Clackamas County 4-H Horse Advisory Committee
Operational Procedures

ARTICLE 1: OBJECTIVES
Section I The Horse Advisory Committee is a network of interested community members who wish to have a voice in the Clackamas County 4-H Horse program design and priorities.

Section II The Horse Advisory Committee provides recommendations and support to the Clackamas County 4-H program. It is convened and supervised by the OSU Extension Service in Clackamas County.

Section III The Horse Advisory Committee provides resources to further the goals of the 4-H Youth Development program. Financial resources are handled in accordance with the Memorandum of Understanding between the Clackamas County 4-H Association, the Oregon 4-H Foundation, and Oregon State University.

ARTICLE 2: RESPONSIBILITIES
Section I The Horse Advisory Committee supports the mission of the 4-H Youth Development Program and its mandates to offer programs related to Science, Healthy Living, and Citizenship. The committee works with the OSU Extension Service to ensure that 4-H programs are nondiscriminatory and are meeting the needs of youth in the community.

Section II Committee members provide time and expertise to design, plan, implement, and evaluate 4-H Horse program activities. Activities follow youth development best practices, have established risk management procedures, and conform to humane standards of animal care.

Section III The committee supports the work of volunteers and clubs by providing resources, expertise, and opportunities to share ideas. It advocates for and promotes 4-H in the county.

Section IV Participants are expected to be positive role models for youth and to follow the 4-H Code of Conduct. Committee members make a commitment to act in a professional and respectful manner.

Section V The committee will work with the OSU Extension office to set and publicize an annual schedule of meetings. Special meetings of the advisory committee may be called by the Chair or Vice Chair with the support of the OSU Extension office.
Section VI  The committee shall maintain a bank account(s) to handle funds designated for the 4-H Horse program. Fundraising and accounting policies are set by the CC4HA and OSU Extension. It shall have an annual budget and will submit financial reports upon request.

Section VII  The committee may purchase supplies and equipment. Program equipment may be transferred to OSU’s ownership. Maintenance and storage of equipment may be delegated to the committee or its members.

Section VIII  The committee may hire judges and clinicians and purchase additional insurance. Any rentals of facilities or equipment for educational purposes must be contracted through OSU. Only rentals for fundraiser events may be contracted by the committee.

Section XI  Designated Committee members, including officers, committee chairs, and event coordinators, may be assigned middle management roles by the OSU Extension Service. Responsibility is delegated to them to manage events; train, orient, or mentor other volunteers; enforce established procedures and rules; and/or handle funds according to their specific position description.

Section VIII  The Horse Advisory is granted permission to use the 4-H Name and Emblem in accordance with federal law. The Name and Emblem cannot be used to endorse private business.

ARTICLE THREE – MEMBERSHIP

Section I  Horse Advisory Committee Membership shall consist of 4-H Horse Club Leaders, Parents, enrolled 4-H members and other interested individuals. In an effort to make important information available to all 4-H members it is strongly recommended that a representative from each club or independent member be present at the Advisory meetings.

Section II  A minimum of eleven (11) will comprise the Horse Advisory Committee. A quorum must consist of seven voting members not including the chairperson.

Section III  Membership to the Horse Advisory Committee will be made open year around.

Section IV  New Members in order to have a vote on the Horse Advisory Committee must have attended a minimum of five (5) meetings out of the past nine meetings. As a club, by sending a club representative to five (5) of the past nine (9) meetings. Representatives may change (a senior 4-H member or adult) from meeting to meeting but all must be from the same Club. Whether voting status has been attained as an individual or as a Club, each shall have only one vote and it is the responsibility of the individual or Club representative to sign in on the proper attendance sheet so that accurate records can be maintained. When new members are meeting their attendance requirements for individual voting rights they shall not switch between signing in on the
Section V  Current members that have fulfilled Article III Section IV who miss three (3) consecutive meetings shall be considered to be inactive until voting status has been re-established. To re-establish voting status you must attend three (3) consecutive meetings.

Section VI  To maintain voting status you must attend five (5) meetings out of the past nine (9).

Section VII  Officers and Committee Chairs must be at least 21 years old.

Section VIII  Members of the Horse Advisory Committee shall conduct themselves and the meetings in a professional manner for the betterment of the program and the youth.

Section IX  Conflict of Interest
   a)  Professional and Volunteer members provide for youth educational projects and activities with the understanding that there will be no personal monetary gain.

ARTICLE FOUR – MEETING GUIDELINES and PROCEDURES

Section I  Meetings shall be called by the Chair with a minimum of nine (9) meetings per year, weather permitting, with additional meetings being called as needed to make a total of at least nine (9) meetings per year.

Section II  Any action by the Horse Advisory Committee shall require the vote of not less than a majority of those voting members in attendance. No proxy votes are allowed.

Section III  Procedures – See guidelines established in the 4-H Club Officers Handbook (Parliamentary Procedures). Horse Advisory will use either secret ballot, raising of hands, or a voice vote (saying “yay” or “nay”) as appropriate.

ARTICLE FIVE – OFFICERS

Section I  Officers shall consist of Chair, Vice Chair, Secretary, Treasurer, Fair Superintendent, and up to four Assistant Fair Superintendents.

Section II  Officers are nominated in September, with elections to be held in October. Term to take effect in October of the same year following the election meeting. Eligible members can only hold one office per term. Term Limits of six (6) consecutive years in the same office are suggested but may be waived with member approval.

Section III  Any Vacancies of an un-expired term shall be filled by election of the eligible advisory members.

Section IV  Members, in order to be eligible to hold office, must have been a member of Horse Advisory Committee the previous year and have attended seven (7) out of the past nine (9) meetings.

Section V  To maintain an Office an Officer must attend seven (7) out of nine (9) meetings of the current year. Officers must be enrolled 4-H Volunteers. New officers who are not enrolled volunteers have 30 days to submit an application to become a leader.

Section VI  Officer Duties and Responsibilities
**CHAIR:** Set agenda and prescreen guest speakers. Run all Advisory meetings in a timely and professional manner, including special advisory meetings held at Fair. Keep County Extension Faculty advised of anticipated changes or activities. Keep advisory informed of any State or County changes as well as correspondence. Review correspondence and communications received - forward any legal implications on to appropriate officials. Take an active roll in supporting program committees. Attend or delegate a representative of the advisory to attend all pertinent meetings (i.e. Clackamas County 4-H Association, State Committee, etc.). In an emergency, if the Horse Advisory Committee cannot be called the Chair has the authority to make an immediate decision relative to the procedures/operational guidelines as defined by the Horse Advisory and is accountable to the Horse Advisory.

**VICE CHAIR:** Shall perform the duties of the Chair in the absence of the Chair. Shall succeed the Chair in the event the office becomes vacant and serve as Chair until the next regular election. Assumes temporary responsibilities of any vacated Officer’s post until the vacated post is filled. Responsible for management of meeting room set up, tear down and locking. Make sure all equipment is available for Advisory meetings. Aid the Chair in keeping the meetings on track. Collect and count ballots.

**SECRETARY:** Keep minutes of all meetings. Keep an updated list of all members, and record attendance at each meeting. Send minutes to Extension office. Make corrections to the minutes as needed. During meetings, keep notes on the kind of discussion and results of all motions. Write letters for the Advisory such as Thank You letters, requests for information, and responses to all correspondence. Keep a copy of all Treasurer’s reports. Distribute meeting minutes via email (within 10 days of meeting) and have available at each meeting. Print corrections in the minutes of the next meeting. Aid in the tabulation of ballots.

**TREASURER:** Write checks and send them to pay bills. Receive and deposit all income. Keep checkbook balanced. Make monthly treasurer’s report and read at Advisory meetings (copy to Secretary and Extension office). At end of year make an annual report showing income and expenses by category as required by the Clackamas County 4-H Association. When requested, make a report showing income and expenses for Junior Horse Advisory (their money is kept in the Horse Advisory account so the Horse Advisory Treasurer is responsible for depositing income and writing checks for them). Reimbursement for payouts will be done only after a payment voucher has been presented to the Treasurer. Head up/Convene Budget Committee to prepare annual budget by May.

**FAIR SUPERINTENDENT:**
Fair Superintendent is in charge of Fair and Pre-Fair in cooperation with Advisory Chair. Divides support duties and roles among the Assistant Fair
Superintendents. Appoints a rules stewardship committee as needed. Must attend the April turn in meeting and conduct the June mandatory Fair meetings. At the September Advisory meeting, evaluate the previous Fair activities, making appropriate changes and updates. Coordinate Junior Superintendents.

**ASSISTANT FAIR SUPERINTENDENTS:** (up to four)
Shall perform the duties of the Superintendent in the absence of the Superintendent. Succeed the Superintendent in the event the Office becomes vacant and serve as Superintendent until the next regular election. Assist the Fair Superintendent. Must attend Pre-Fair and Fair. Meet with Fair Superintendent to determine specific duties during Pre-Fair and Fair.

**ARTICLE SIX – SUB COMMITTEES / STANDING COMMITTEES**

Section I All committees must include a voting Horse Advisory committee member.
Section II All committees shall be made up of interested individuals.
Section III All sub committees shall be accountable to the Advisory.
Section IV Sub committee’s objective is to evaluate programs and make recommendations to the Advisory. These committees shall be appointed as needed by the Advisory.
Section V Standing Committees shall consist of, but are not limited to:

**ARTICLE SEVEN – AMENDMENT TO OPERATIONAL PROCEDURES / GUIDELINES**

Section I Operational Procedures may be amended at a regularly scheduled meeting or special meeting called by the Chairperson, only if changes were presented for review and discussion at two previous regularly scheduled meetings. A vote of two thirds of the voting membership is required to pass the amendment.

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Adopted: