

2024-2025 Williamson County 4-H Council Election Procedures

June 28 – Deadline to submit County Council Officer Application to the County Extension Office

Officers must meet the following age requirements for the 2024-2025 year to run for office:

President, first vice-president, second vice-president, third vice-president, secretary and treasurer must be in the senior age division (9th-12th grade).

Reporter and parliamentarian positions are open to the senior age division (9th-12th grade) and the intermediate age division (6th-8th grade).

July 23 – County Council Elections and Leadership Workshop at the County Extension Office

Elections will be held following a leadership workshop, open to all Williamson County 4-H members. Following the workshop, candidates running for each Officer position will give a speech focusing on their 4-H experience and why they want to be a Council Officer. Only the President and two County Council Delegates may vote from each club (for a total of 3 votes per club).

County Council Officer Positions and Responsibilities – Review County Council Bylaws for additional information

- General guidelines
 - County Council Officers are expected to attend all County Council meetings, be an active member of County Council, and represent the county at events.
 - Any enrolled 4-H members may run for office, regardless of position held at the club level.
 - Each Officer candidate must submit an application by the stated deadline, and agree to adhere to the guidelines and expectations of County Council Officers.
- President
 - To preside at all meetings, enforce the bylaws and exercise supervision over the affairs of the club.
 - Exhibit good leadership qualities, serve as a role model to the members, and serve as a spokesperson for the Williamson County Council.
 - Work with the County Extension Agent and other council officers to develop an agenda for each meeting.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- First vice-president
 - To assist the president.
 - Perform the duties of any officer who is absent during a meeting.
 - Plan and conduct Community Service activities at council meetings.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- Second vice-president
 - To perform the duties of the president in the absence of that officer and first vice-president.
 - To plan recreation for each meeting and help plan special social events of the council.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- Third vice-president
 - To perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
 - To welcome and give guidance to visitors and new members at council meetings.
 - To plan icebreakers and activities to help members get to know each other at council meetings.

- Assist in preparing meeting space and materials.
- Serve on committees when necessary.
- Secretary
 - To keep accurate minutes of all meetings.
 - Submit report of minutes to the Executive Committee and County Extension Agent within one week of each meeting.
 - Keep the roll and present minutes of the previous meeting at each meeting.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- Treasurer
 - To help prepare a budget for approval by the council.
 - Verify record of the receipt and expenditure of all funds.
 - Present a treasurer's report at each council meeting.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- Reporter
 - Take photographs of club and county events to be used in social media posts and for the Awards Banquet slideshow.
 - Assist County Extension Agent with creating social media posts to promote 4-H.
 - Compile picture slideshow for the annual Awards Banquet.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.
- Parliamentarian
 - To provide advice to the presiding officer and members on parliamentary procedure.
 - To ensure that correct parliamentary procedure is followed during meetings.
 - Assist in preparing meeting space and materials.
 - Serve on committees when necessary.

Election Procedures

- The election order will be: president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, parliamentarian, district council delegate.
- In the above order, candidates for each position will be given the opportunity to address the voting delegates for a maximum of 2 minutes to talk about themselves, their 4-H involvement, and their goals as a County Council Officer.
- The voting delegates for elections shall consist of 3 members from each club: the club president, and two county council delegates. Clubs may substitute voting delegates (for a maximum of 3) with prior notice if their elected delegates cannot attend.
- Once all candidates for that position have spoken, voting will be conducted via secret ballot. Candidates must receive a clear majority vote (more than 51%) in order to earn the position. If no candidate receives more than 51% of votes or if there is a tie, a runoff will occur and the vote will be conducted again with only the top vote recipients. In the case of a tie during the runoff, the current Council President's vote will be used as the tie-breaking vote.
- Candidates may choose to run for multiple offices. Once a candidate is elected to a position, they are no longer eligible for additional positions. If a candidate is not elected for the first position they have chosen, they will be given another opportunity to speak to the voting delegates during the voting process for their next chosen position.

The 2023-2024 County Council Officers will be installed at the 4-H Awards Banquet on Saturday, August 3rd.