



## 2024-2025 Comal County 4-H Council Officer Elections

*Applicants, please review the entire document with your parents before applying.*

You may be thinking, what's Council all about? Who can be on the Council Officer team? We are glad you asked. We are looking for outstanding 4-H members who want to promote 4-H, encourage others to actively participate in county-wide events, and so much more!

### **What's the purpose of Council?**

The purpose shall be to promote and encourage 4-H work and to coordinate 4-H activities that affect all clubs and/or members of Comal County.

### **Who's eligible to apply for an office?**

Officers shall be elected from current Council membership or anyone who has served as a Council Delegate for one (1) and is entering at least the 8<sup>th</sup> grade for the year of service. (Officers shall be selected from members who have submitted an application. Exception: If there is no application for an office it will first be offered for those who submitted applications for other positions. If there are no applicants without a position or they turn down the position, the Council may nominate from the floor.)

Requirements of running for office:

- The completed and signed application must be submitted to the Extension Office by **4:00 p.m. Friday, April 26, 2024**, to be considered for an office. Applications will also be published in the Newsletter.
- The application must be typed or neatly handwritten only use the space provided. The applications will be posted on the online news/blog the week prior to elections.
- To run for office on **May 1<sup>st</sup>**, the applicant must be present. (Exceptions must be pre-approved by the advising extension agent, the Extension office must be contacted ASAP and arrangements should be made to have someone to speak on the applicant's behalf or have a video recorded).
- Each applicant shall prepare a 30 second speech which will be given before elections start. Speeches will be timed.

### **Note to applicants:**

Please evaluate all of your commitments and determine whether you have the time and if this will be a good fit for you. Officers must attend any event organized or planned by the Council in addition to the regular Council meetings and activities. We have included

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a list of known dates to help you in your decision. **By running for office, you are committing to put your 4-H responsibilities as top priority.**

Officer positions are not just about fulfilling the role during a Council meeting. Officers are expected to:

- Arrive early to help set up and then stay late to help clean up.
- Officers are expected to be prepared for their assigned duties and to be focused on the tasks at hand.
- Officers are expected to take their roles and responsibilities seriously

Please refer to the list of offices that you are eligible to apply for. Carefully select options you feel you can fulfill. The order of offices elected is: Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, 3<sup>rd</sup> Vice Chair, Secretary, Treasurer, Reporter, Historian, and then Parliamentarian. Applicants may additionally choose to run for District Delegate.

*\*According to the Southwest District 10 4-H Council Standing Rules you may run for District Delegate if you are at least 14 years of age and not more than 19 years of age before August 31 of the current 4-H year. Please note that while graduating seniors are eligible to be on District Council, they are not eligible to attend Leadership LAB which is 1 of 2 district meetings.*

### **Note to parents of applicants:**

It is exciting that your child has decided to run for office. Please help your child consider selections that will fit his or her personality the best. Please also be advised that we ask that if your child does not have an email address that you relay all necessary information to them in a timely manner. Additionally, when your child cannot be present to fulfill duties due to illness or a school event, we ask that you assist with the event in their place.

**Please, if you have any questions regarding running for Council office, expectations, etc. do not hesitate to contact the Extension Office for clarification!**

**We are so excited about the upcoming year and we hope you choose to be a part of it!**

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### Comal County 4-H Council Officer Responsibilities

**Chair** - presides at all meetings, enforces bylaws, supervises affairs of the Council, appoints committees for Council activities, serves on committees, serves as a delegate to District 10 4-H Council and attends District 10 4-H Council meetings, serves on Finance Committee & selects youth finance committee members.

**1<sup>st</sup> Vice Chair** - plans and arranges educational programs for Council meetings, introduces speaker at Council meetings. Presides over meetings in the absence of the chair.

**2<sup>nd</sup> Vice Chair** - helps to plan and lead ice breakers and recreation, arranges refreshments (remind clubs for their meeting to provide refreshments) for each Council meeting and helps plan special Council social events.

**3<sup>rd</sup> Vice Chair** - welcomes and introduces new members and guests at each meeting, in charge of promotion and recruitment of new members, reminds members of upcoming meetings and council events.

**Secretary** - keeps accurate record of proceedings of Council & Council Officer meetings, in charge of Council correspondence (thank you notes, etc.), keeps roll and reads minutes at each meeting, provides Council Chair and Extension Office copies of minutes and roll (if taken by secretary) within one week following the Council meeting.

**Treasurer** - helps prepare budget, routinely visits the Extension Office to help reconcile bank account (in checkbook and database) and keep record of receipts and expenses of the Council, is able to learn and explain to others the workings of Council's finances, and serves on Finance Committee.

**Reporter** - reports activities of the Council to Extension office for monthly 4-H newsletter (must be submitted within one week following Council meetings/activities), contacts local media about Council activities when appropriate.

**Historian** - takes pictures at county-wide events throughout the 4-H year, encourages others to take pictures of club/group project activities, collect pictures and prepares a slide show for the annual 4-H Awards Program at the end of the year. Submit photos regularly to the office.

**Parliamentarian** - advises Council on parliamentary procedure during meetings, instructs members in correct parliamentary procedure, and introduces a parliamentary procedure tip at each Council meeting. He/she must be able to advise Council and members on proper procedure in the event that clarification is needed.

**Community Service Coordinator**-serves as the chair of the Councils community service committee, oversees the community service portion of all of the council's committees, coordinates the councils fall and spring community service projects.

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**2 District Delegates and 2 Alternate District Delegates** - attends all District 10 4-H Council meetings or arranges for the alternate to attend, keeps the Comal County 4-H Council informed of District 10 4-H Council activities. *\*Must be at least 14 years of age and not more than 19 by 8/31 of current 4-H year.*

Youth may serve both as an officer and a District Delegate.

*If you are elected as an officer of the Comal County 4-H Council, these are the **MINIMUM** required activities in which you will be expected to participate:*

### Mandatory activities:

- Council Officer Meeting
- District 10 Leadership LAB
- \*New County-wide Officer Training
- Comal County 4-H Awards Program
- Council Officer Meeting (Officers will vote on date)
- Comal County 4-H Council Meetings; officers meet at 6 p.m.
- Comal County Courthouse Tree Decorating
- Comal County 4-H Council Christmas Party
- 4-H Awards Program Preparation Meeting
- Comal County 4-H Awards Program

\*Plus, any events organized and planned by Council Officers (Fun Days, fundraisers etc.)

- ✓ National 4-H Week activities
- ✓ Community Service Activities county-wide
- ✓ Etc.

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## Application

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Club: \_\_\_\_\_

1. Council office you wish to run for (in making your choices, start at the highest position and go down-Chair-->Parliamentarian):

➔ 1<sup>st</sup> choice \_\_\_\_\_ 4<sup>th</sup> choice \_\_\_\_\_

➔ 2<sup>nd</sup> choice \_\_\_\_\_ 5<sup>th</sup> choice \_\_\_\_\_

➔ 3<sup>rd</sup> choice \_\_\_\_\_ 6<sup>th</sup> choice \_\_\_\_\_

➔ Are you interested in running for position of District 10 Council Delegate? **Y/N**  
*\* Shall be at least 14 years of age and not more than 19 years of age before August 31 of the current 4-H year.*

2. Why is a Council position important to you?

3. List 4-H offices you have held, and the year held (Club, County, District, State):

4. List projects you have led as a Junior and/or Teen Leader:

5. What are the strengths you possess that will help make Council more effective?

6. What will you do to improve Council and Comal County 4-H overall?

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## **Comal County 4-H Council Officer Elections**

### Officer Code of Conduct

*Must be signed and returned with application.*

Parents and 4-H members, please note that 4-H Council is a vital part of the 4-H organization. It does require extra time and commitment. It is essential that Council officers attend meetings and be involved in Council activities. When applying for an office on Council, please keep the commitment in mind.

Please initial each item below:

\_\_\_\_ I will follow the 4-H Code of Conduct.

\_\_\_\_ I will complete my officer duties in the time allotted. I understand that I will receive 2 reminders/warnings, on the third infraction I may be removed from my officer position.

\_\_\_\_ I will attend all 4 council meetings, all 4 officer meetings, the district 10 leadership event, & the county wide officer training unless it is an emergency or is pre-approved by the advising agent at least 2 weeks ahead of time. I understand that any unexcused absences or missing more than 3 of these for any reason may result in removal from the elected position.

\_\_\_\_ I will attend the 2023 and 2024 County Awards Banquet unless I have a family emergency or it is pre-approved by the advising agent at least 2 weeks ahead of time.

\_\_\_\_ I will attend at least 50% of council hosted events. Ex: Tree decorating, Christmas Party, Fun Day, Council Community Service Activities, Council Fundraisers and National 4-H week activities. Failure to do so may result in removal from officer position.

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If elected to an office on Council, I agree to the officer code of conduct and will do my best to fulfill the responsibilities of my office and attend all meetings and activities necessary in the support of Council. I understand that not following the code of conduct may result in removal from an elected position and/or the inability to run for an office for the following year.

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Officer Applicant's Signature

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Date

If my child is elected to an office I will, as a parent, support my child and assist him/her in fulfilling the responsibilities as a 4-H Council officer.

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Parent's/Guardian's Signature

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Date

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District Delegate Code of Conduct  
*Must be signed and returned with application.*

Parents and 4-H members, please note that 4-H Council is a vital part of the 4-H organization. It does require extra time and commitment. It is essential that District Delegates attend County Council meetings and be involved in District activities. When applying for a delegate position, please keep the commitment in mind.

Please initial each item bellow:

\_\_\_\_ I will follow the 4-H Code of Conduct.

\_\_\_\_ I will complete my officer duties in the time allotted.

\_\_\_\_ I will attend all Comal 4-H Council Meetings. I understand that if I miss 2 meetings I may be removed from my delegate position.

\_\_\_\_ I will attend both district events and if I'm not able to attend I will let the extension office know as soon as possible so one of the alternate delegates may have my voting position.

If elected as a District Delegate, I agree to the District Delegate code of conduct and will do my best to fulfill the responsibilities of my position and attend all meetings and activities necessary. I understand that not following the code of conduct may result in removal from an elected position and/or the inability to run for an office for the following year.

\_\_\_\_\_  
Officer Applicant's Signature

\_\_\_\_\_  
Date

If my child is elected to delegate position I will, as a parent, support my child and assist him/her in fulfilling the responsibilities as a District Delegate.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

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