

4-H/JR. FAIR ANIMAL COMMITTEES BYLAWS

1. Committee size is to be not less than 5 but not more than 15 members.
 - a. Committees with 15 members may not add members until their size falls (by attrition) to within the guidelines.
 - b. Committees with less than 5 members are encouraged to add members until their size falls within the guidelines.
2. Members are expected to attend all meetings, workdays, clinics, quality assurance, and fair duties.
 - a. Official attendance will be taken at all meeting, workdays, clinics, quality assurance, and fair duties.
 - b. Official attendance sheet is to be maintained by the committee secretary. Member attendance will be a point of order at all meetings.
 - c. In order for an absence to be excused, members must contact the committee chairperson within 12 hrs. of the meeting/activity day.
3. Committee member application and length of term is described as:
 - a. Individuals who are not a current 4-H Volunteer:
 - Must complete New Volunteer Selection Process by October 31 of the current year.
 - New Volunteer Application must state the committee desired and have committee chair signature.
 - Upon acceptance as a New Volunteer, would serve as a Committee Helper from January – August.
 - b. Individuals who are a current 4-H Volunteer, but do not currently serve on the committee of interest:
 - Complete Committee Application form by October 31. Must have signature of Committee Chair.
 - Upon acceptance as a committee helper, would serve as a Committee Helper from January – August.
 - c. Individuals who are a current 4-H Volunteer, interested in serving a 2-year term, and just completed serving as a Committee Helper:
 - Must notify Committee Chair by October 31 interest in serving as a committee member.
 - d. Individuals who are a current 4-H Volunteer, and interested in renewing a 2-year term on the current committee:
 - Must notify Committee Chair by October 31 interest in serving as a committee member.
 - e. All committee members and committee helpers must be a current volunteer in good standing.
 - f. The Term of the Committee Helper is January – August. Committee Helpers are not:
 - a. Permitted to Vote, Make Decisions, or Hold an Office
 - b. Held to the Attendance requirements stated in item 2
 - c. Cannot portray oneself as an approved Committee Member (ex. Shirt, Nametag, etc.)



- g. All applicants will be reviewed and approved by the 4-H professional and Jr. Fair Committee of the Sr. Fair Board. Following review, the Extension Office and Fair Board will send notice of decision.
 - h. Reapplying (renewal) members will be equally considered with all new committee member applicants when voting on filling committee positions.
 - i. Increasing or decreasing the number of committee vacancies will occur before any voting commences.
 - j. A valuable working committee should meet at least 6 times a year and in a public setting. These meetings should be scheduled in November of current year for the following year.
 - k. Voting will be done by written ballot only, no oral or hand count votes.
4. Other animal subcommittee rules that are still in effect and are not changing.
- a. Two members per immediate family.
 - b. One officer per immediate family per year.
 - c. A family member cannot occupy same consecutive officer position.
 - d. Officer position terms are 1 year.
 - e. Each committee must have a Committee Chair, Committee Co-Chair, Secretary and Treasurer. Secretary and Treasurer Office can be held by the same committee member.
 - f. Election of officers will take place at first committee meeting which all members, existing, returning, and new are eligible to vote.
 - g. All committee accounts will be audited each year internally. All receipts check book register, and canceled checks are due at the time of audit. Audits will be done by member of Audit Committee from the 4-H Advisory Committee every 3 years.
 - h. All committees will operate under a relaxed version of Roberts Rules of Order.
 - i. Minutes of all meetings must be submitted to the 4-H Extension Office within seven working days of the meeting.
 - j. Other additional meetings must be scheduled seven days in advance, preferably in writing.
 - k. Committee members are expected to share in barn duty at the fair while the barn is open to the public and or 4-H members are serving barn duty. In the event a committee member cannot supervise the barn, an active Medina County 4-H advisor can fill in on a temporary basis.
 - l. Committee members using committee position to actively promote private farm sales for personal gain is prohibited.
 - m. Internal committee problems should be handled by the 4-H Extension Office.
 - n. As a reminder, a quorum of eligible voters (50% +1) is required to conduct any business that requires voting.

Adopted 04/14/2016
Revised 08/21/2017