

WASHINGTON COUNTY FAIR 4-H/FFA LIVESTOCK BOARD BY-LAWS

Updated June 25, 2009

ARTICLE I – Name

Section 1

The name of this organization shall be the Washington County Fair Livestock Board (hereafter noted as the Fair Livestock Board).

ARTICLE II - Purpose

Section 1

The purpose of this council shall be: To serve as an executive and decision making body on behalf of the entire Washington County Fair Livestock Program, to better serve the youth of Washington County and ensure Fair livestock shows and clinics will be conducted according to State 4-H/FFA Rules and Regulations. The Washington County Fair Livestock Program provides programs and services to all persons regardless of race, color, religion, national origin, disability, or sex of members.

ARTICLE III – Membership

Section 1 – Composition

Membership shall consist of all Washington County FFA Chapter Advisors, the 4-H Agent, one Volunteer Leader from each of these units, and two Youth at Large (Rotating positions from FFA and 4-H Units). Each member has one vote. Motions will carry by a simple majority vote unless a two-thirds vote is specified.

Section 2 –Membership Standing

There shall not be a term of membership for the Fair Livestock Board. All members must maintain a good standing and actively participate to strengthen the purpose of the board. When an elected official is no longer in good standing, the Fair Livestock Board members may appoint a replacement. The Secretary will keep attendance records of all Fair Livestock Board members. A quorum is comprised of at least 8 members.

Section 3 – Extension Agent / Chapter Advisor

Member FFA Chapter Advisors or the USU Extension Agent over the 4-H Livestock Program may override decisions by the Board which are not in harmony with the State 4-H/FFA Rules and Regulations only after presenting proof of decision to the Executive Council.

ARTICLE IV – Officers

Section 1 - Officers

The officers of the Board shall be: President, President Elect, Secretary/Treasurer, and County Fair Board Liaison (4-H Agent). These officers are members of the Executive Committee. Other officers of the board but not members of the Executive Committee shall be: Show Vice Presidents (One for each species), and the Parliamentarian. The role of Parliamentarian will preferably be filled by one of the two youth members.

Section 2 – Method of Election

Nominations for officers will be taken from the floor at the Fall meeting. Nominations for officers shall be accepted from board members. No absentee votes will be accepted. Each member has one vote. Elections will carry by a simple majority. Elections will follow Parliamentary Procedure.

Section 3 – Vacancies

Vacancies occurring in any of the officers due to illness, death or other incapacity to comply with assumed duties shall be filled by election by the board members except in the case of President, and then the President Elect shall succeed the President. Such officers shall serve only until the next regular election.

Section 4 – Duties

President

- A. Shall be the chief executive officer of the Board.
- B. Preside at Executive Committee meetings and Board meetings.
- C. Arrange to have the President-Elect perform their duties in their absence.
- D. Prepare Leader/Judges Packets.
- E. Call Meetings.

President-Elect

- A. Perform the duties of the president in their absence.
- B. Research, find and submit names of potential judges to the Fair Livestock Board for the show.
- C. Other duties as assigned by the president.

Secretary/Treasure

- A. Have a copy of the county Rules and By-laws at all events.
- B. Record Keeping
 - a. Keep minutes and attendance records of board meetings and attendance records at county education events. Ensure copies of all attendance records and meeting minutes are sent to the Extension Office.
 - b. Update minutes as needed.
 - c. Work closely with the Extension office to keep current on properly enrolled youth, and number of entries at each show.
- C. Finances
 - a. Provide quarterly (and as needed) financial reports that will include expenses, income, and current balance.
 - b. Work with the Extension office Secretary where Board funds will be held and accounted for in a county account.

Show Vice Presidents

- A. Make sure that all equipment is on hand for the show and in good working order.
- B. See that the show is running according to County Rules.
- C. Work with the Show Secretary to see that judging sheets are ready in a timely manner.
- D. Provide 2 ring stewards at each show. (As needed)
- E. Responsible for making stall and pen assignments.
- F. Responsible for distribution of ribbons.

Show Secretary (Ad Hoc – as needed)

- A. Coordinate show enrolments with the Extension office Secretary and organize show classes.
- B. Enter results of judged animals and post for review by participants.
- C. Assist with distribution of show ribbons.

ARTICLE V – Executive Committee

Section 1 – Composition

The Executive Committee shall be composed of the elected President, President-Elect, Secretary/Treasurer, and County Fair Board Liaison (4-H Agent).

Section 2 - Functions of the Executive Committee

- A. To perform the essential Board activities that must be acted upon between meetings of the membership.
- B. To formulate and recommend programs and activities to the members of the board for their consideration and approval.
- C. To carry on such other business as may be delegated to it by the Board membership.

Section 3 – Meetings of the Executive Committee

- A. The Executive Committee shall meet in sufficient time prior to regular meetings to formulate the agenda and have it printed for the meetings if necessary.
- B. A majority of the Executive Committee members must be present to constitute a quorum for the transaction of business.

ARTICLE VI – Meetings

Section 1

- A. Meetings shall be held at a place and time designated by a majority vote of the membership.
- B. Fair livestock Board meetings are open to the public and encourage public participation.

ARTICLE VII – Amendments

Section 1

Amendments to the By-Laws may be made at any regular or special meeting by a two thirds vote of a quorum, providing the proposed amendments were submitted in writing to the Fair Livestock Board at least ten days prior to the date of the meeting.

ARTICLE VIII – Parliamentary Authority

Section 1

Roberts Rules of Order shall govern the proceedings of the Council if not otherwise specified in the By-Laws.

ARTICLE IX – Rules

Section 1

The Fair Livestock Board and Fair Livestock Program membership will adhere to the rules and regulations set forth by the State and County 4-H/FFA programs found in the annual Washington County Fair Livestock Rule & Guidelines.

Utah State University Extension is an affirmative action/equal opportunity institution.