Operational Procedures for the Marion County
4-H Livestock Development Committee

Updated areas listed in Red

Name of the Committee: Marion County 4-H Livestock Development Committee

Purpose: To inform, educate and support 4-H Leaders and Members. To plan, conduct activities and training for the benefit of the large and small animal 4-H project areas (except dog and horse). This committee is overseen by the OSU Extension 4-H Youth Development Agent. The Committee will follow Oregon 4-H guidelines and Robert’s Rule of Order.

Meeting Place: OSU Extension Office

Meeting Date and Time: 4th Tuesday of the months of September, November, January, March and May at 7:00 pm, meetings can be added to other months or skipped depending on the need to conduct business.

Membership: Shall consist of all currently enrolled 4-H large and small animal livestock leaders (except dog and horse), resource leaders, 4-H members and superintendents. Parent/Guardians are encouraged to attend. All are encouraged to actively participate in meetings by sharing their ideas, suggestions, and asking questions.

Voting: Shall consist of one enrolled 4-H adult leader and one enrolled 4-H youth member representative per club. Clubs with more than one adult leader or youth member present will need to determine who has voting privileges for their club. Voting by proxy will be allowed, but the voter must be in attendance at the meeting and signed in for the club they are representing on the attendance sheet.

Although routine business may be conducted at any meeting, new motions that constitute a change in rules or procedures or that are of county-wide interest will become part of the minutes and will be voted on at the next meeting to allow time for club discussion and input. In business related to the Marion County Fair the Marion County FFA Advisors with an interest in Fair operations will be notified and asked to participate in discussion and the decision making process.

Officers of the Committee: Shall consist of a Chair, Vice Chair, Secretary, and Treasurer

Awards Coordinator and two Liaisons to the Marion County Leaders Association will be appointed on a volunteer basis by the Executive Board (Chair, Vice Chair, Secretary, and Treasurer)

Adult leaders or older (10-12th grade) youth members may fill the offices of Chair, Vice Chair, Secretary and Leader Association Liaison.

Adult leaders must fill the office of Treasurer and Awards Coordinator due to the financial responsibilities of these offices.

All positions will be elected on a yearly basis.

Nominations for officers will be made annually at the September meeting, followed by a vote at the November meeting. All nominees must agree to serve prior to their names being placed on the ballot. Nominations for officers may be made from the floor. Any vacancy throughout the year shall be filled by a majority vote at a regularly scheduled meeting.
No more than two officers can be from one club.

Duties of Officers:

**Chair:** Preside at all meetings, work with the County Extension staff to develop meeting agendas, facilitate the work of the committee, appoint sub-committees, and represent the committee at public occasions. The Chair shall not have a vote except to break a tie.

**Vice-Chair:** Act for the Chair in his/her absence. Responsible for reviewing and monitoring progress on goals set by the committee.

**Secretary:** Keep a record of all meetings, provide notice of meetings, handle correspondence for the committee, and perform other duties as may be assigned by the committee.

**Treasurer:** Care for all monies, pay all bills authorized by the committee or budget process and report to the Committee at each meeting and at the request of Chair. Comply with State and Federal requirements for a nonprofit organization and file an annual financial report to the Marion County 4-H Leaders Association by November 1st of each year.

**Liaisons:** Give written or oral reports to the Marion County Leaders Council. Assisting, writing articles related to the Livestock area, follow-up with livestock leaders and other duties assigned by the committee and accepted by the Liaison.

**Awards Coordinator:** Coordinate livestock awards for the County Fair with the Livestock Superintendents. Work with Fair Superintendents to make sure awards match needs. Work with the Treasurer on all accounting processes. Keep records of all awards presented. Superintendents will be responsible for choosing and ordering their own trophies or item awards. The Awards Coordinator will organize the ordering of Rosettes for all Livestock areas.

**County Fair Superintendents:**

1. County Fair Superintendents are appointed by and serve at the discretion of the OSU Extension 4-H Youth Development Agent.

2. The Livestock Superintendents will be directed in matters of policy by the Development Committee.

3. The Livestock Superintendents are expected, but not required, to attend all regular Development Committee meetings.

**Livestock Judges Task Force:**

A Livestock Judges Task Force will be created each year with the purpose of discussing and ranking large animal livestock judges to be invited to county fair. The Judges Task Force is made up of three representatives from the 4-H Livestock Development Committee, three representatives from the FFA program, and three representatives from the Marion County Junior Market Auction Committee. The Task Force will be convened by the OSU Extension 4-H Youth Development Agent or designee.

Recommendations for large animal livestock judges may come from any 4-H adult leader, 4-H member, FFA Advisor or FFA member. Recommendation forms are due on September 30th of each year. The Livestock Judges Task Force will meet in October or Early November. Based on the work of the task
force, judges will be contacted for their judging assignment and then mailed a contract. Once their contract is received, the names of large animal livestock judges will be released.

Amendments:

These operating procedures may be amended only once a year, between October-January, at a regular meeting of the Committee by a majority vote, providing that the amendment has been submitted in writing to all members at the previous regular meeting.

Draft Updated March 2012
Will be finalized in May of 2012