



McLennan County 4-H COUNCIL OFFICER CANDIDATE APPLICATION



- Complete and submit form to the McLennan County Extension Office or emailed to madeline.makovy@ag.tamu.edu by **5 p.m. Wednesday April 22, 2026**.
- Candidate must be in the 8th grade or older to run for an officer position.
- The offices of Chairman and First Vice-chairman are only open to delegates or council officers of present year. The offices of Secretary, Treasurer, 2nd Vice-chairman, Reporter, Historian, Parliamentarian, Health and Safety officer, and Community Service Chair are open to all representatives.
- We will have you give a brief speech about you and your 4-H experience, then delegates will vote.

Please TYPE or PRINT NEATLY. If needed attach (1) additional page for item #6 only, please review the McLennan County Council Leadership Goals before signing. Please review the officer's role responsibilities you are interested in running for before signing.

Name	
Address	
Email Address	
Birthday	
Age	
Cell Phone #	
# Years in 4-H	
School Grade	



Below are the McLennan County 4-H Council officer positions. Please check the offices you would like to be considered for and which you meet the age requirements.

<u>Check</u>	<u>Office</u>
	Chairman <i>(must be 16)</i>
	Vice-Chairman <i>(must be 16)</i>
	Second Vice-chairman <i>(must be 14)</i>
	Secretary <i>(must be 14)</i>
	Treasurer <i>(must be 14)</i>
	Reporter <i>(must be 13)</i>
	Historian <i>(must be 13)</i>
	Parliamentarian <i>(must be 13)</i>
	Health and Safety Officer <i>(must be 13)</i>
	Community Service Chair <i>(must be 13)</i>

By signing this, I am certifying that all the information above is accurate. I understand that I am only able to run for the above office positions that I have indicated. I also understand that as a McLennan County Council officer, I am required to attend **80 percent** of August through May County Council meetings and certain McLennan County 4-H events to provide leadership and support.

Applicant Signature

Date

Parent Signature

Date



McLennan County 4-H COUNCIL
McLennan County Extension Office

Election of Officers: Election of officers shall be held each year. Officer elections shall be by ballot. All candidates will have an opportunity to present a “candidate” speech (2 minutes maximum including set-up and take down time). All 4-H members wishing to run for office on the McLennan County 4-H Council must submit the appropriate paperwork into the McLennan County Extension Office, by the due date as stated on the application.

Voting Body: The voting body shall consist of the voting delegates (club council delegates) from each 4-H club. Each club will be allotted two (2) votes total. In the event of a tie, the candidates in the runoff will have to give an additional (1) minute speech.

Meetings: County Council meets on the first Monday of September, November, December, January, April, and May. Unless otherwise communicated.

Elected officers are also expected to help with and attend the county awards banquet during the summer, as well as a council officer training in the summer.

Code of Conduct: McLennan County 4-H members are required to follow the stated Texas 4-H Youth and The Development Consequences of Misbehavior and Code of Conduct. If a McLennan County 4-H Council member is suspected of any illegal activity (consuming alcoholic beverages and/or illegal drugs, etc.), before or during any activity or representation of the McLennan County 4-H Council, he/she shall be subject to be sent home and/or to dismissal from the McLennan County 4-H Council at the discretion of the Adult Leader Board/Extension Staff.

Officer Roles: Please review the roles you wish to pursue in the McLennan County 4-H Council By- Laws.



Council Officer Election Process

Council Officer Election process will consist of 3 parts:

1. 2 Minute Speech - MAX
 - a. This speech will be given at the beginning of the voting session.
2. Vote by Voting Delegates
 - a. Voting will be done in person.
3. Agent Advisor Review of Application

Explanation of Process:

- ✿ 2 Minute Speech: The Candidate will give a 2-minute speech about running for office. The Speech will be given to the voting delegates via video.
- ✿ Example items to include in speech:
 - Speech Structure (Introduction, Body, Conclusion)
 - Speech Delivery (Confidence, well organized, Language-Body and Speech)
 - Content should include, but not limited to:
 - Name
 - Club
 - Years in 4-H
 - Previous Leadership Experiences
 - Why do you want to run for office?
 - Why would you be a good officer?
- ✿ Vote by Voting Delegates: Voting Delegates will vote by choosing the candidate # of that respective office using a ballot system. Voting Delegates will be checked before the voting system is sent out to ensure they are the correct delegates. At conclusion of balloting the candidate with most votes will be elected into that position.



Calculation of Results:

1. Each candidate will give their election speech before running for each office. The voting will start with President and descend. After each candidate has given their speech, the delegates will vote. The candidate with the most votes will win that position. This will be the procedure from President on down to Community Service Chair.
2. If in an event there is a tie of scores, then the tie breaker will be the vote of the previous chairman.
3. Calculation of Results will take place in the County Extension Office. The Advisors will tally the scores and give results to President to announce.

NOTE: If a candidate is not able to attend the election, then a video interview with the questions and answers above may be given as well as a speech with the content above may be given on video. Videos must be submitted no later than 12 noon on the day of the Election. Videos must be either on a flash drive or put on YouTube with a link emailed to the Advisors.

Officer Installation: The new 2025-2026 officers will be installed at the end of the 4-H Banquet on August 10, 2025. They will serve their term until the next officer installation in 2026.



2025-2026 McLennan County Council By-Laws

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the McLennan County 4-H Council
- Section 2. **This shall be a nonprofit organization exclusively for the purpose of promoting through 4-H Club work.**
- Section 3. **The objectives of this organization shall be:**
- i. **To provide learning situations for the development of leadership, responsibility, and effective citizenship.**
 - ii. **To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.**
 - iii. **To provide information and training in other 4-H activities as members' interests dictate.**
 - iv. **To help each member experience personal growth and achievement, as well as be of service to others.**
- Section 4. This club is organized exclusively for charitable, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE II: MEMBERSHIP

- Section 1. The McLennan County Extension Agents shall serve as advisors to the Council. As advisors, the Extension Agents shall work directly with the executive committee and other committees; help executive committee get ready to conduct meetings, serve as clarifier and advisors during the meeting and help Council members understand and perform their responsibilities.
- Section 2. The membership of the McLennan County 4-H Council shall consist of member from each club in the county:
- a) The current year's chairman and vice- chairman
 - b) Current year's Council delegate and alternate delegate
 - c) Council officers, and
 - d) Any McLennan County 4-H member who serves as an Extension Service District 8 4-H Council or Texas 4-H Council Officer.
- Section 3. A Council member may name another 4-H member to attend and vote at the council meetings in their place if that council member cannot be present. The Extension office must receive notification of the substitution at least one day in advance.



Section 4. Membership is open to all club members without regard to race, color, sex, disability, religion, age, or national origin.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1. The officers of the club shall be a chairman, vice-chairman, second vice-chairman, secretary, treasurer, reporter, historian, parliamentarian, health and safety officer and community service chair.

Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning with the new 4-H year.

Section 3. The Council chairman and vice- chairman shall serve as delegates of the McLennan County 4-H Council to the District 4-H Council. The exception: if one of the district delegates is elected to a District office, or if one of the delegates has already served two terms as District delegate and is thus ineligible for a third year, the next highest-ranking eligible county Council officer shall become District delegate.

Section 4. The council chairman and vice-chairman shall be at least 16 years of age at the time of elections and must have been a previous council officer. The council second vice-chairman, secretary and treasurer shall be at least 14 years of age at the time of elections. The council reporter, historian, parliamentarian, health and safety officer and community service chair shall be 13 years of age at the time of elections.

Section 5. Council officers should have completed a project the previous

year. Section 6. Election process: Application, Interview and Peer Vote.

Section 7. Voting Body: shall consist of TWO voting delegates from each club.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the chairman shall be

- a) To preside at all meetings of Council, enforce the bylaws and exercise supervision over the affairs of the club.
- b) To appoint standing and special committees.
- c) To serve as an ex-officio member of each committee, except the nominating committee.
- d) To serve as delegate of the club to the District 4-H Council.

Section 2. Duties of the first vice-chairman shall be

- a) To assist the chairman.
- b) To perform the duties of the president in the absence of that officer.
- c) To serve as chairman of the program committee.
- d) To help plan all county educational programs one year in advance.

Section 3. Duties of the second vice-chairman shall be

- a) To assist the chairman and first vice-chairman.
- b) To perform the duties of the chairman or in the absence of that officer and first vice-chairman.
- c) To serve as chairman of the creation/social committee.



- d) To help plan recreation and refreshments for each club meeting and plan special social events of the club.
- Section 4. Duties of the secretary shall be
- a) To keep a full and correct record of all proceedings of the club.
 - b) To have charge of club correspondence.
 - c) To keep the roll and read the minutes at each meeting.
- Section 7. Duties of the treasurer shall be
- a) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
 - b) To present a financial statement when requested to do so.
 - c) To serve as chairman of the financial committee.
- Section 8. Duties of the reporter shall be
- a) To report activities of the club to the local news media.
 - b) To report activities to the county Extension agent and/or in the county 4-H newsletter.
- Section 9. Duties of the parliamentarian shall be
- a) To provide advice to the presiding officer on parliamentary procedure.
 - b) To instruct members in correct parliamentary procedure.
- Section 10. Duties of the historian shall be
- a) To keep an accurate record or history of the Councils activities and achievements during the 4-H year
- Section 11. Duties of the health and safety officer shall be
- a) To provide activities for Council officers during meetings.
- Section 12. Duties of the community service chair shall be
- a) To provide advice on county community service activities
 - b) To assist other members of Council in community service actions
 - c) To encourage clubs in the county to participate in county wide community service activities

ARTICLE V: STANDING COMMITTEES

- Section 1. Standing committees shall be:
- a) Executive – composed of Council officers, the Program Development Committee, and the 4-H Coordinator.
 - b) Recordbook – to construct recordbook workshops
 - c) Awards Programs – to plan activities
 - d) Food Show – to plan activities
 - e) Fashion Show – to plan activities
 - f) County Camp – to plan activities
 - g) National 4-H Week – to plan activities



h) Roundup – to plan activities

Section 2. Additional special committees may be appointed in anyway or any time the Council determines advisable. Special committees shall be composed of at least THREE members, ONE County Extension agent and ONE Adult Leader.

ARTICLE VI: MEETINGS

Section 1. Regular meetings of this organization shall be held on the first Monday of every other month at 6:30 PM.

Section 2. Special meetings may be called by the chairman.

Section 3. Officers will be dismissed from officer position after missing TWO mandatory events.

Section 4. Mandatory events include and are not limited to: County Council Meetings, Awards Banquet, National 4-H Week/One Day 4-H, and one promotional event/contest (i.e., assist with Farm Bureau tours at HOT Fair, County Roundup, County Food Show and Challenge, etc.)

ARTICLE VII: AWARDS AND ACTIVITIES

Section 1. McLennan County 4-H Council shall sponsor YEARLY the following activities:

- I. Awards Banquet
- II. County Food Show
- III. National 4-H Week
- IV. County Fashion Show
- V. Officer training workshops
- VI. County Camp
- VII. County Roundup

ARTICLE VIII: PROCEDURE

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the Council's bylaws.

Section 2. The order of business for regular meeting is:

- Call to order
- Inspirational
- Roll call
- Reception for new members and recognition of quests
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program



- Adjournment
- Closing
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: FISCAL ACCOUNTABILITY

The 4-H club/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.

ARTICLE X: CLUB DISBANDMENT

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorize the Texas A&M AgriLife Extension Service and County Extension Agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. The last official duty of the club's manager shall be to affect the transfer of club property and to turn over club records to the County Extension Agent or other Extension designees.

ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the Council in writing and filed with the secretary at the previous meeting of Council. Amendments must not conflict with the basic 4-H philosophy. These amendments are effective upon the affirmative vote of the members present.

