the office(s) they choose. Nominations from the floor will not be accepted. All eligible applicants will be introduced and allowed the opportunity to give a talk on 4-H the length of which will be up to 3 minutes. Election will be by secret ballot. An interview will also be conducted for each candidate for office.

**B. Interview Rules**

1. Each interview shall be no longer than six minutes in length and shall be conducted during the allotted time for interviews.
2. The interviewers shall be facilitated by the two officers who represent the District on the Texas 4-H Council: President and 1<sup>st</sup> Vice President. Interviews will take place in front of all voting delegates.
3. There will be 4 questions per interview - three predetermined questions related to the applicants leadership, community service and project work and one question that will be drawn from a list of questions. All questions shall pertain to 4-H, the resume submitted by the delegate, or the candidate's future plans for the District after obtaining a position on council.
4. The dress for the interview shall be business/church.
5. Every candidate running for office must be present at District 7 4-H Leadership Lab to participate in the speech and interview to become an officer.

**VII. ADVISORS** - Two County Extension Agents appointed by the District Extension Administrator will serve as advisors to the District 4-H Council. The agent advisors will work with the Executive Committee in planning for meetings and activities.

**VIII. MEETINGS** - The council shall meet at least twice yearly. Officers and committee chairmen shall give reports of work that has been done during their term of office at each meeting. Other meetings may be called as necessary.

**IX. ELECTED OFFICERS/EXECUTIVE COMMITTEE** - The elected officers / executive committee shall be composed of the president, vice president, second vice president, third vice president, secretary, public relations officer, parliamentarian.

**X. STANDING COMMITTEES** - Standing committees will be made up of persons running for elective officer during the election period. Standing committees can also be appointed by the District Council President as needed to carry out district programs and activities. Additional committees may be appointed at any time and in any way the council determines advisable.

**XI. VOTING BODY** - The voting body shall consist of the membership as defined in Rule 3.

**XII. QUORUM** - A quorum shall consist of 20 delegates representing at least 10 counties.

**XIII. COUNCIL DISBANDMENT**- Upon the disbandment of the council, all real property, including money, equipment and land, shall become the property of the District 4-H Program for care and disposition. The last official duty of the club's manager shall be to effect the transfer of council property and to turn over council records to the District Office.

**XIV. AMENDMENTS** - These rules may be amended by two thirds vote at any regular meeting.

Revised: March 2019

Reviewed: Annually