

ROLLING PLAINS DISTRICT -3 4-H COUNCIL OFFICER DUTIES

PRESIDENT

1. Serves as Chairman of the Executive Committee and presides effectively at all District 4-H Council meetings.
2. Oversees the yearly plan of District 4-H meetings and activities and makes the plan and calendar available to all District 4-H Council members.
3. Appoints committees as needed. The President is an ex-officio member of all committees.
4. Contacts each person who has a part during the meeting or on the program and encourages them to be prepared.
5. Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings.
6. Counsels with other officers and advisors about last-minute additions or changes to the agenda.
7. Exhibits good leadership qualities and is a role model to the members of the District 4-H Council.
8. Serves as Master of Ceremonies for a District 4-H contest.
9. Assists on the program and with distribution of awards at other District 4-H events when available.
10. Writes a column one time during the year for the District 4-H Council media outlet.
11. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners court and other groups to promote and interpret the importance of the 4-H program.
12. Will assist 4-H Specialist with possible programs.
13. Will give presidetal challege at the end of Teen Leader Lab.

FIRST VICE PRESIDENT

1. Assists the President.
2. Presides at meetings and performs other duties of the President in the absence of the President.
3. Becomes President if the President leaves, resigns, or is relieved of office.
4. Serves as Master of Ceremonies for a District 4-H contest.
5. Assists on the program and with distribution of awards at other District 4-H events when available.
6. Writes a column one time during the year for the District 4-H Council media outlet.
7. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners' court and other groups to promote and interpret the importance of the 4-H program.
8. Will assist 4-H Specialist with possible programs.

2ND VICE PRESIDENT

1. Assists the President.
2. Performs the duties of the President in the absence of the President and 1st Vice President.
3. Serves as Master of Ceremonies for the a District 4-H event.
4. Serves as Chairman of the District 4-H Teen Leader Lab Planning Committee and presides at District 4-H Teen Leader Lab.
5. Assists on the program and with distribution of awards at other District 4-H events when available.
6. Writes a column one time during the year for the District 4-H Council media outlet.
7. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners court and other groups to promote and interpret the importance of the 4-H program.
8. Will assist 4-H Specialist with possible programs.

SECRETARY

1. Keeps the Secretary's records up-to-date.
2. Calls the roll and checks attendance at District 4-H Council meeting.
3. Reads the minutes from the last meeting.
4. Keeps complete and accurate minutes of all meetings.
5. Sends a copy of minutes for each meeting to the District Extension Office to be put on file.
6. Reads letters of information or any other correspondence to the District 4-H Council.
7. Serves as Master of Ceremonies for a District 4-H event.
8. Assists on the program and with distribution of awards at other District 4-H events when available.
9. Writes a column one time during the year for the District 4-H Council media outlet.
10. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners court and other groups to promote and interpret the importance of the 4-H program.
11. Will assist 4-H Specialist with possible programs.

PUBLIC RELATIONS CHAIRMAN

1. Serves as Editor of the District 4-H Council media content.
2. Writes an editorial column for media outlets.
3. Compiles all county news and editorials and submits to the District Extension Office on time.
4. Serves as Master of Ceremonies for a District 4-H event and is responsible for photos of the event for the District media outlets.
5. Assists on the program and with distribution of awards at other District 4-H events when available.
6. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners court and other groups to promote and interpret the importance of the 4-H program.
7. Will assist 4-H Specialist with possible programs.

WEB MASTER

1. Will maintain District 3 media accounts.
2. Will be in contact with District Office at least once a month about media accounts.
3. Will assist 4-H Specialist with possible programs.
4. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners' court and other groups to promote and interpret the importance of the 4-H program.
5. Other duties to be determined.

changing due to the recent revisions to Texas 4-H Council rules.

DELEGATE AT LARGE

The District 3 Council will be having a meeting on April 24th to discuss the change of position & By-laws.

1. Elected to serve as a representative to the Texas 4-H Council to provide minority representation to the Council.
2. The Delegate at Large must be 1/16 of a minority nationality.
3. Writes a column one time during the year for the District media page.
4. Assists on the program and with distribution of awards at District 4-H events when available.
5. Be an ambassador of the 4-H program. Be a speaker at least three times during the year at other 4-H clubs other than your own, civic groups, commissioners' court, and other groups to promote and interpret the importance of the 4-H program.
6. Will assist 4-H Specialist with possible programs.

PARLIAMENTARIAN

1. Be familiar with and able to follow *4-H Parliamentary Procedure Guidelines*.
2. Keep order at all meetings of the district 3 council.
3. Advise the President, or presiding officer, on parliamentary procedure.
4. Help train council officers in parliamentary procedure.
5. Make parliamentary rulings during the business portion of the meeting.
6. Assists on the program and with distribution of awards at other District 4-H events when available.
7. Be an ambassador of the 4-H program. Be a speaker at least three time during the year at other 4-H clubs other than your own, civic groups, commissioners court and other groups to promote and interpret the importance of the 4-H program.
8. Will assist 4-H Specialist with possible programs.

ROLLING PLAINS 3 4-H COUNCIL STANDING RULES

District 4-H councils are advisory committees which assist in making plans and executing these plans on the district basis. The districts should coincide with Texas Extension Service Districts.

Such Councils are responsible to the counties they represent and to the and District 4-H Specialist and District Extension Administrator. 4-H Specialist and District Extension Administrator will serve as advisors to the District 4-H Council.

Delegates to District 4-H Councils shall be elected or chosen from County 4-H Councils or other 4-H Associations of the 24 counties in the district.

1. NAME - The name of the organization shall be the Rolling Plains 3 4-H Council.
2. PURPOSE - The purpose shall be to promote and encourage 4-H club work, and to coordinate 4-H club activities in the district.
3. MEMBERSHIP - The district Council membership is open to 4-H members, regardless of socioeconomic level, race, color, sex, religion, handicap, or national origin. The Council membership shall consist of two delegates elected by each County 4-H Council or committee in the district and the officers of the District Council. Each county is to elect two alternates from the county organization in the same manner as district delegates are elected, and at the same time. The alternates will participate in Council only in the event the delegates are unable to attend. Council members shall be at least 14 and not over 18 years of age as of August 31 of the current year when elected. They shall serve not less than one year and not more than two years as a delegate from their county. (This means that they may serve on the District Council three years; if elected to an office.) Serving as alternate will not effect future eligibility on District Council. Additional delegates may be elected or selected to represent minority membership in the event none are selected as regular county delegates. County Extension Agents will certify that all voting delegates are eligible to serve as District delegates and have not served more than two years.
4. OFFICERS - The officers of the District Council shall be President, 1st Vice President, Delegate-at-Large, 2nd Vice President, Secretary-Treasurer, Public Relations Chairman, Parliamentarian, and Web Master. Officers shall be elected from the membership of the current or previous years's District Council, regardless of socioeconomic level, race, color, sex, religion, handicap, or national origin. The President, Vice President, and Delegate-at-Large must be between 16 and 18 as of August 31 of the 4-H year they serve. Delegate-at-Large represents District at Texas 4-H Council. The same standing rules for membership apply to all delegates. Efforts should be made to assure minority representation. Nominees for Web Master must be eligible for the office according to the guidelines for the office. Candidates cannot run for or be elected to Web Master unless they have met the specified criteria for that office, which is outlined in the office guidelines and candidate application. Candidates for office must participate in all activities during Teen Leader Lab. A county is eligible for no more than two offices per year. If more than two persons from the same county are nominated for office, the first two candidates elected will serve.

5. TERM OF OFFICE - Officers shall be elected annually at the Teen Leadership Lab. All officers, except for Web Master, shall not be eligible for the same office for more than one term. Due to the technical expertise required of the Web Master position, the same person may hold this office for more than one term. The term of office shall be from Teen Leader Lab of the current year until Teen Leader Lab of the next year.
6. MEETINGS AND ELECTION OF OFFICERS - A minimum of two meetings shall be held each year. Officers shall be elected and installed prior to the Texas 4-H Council Workshop. The time and place to be determined by the members of the District Council. Officers shall give reports of work that has been done during their term of office at the annual meeting. Other meetings may be called by the Executive Committee.
7. (4-H 3-2.041) APPLICATION/NOMINATION FORM - Qualified delegates interested in seeking Council office must apply to the District Extension Office by **June 1**, preceding the District Teen Leader Lab, by submitting an Application/Nomination form. An appointed Extension staff committee will serve as a review committee for those seeking a District Council Office. At the election meeting, each candidate must be in attendance to present a three-minute speech. The time limit will be enforced, and candidates shall be given a 1-minute warning. Nominations will be taken from certified voting delegates if the nominee has submitted an Application/Nomination form.

Officers shall be elected from the current or any previous years' District Council membership at Teen Leader Lab. Candidates for office shall have County or District Council experience. Election shall be by ballot. A majority constitutes an election.

Delegates to State 4-H Council shall be the PRESIDENT, 1ST VICE PRESIDENT, AND DELEGATE-AT-LARGE. If one of these officers has previously served on the State 4-H Council, then the next succeeding eligible officer will be the delegate.

8. Candidates will be allowed to display two posters at Teen Leadership Lab. Officer campaign letters can be sent out to delegates at their own expense prior to arrival at the annual meeting. No paraphernalia campaigning or soliciting votes may be distributed. Additional Texas 4-H Center regulations shall supersede bylaw #8.
9. EXECUTIVE COMMITTEE - The Executive Committee shall be composed of the President, 1st Vice President, Delegate-at-Large, 2nd Vice President, Secretary-Treasurer, Public Relations Chairman, Parliamentarian, and Web Master.
10. STANDING COMMITTEES - Standing committees shall be appointed when needed by the President. The President will designate the number to serve on each committee.
11. VOTING BODY - Shall consist of the membership as defined in Rules 3 and 4. The President will abstain from voting unless there is a tie, and he/she will cast the deciding vote.
12. QUORUM - A quorum shall consist of 15 delegates. In this number, 11 counties shall be represented.

13. AMENDMENTS - These rules shall be reviewed annually and may be amended by a two-thirds vote at any regular meeting. All proposed amendments or revisions must be in the District Office 15 days prior to the next District Council Meeting.
14. If a District 4-H Council member consumes, or is suspected of consuming alcoholic beverages, tobacco product, and/or illegal drugs before or during any activity or representation of the District 4-H Council, he/she shall be sent home and be subject to dismissal from the District 4-H Council.
15. ELECTION RUN-OFF - One candidate must receive 51% of the vote to prevent a run-off election. In the event of a tie, the President will cast the deciding vote.
16. DISSOLUTION - In case of dissolution of the District 3 4-H Council, the executive committee shall, after settling all outstanding accounts, assign all real property, including money, equipment and land, to the District 3 4-H Education Fund #255303 for care and disposition. The last official duty of the President shall be to transfer the club property to the District 3 4-H Education Fund #255303.

Last Revision of Standing Rules 8/20/07.

District 3 4-H Council Officer Election Procedures

1. To run for a district office candidates must be between the ages of 14 and 18 as of August 31 of the current 4-H year. To run for President, 1st Vice President, or Delegate-at-Large, the 4-H member must be between the ages of 16 and 18 as of August 31 of the 4-H year they serve.
2. Each candidate will be required to fill out an application form. Applications will be available through the local county agent office and must be turned back into the county agent for approval by the District due date. Candidates will also be required to submit a 2-page 4-H resume that highlights their 4-H career. The application and resume will be judged and ranked by a person not affiliated with District 3. There is no required format for the resume. Possible categories to highlight on the resume (but not limited to) would be:
 - 4-H Projects
 - 4-H Activities/Events
 - Leadership Responsibilities
 - Community Service
 - 4-H Promotion
 - Awards & Recognition
 - Non-4-H Activities (school, church, community, or civic organizations)
3. Each candidate will be required to attend Teen Leader Lab. At Teen Leader Lab, each candidate will be required to give a 3-minute election speech. The speech should cover information about 4-H leadership, positions held, communication skills, etc. Candidates will be allowed to display two campaign posters at Teen Leader Lab. Officer campaign letters can be sent out to delegates at their own expense prior to arrival at the annual meeting. No paraphernalia campaigning or soliciting votes may be distributed.
4. Each candidate will also be required to participate in an interview while at Teen Leader Lab. The interview committee will consist of two county agents, two council officers from a previous year, and one additional at-large member. Each candidate's interview will cover 4-H involvement, 4-H history, leadership, community service, communication skills and interviewing skills.
5. Officer Candidates will be invited to lead and or participate additional leadership opportunities such as a 5 min mixer / ice breaker and or round table rapid fire question period to showcase leadership skill set. These opportunities will not be scored in matrix below.
6. Election results will be based on the total score received from the application and resume, interview, and popular vote. The popular vote points will be re-calculated for the election of each office*. The points will be broken down as follows:
 - Application/Resume: 16 pts.
 - Interview: 30 pts.
 - Popular Vote: 54 pts. (maximum possible number of votes)

7. This process will ensure that the officer positions are filled by the most qualified candidate and will secure a strong leadership team for the District 4-H Council. It is crucial for each candidate to discuss with their family and county Extension staff their involvement and commitment to a district council office and possibly a state council assignment. A District Retreat will be held for newly elected officers and attendance is expected. State Council has numerous events with both expected and mandatory attendance. If you cannot be at these certain events, please do not plan on running for President, First Vice President or Delegate at Large office (State Council).

*The floor will be reopened for nominations for each office on election day. This means that a person losing the race for President could be nominated for any of the other offices for which they meet the qualifications.

*Note, that if time permits, there could be a question and answer period for all candidates following candidate speeches.

District and State Events: TBA

Upload Applicaion to 4HConnect by June 1

DISTRICT 3 4-H COUNCIL OFFICER APPLICATION

Office 4-H'er is seeking:_____

Year(s) 4-H'er served as delegate or alternate on District Council_____

Is 4-H'er **eligible** for the Delegate at Large Office? _____
(If eligible for Delegate at Large position, please attach documentation to application)

Name _____

First Middle Last

Address: _____

Street or Route	Town or City	Zip	Phone (Area Code)
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County: _____ E-mail address: _____

Male: _____ Female: _____ (Please check one)

Age as of August 31 of _____ Date of Birth: _____
current 4-H year: _____ (Month/Day/Year)

Name of parent or guardian: _____

Number of years in 4-H: _____ Name of club or group: _____

Year in school _____ Name of school: _____

Name of Extension Agent: _____

1. List your most important 4-H projects and activities:
2. Summarize your most significant 4-H leadership responsibilities (offices held, leadership, or citizenship activities, etc.):

3. What has 4-H meant to you?
4. Summary of involvement in church, school, community and other youth or civic organizations:
5. List future plans for 4-H, a profession or college:
6. A statement why you should be elected to a district office:

Signature of 4-H Member

TO BE COMPLETED BY COUNTY EXTENSION AGENT

Please write one brief paragraph summarizing applicant's major 4-H projects and activities, number of years in 4-H, major awards, 4-H leadership responsibilities, involvement in church, school and community along with the applicant's parent's name and mail to District Office.

County Extension Agent

Texas 4-H and Youth Development District 3 4-H Council Commitment to Excellence

As a district 3 4-H Council Officer:

- I will exhibit traits of a person with character including trustworthiness, respect, responsibility, fairness, caring and citizenship.
- It is my attitude at the beginning of any project that will affect its successful outcome.
- It is impossible to succeed without others, and it is my attitude toward other individuals that will determine their specific attitudes toward me.
- Nothing can be gained by thinking negatively; therefore, I will think positively. We become what we think. I will not talk about negative ideas or gossip.
- I must develop personal pride in what I am, what I do, what I say, how I act; and I must remember the destructive function of false pride.
- Nothing of consequence was ever accomplished without cooperation, optimism, perseverance and enthusiasm: it is contagious when it is real, urgent, honest, human and my own!

Signature: _____ Date: _____

