

Application & Election Process: (As stated in Youth Council Bylaws Section III)

Deadline: May Youth Council Meeting (First Wednesday in May). Applications will be screened by the 4-H Agent to verify eligibility:

Article III, Section 1: All officers must be at least 14 years of age, in 4-H age, as of the year they are serving. If there are no eligible 4-H members 14 years of age or older, the remaining offices may be filled with eligible members, 12 years of age or older. Officers should have at least one (1) year of Youth Council experience and two (2) years of 4-H experience.

Article III, Section 2: Members may vote during elections if acting as a representative of a club and have attended five (5) Youth Council business meetings of the current 4-H year. If a meeting is cancelled for any reason voting members will still be required to attend five (5) meetings to be eligible to vote in elections.

Each elected officer will sign a statement of commitment regarding the duties and responsibilities of the office. A parent or guardian will need to sign a statement of support of the elected officer as well.

- Current President appoints a ballot counter.
- Elections are held during June Meeting
- Office is assumed at September Meeting
- Term is September to August

Boulder County 4-H Youth Council Officer Application

Name: _____

4-H Club: _____

Age: _____ 4-H Age (as of Jan 1 current year) _____

Email: _____

Phone: _____ Ok to text? YES NO

Projects Enrolled in:

Offices held at County or Club level:

Officer Position you are seeking? (Select those that apply)

	Executive Offices			Senator	
	President			Senator	
	Vice President			1 st Alternate Senator	
	Secretary			2 nd Alternate Senator	
	Treasurer			Recreation Leader	

Member Statement of Commitment

I _____ do pledge, to the best of my ability, to fulfill my duties as a member of the Boulder County 4-H Youth Council. I will attend all monthly 4-H Council meetings and executive sessions as necessary. I will volunteer to lead and/or assist in 4-H Council activities and committees.

If the 4-H Extension Agent(s) find me negligent in my elected duties, I will be given a chance to improve, voluntarily resign, or may be asked to resign.

It is the responsibility of all officers to include all youth in the Youth Council activities, meetings, and discussions. I will strive to help other members become involved.

I have read and understand my responsibilities of officer’s positions as described in the Boulder County 4-H member Bylaws and Constitution.

_____ Date _____
Signature

Parent Statement of Support

As the parent/guardian of _____ I will support this member in their efforts to serve the Boulder County 4-H Youth Council to the best of their ability.

_____ Date _____
Signature

Position Descriptions (as stated in the Youth Council Bylaws 2020)

ARTICLE IV: Duties of Officers

Section 1: Duties of the Officers

- a. The **President** shall:
 1. Preside at all meetings of the Council,
 2. Appoint committees,
 3. Call special meetings if necessary,
 4. Preserve order,
 5. Perform the duties of President as defined by Robert's Rules of Order,
 6. Perform such other duties as necessary
 7. The President, with input from the Executive Committee is to prepare an agenda for the Council meeting and to follow through with the agenda one week prior to the regularly scheduled meeting date.

- b. The **Vice President** shall:
 1. Perform all the duties of the President in his/her absence,
 2. Assist the President at all times,
 3. Oversee that the duties set forth for each committee are completed
 4. Pick a member to lead the council in pledges at each meeting.

- c. The **Secretary** shall:
 1. Keep the minutes of each meeting,
 2. Keep accurate attendance of all youth council members
 3. Deliver one copy of the minutes to the Youth Council Extension Agent within two weeks after the meeting, this may be digitally delivered,
 4. Carry on all official correspondence of the Council.

- d. The **Treasurer** shall:
 1. Be responsible, in conjunction with Advisors and Extension Agent, for the Council checkbook, as well as all Council funds and accounts,
 2. Keep an accurate record of all financial transactions, including deposits (credits) and payments (debits),
 3. Present a report each month to the Council utilizing the bank statement ,
 4. Present the accounts to be audited annually in October or as the Executive Committee deems necessary.
 5. Consult the budget before granting of stipends and scholarships

- e. The two (2) **Senators** shall:
 1. Serve a two (2) year term with one Senator being elected each year,
 2. Serve Boulder County as official representatives and voting delegates at all District II and State meetings and,
 3. Keep the Council informed of District II and State 4-H Senate business.
 4. You must be 14 years of age by January 1 of the 4-H year you will be serving and have attended 1 year of youth council meetings.

5. A Senator missing any two consecutive District II meetings or any State meetings without reasonable cause as deemed by the Executive Committee will be replaced with the first Alternate Senator.
 6. If a Senator becomes elected to a State office such as President, the first Alternate Senator shall move into the Senator position.
- f. The two (2) **Alternate Senators** shall:
1. Serve a one (1) year term and will be elected annually,
 2. Attend all District II and State 4-H meetings required of the Senators
 3. Fulfill the responsibilities of the Senators in their absence.
 4. The first Alternate Senator shall automatically move up into a Senator position if:
 - i. Senator misses any two consecutive District II meetings or any State meetings without reasonable cause as deemed by the Executive Committee.
 - ii. Or a Senator is unable to complete their term.
 - iii. If a Senator becomes elected to a State office such as President, the first Alternate Senator shall move into the Senator position.
 - iiii. Must be 14 years of age by January 1 of the 4-H year you will be serving and have attended 1 year of youth council meetings
- g. The **Recreation Leader** shall:
1. Plan and carry out a group activity for each Youth Council meeting
- h. The **Adult Advisors** shall:
1. Provide input to the Council officers and members, and
 2. Be present at all Youth Council and Executive Council meetings.
 3. Attend District II meetings
 4. Act as a chaperone (as able) to events where Senators or Alternate senators are required to attend.