

Medina 4-H Advisory Council Suggested By-Laws & Guidelines**Name**

The name of the committee shall be Medina 4-H Advisory Council.

Purpose

To work with County Extension 4-H Educator to help determine 4-H Program needs and direction in concert with state and national policy.

Membership

1. Membership size shall include:
 - a. Adult Membership shall include:
 - i. Employees of OSU Extension (Seasonal, Full, or Part-time) will be ex-officio members and will not have voting privileges or hold office.
 - ii. The permanent member of the Advisory Council shall be the 4-H Extension Educator who will have no voting privileges.
 - iii. 14 Representatives from differing program areas and regions of the county
 - b. Young Alumni Members
 - i. Will include 2 young alumni volunteers
 - c. Youth Membership shall include:
 - i. 4 High school aged youth who are involved in a variety of programs in Medina County 4-H
 - d. A Quorum of eligible voters (50% +1) is required to conduct any business that requires voting.
2. Selection
 - a. Adult Membership
 - i. Nominations will be accepted through an online survey July- Volunteer Banquets
 - ii. Nominations will close at the volunteer banquet and a survey will be sent out the 4-H volunteers in the volunteer newsletter the week following the volunteer banquet
 - b. Youth Membership
 - i. Nominations will be accepted through an online survey July- Volunteer Banquets
 - ii. Nominations will close at the volunteer banquet and a survey will be sent out the 4-H volunteers in the volunteer newsletter the week following the volunteer banquet



Length of Term of Members

1. Adults
 - a. One term is equivalent to three year.
 - b. One-third of the membership rotates off the committee each year.
 - c. May serve up to 2 consecutive terms, with a minimum of one year off the 4-H Advisory Council before serving again.
 - d. If a volunteer is removed or resigns, an election will be held for a representative to finish the remainder of the 3 year term.
2. Youth
 - a. One term is equivalent to one year.
 - b. May serve up to 2 consecutive terms, with a minimum of one year off the 4-H Advisory Council before serving again.

Meetings Per Year

The 4-H Advisory Council will meet a minimum of 7 times per year.

Attendance Requirement

Members must maintain a 75% attendance at meetings, events, and activities in a calendar year.



Committees

1. The President of the Advisory Council shall have authority to appoint a committee chair for committees as deemed necessary.
2. The appointed committee chairperson shall be responsible for the committee reports. Reports will be submitted to the Secretary for inclusion in the minutes.
3. Committees shall include:
 - a. Events and Fundraising
 - b. Audit/Club Review
 - c. Awards and Scholarships
 - d. Promotion Committee
4. Additional Committees will be appointed as necessary in order to fulfill our Purpose.
5. Special 4-H Committee meetings may be held as needed. The dates and times of special meetings will be at the call of the Advisory Council President and approved by the 4-H Extension Educator.

Officers

1. Officers will include:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Term of Office will be 1 year. May be reelected to serve no more than 3 consecutive terms.
3. Election will be during the September Meeting of the year with terms beginning at the close of the 1st meeting of the year, or as needed due to resignation or removal.



Election Procedure

1. On election night the Presiding Officer will take nominations from the floor starting with President, followed by Vice President, Secretary, and Treasurer, respectively.
2. The votes shall be cast by paper ballot and the person getting the plurality (largest number of votes) will be elected.
3. In the event of a tie, there will be a re-vote with just the ties in the election.
4. Any unfilled positions will be placed on the agenda for the following meeting and an election will be held for that office.
5. If there is only one nominee for an office the Presiding Officer can ask for a motion to cast a unanimous vote for the nominee.
6. On any ballot vote the Presiding Officer must ask for two (2) tellers (A representative from the Extension Office and a council member not nominated for an office) to count the votes.
7. Members must be present to vote.
8. Nominees who are not able to attend the election meeting will submit in writing to the President their willingness to serve if elected before the meeting.

Officer's responsibilities:

1. President:
 - a. Shall preside at all meetings.
 - b. Will write an agenda with the 4-H Extension Educator.
 - c. Will have open communication with the OSU Extension Medina County 4-H Office.
 - d. Will foster the group's best interest.
 - e. May only vote on ballot votes, may not nominate individuals for an office.
2. Vice President:
 - a. Works with all committees as a resource or appointed to such committees.
 - b. Presides at meetings when the President is absent.
3. Secretary:
 - a. Keep records and attendance of all meetings, events and activities. Shall provide a report of what happened at said meeting no later than the next meeting.
 - b. Writes all correspondence.
 - c. Maintains a list of all voting members, contact information for all voting members and shall provide that to the board.
 - d. Shall submit a summary or highlights after each meeting to the "4-H Weekly Update".



4. Treasurer:
 - a. Shall keep an accurate account of the group's money
 - b. In order to keep an accurate account of the money the Treasurer shall:
 - i. Require a request form for all money spent.
 - ii. Submit a written balance sheet at all meetings.
 - iii. Shall deposit extra funds in Certificates of Deposit and/or interest bearing accounts.
 - iv. The 4-H Advisory Council must vote on every bill or request for money before it is spent if in excess of \$200.00.
 - v. Books must be audited annually by an appointed committee.

Amendments

1. Any member may propose amendments to these By-Laws at any regular meeting.
2. The proposed amendment will be communicated to all members before being voted on at the next meeting.

Meeting Rules

1. The council will follow standard Roberts Rules of Order as a guideline for all council/sub council meetings. <http://www.robertsrules.org/>

Updated January 2023

