

## 2025 District 5 4-H Council Officer Elections

### DISTRICT 5 COUNCIL

The District 5 4-H Council is a team of 4-H members elected by their peers from across District 5. Serving as ambassadors for the Texas 4-H program, members represent the organization district-wide while collaborating with Extension faculty to plan, coordinate, and facilitate activities and events.

### OFFICER EXPECTATIONS

- Be engaged in regularly scheduled business and planning meetings (quarterly basis).
- Serve as positive role models for other 4-H members.
- Uphold the high ideals, values, and standards of the Texas 4-H program.
- Work with Extension faculty in planning and conducting District events and activities.
- Seek opportunities to expand and diversify audiences and programs on the Texas 4-H Youth Development Program.
- Be committed to the District Council and work to fulfill the selected goals and responsibilities.
- Be dedicated to personal development while having fun and respecting the differences in others.

#### Other expectations: Council Officers will assist with 4-H Promotion

- The District Council will help to promote 4-H in the District. This might include a video of each council member talking about a project or planning a community service project for the district.
- Assisting county 4-H programs - As a council representative you may be asked to come speak to a club in a neighboring county or do a leadership workshop for a county council in the District. This is part of being a leader in the district, and you should be prepared to assist if asked to do so.

### COMMITMENT, DEDICATION and COMMUNICATION

- Council officers are **REQUIRED** to participate in the events and/or activities listed in the table below and provide leadership. **If you cannot make the mandatory events and planning meetings in which ALL OFFICERS are required, do not run for office.**
- **Communication rule** – communication is vital to the success of a program and as such, Council officers are expected to communicate with each other regarding program planning. In addition, if a Council officer needs to submit a request to miss a meeting or an event/contest, the **officer** is expected to send a written email to include both District 4-H Council Advisors, the D5 4-H Specialist and their county agent at a minimum of one week prior to the scheduled meeting or event.
- **Two-strike rule** – failure to adhere to the following will result in dismissal from the Council once two infractions have occurred:
  - Communication rule – not submitting a request, **via email**, to both advisors, specialist, and county agent to miss/arrive late/leave early a meeting/event/contest.

- Event or Contest Attendance - missing an event, arriving late, or leaving early on the date in which you agreed to provide leadership.
- Quarterly Planning Meetings – missing a meeting, arriving late, or leaving early on the date in which the council officers set for planning meetings.
- Roles and Responsibilities – failure to fulfill the roles and responsibilities in which you were elected.

Minimum Attendance	Dates	Event
President and 1 <sup>st</sup> Vice President	July 28-31, 2025	Texas State 4-H Council Retreat – Location TBD
All officers	Date and location TBD. Must attend entire 1 ½ day event – Tentative August	District 5 4-H Council Planning Retreat
All officers	<b>September 2025</b> (date to be decided by officers at planning retreat)	Quarterly Planning Meeting via Zoom (Gold Star Banquet)
President or 1 <sup>st</sup> VP and 3 officers	October 14, 2025	District 5 Gold Star Banquet, Nacogdoches
All officers	<b>November 2025</b> (date to be decided by officers at planning retreat)	Quarterly Planning Meeting via Zoom (Roles for Junior Lab and Food Show)
All officers	November 14-15, 2025	District 5 Junior Leadership Camp, Palestine
4 officers	December 5, 2025 - Tentative	District 5 4-H Food Show
All officers	<b>January 2026</b> (date to be decided by officers at planning retreat)	Quarterly Planning Meeting via Zoom (Roles Food Challenge and preliminary planning Senior Lab)
4 officers	February 6 or 13, 2026 - Tentative	District 5 Food Challenge
All officers	<b>March 2026</b> (date to be decided by officers at planning retreat)	In person meeting – location TBD (discuss Come Alive in D5 roles and planning Senior Lab)
All officers	April 10-11, 2026 - Tentative	District 5 Senior Leadership Lab
4 officers on Friday 4 officers on Saturday	April 24, 2026 - Tentative April 25, 2026 - Tentative	Come Alive in D5
All officers	<b>May 2026</b> (date to be decided by officers at planning retreat)	Quarterly Planning Meeting via Zoom (Learn Today, Lead Tomorrow)

## OFFICER ELECTIONS



- Officer elections for the District 5 4-H Council will be conducted during Senior Leadership Lab, **April 11-12, 2025**. See **page 3 for a complete timeline of election components and dates**.
- The election process will include popular vote speech (50 percent), an interview (35 percent), the application (10 percent), and a question at the conclusion of the speech (5 percent).
- All candidates must complete the officer application and candidate commitment forms and submit them to your County Extension agent **no later than 5:00 pm on March 27th**. The forms are attached and may also be downloaded from the District 5 4-H website at <http://d54-h.tamu.edu>
- **County agents** will need to email the application and commitment form to Dr. Jheri-Lynn McSwain at [jlmcswain@ag.tamu.edu](mailto:jlmcswain@ag.tamu.edu) by 5:00 pm on March 28<sup>th</sup>.

### Based on District 5 4-H Council By-Laws:

- Age of Officer Candidates: All officer candidates must be at least 16 years old as of August 31<sup>st</sup> of the 4-H year in which they are installed as a district officer.
- Term of office: From date of installation to new Council officer elections the following year.

## VOTING DELEGATES

- Each county may have up to 2 voting delegates. Delegates must vote in-person during Senior Leadership Lab.

## CAMPAIGNING RULES

- No handouts of any kind, shape, or size are permitted to be distributed in person, by mail or electronically. Posters are not permitted.

## ELECTION PROCEDURES

The election of District 5 4-H Council Officers will be broken down by the following categories and points:

Application:	10 percent
Popular Vote Speech:	50 percent
Interview:	35 percent
Question:	<u>5</u> percent
	100 maximum score

### Timeline of Election Components

#### **1. Officer Application – submitted via email or writing to county agent by March 27, 2025**

Candidates must complete a District 5 4-H Council Candidate Application and the Participation Verification Form by the announced deadline, listing activities, leadership, and community service. The interviewers will refer to this information during the interview.

Candidates will need to indicate on their application their desire to run for any or all of the following positions: President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, and/or Secretary or council officer. You may select as many positions as you desire to run for.

**Officer Roles and Responsibilities**

- A. **President** – Develop meeting agendas in conjunction with the District Specialist and/or Council advisors, preside at Council meetings, ensure meetings are kept on track according to agenda, start and end meetings on time. Serve as District 5 representative on the Texas 4-H State Council.
- B. **1<sup>st</sup> Vice President** – Work with Council to determine annual calendar of events and due dates for committee assignments, remind members of meeting dates and action items to complete, know the duties of the president and conduct meeting if president is absent. Serve as District 5 representative on the Texas 4-H State Council.
- C. **2<sup>nd</sup> Vice President** – Work with Council to determine annual calendar of events and due dates for committee assignments, design marketing flyers for Council events, know the duties of the 1<sup>st</sup> Vice President and conduct meeting if president and 1<sup>st</sup> VP is absent.
- D. **Secretary** - Check attendance at each meeting and take complete and accurate notes of each meeting and send to Council advisors for review by the end of the week meeting occurs.
- E. **Council Officers** (Committee Chairs) – gather information, decide on the details, develop a plan, set a budget, and then report to the Council for approval or changes.
  - Community Service Planning Committee Chair
  - Come Alive in D5 Planning Committee Chair for Officer Responsibilities
  - Junior Leadership Lab Planning Committee Chair
  - Senior Leadership Lab Planning Committee Chair

**2. Interview – conducted via Zoom on April 8, 2025**

A link to sign-up for a 30-minute interview will be emailed to you by April 3<sup>rd</sup>.

**Part I:** Judges will review the applications and rank them accordingly:

- 4-H Leadership (10 points)
- Citizenship/community service (10 points)
- Personal Narrative (10 points)
- Reason for wanting to serve as an officer (20 points)
- Describe something specific you could do to benefit the District 5 4-H program (20 points)
- What does the word “impact” mean to you (20 points)
- What lasting impact do you want to leave on District 5 4-H (10 points)

**Part II:** Applicants will be involved in an interview process where judges will score the candidate on interview talents (speaking, thinking, composure). Judges will be able to use candidates’ applications to ask questions.

**3. Assist current officers with workshop sessions at Senior Leadership Lab**

You will be paired up with current officers at Senior Leadership Lab to assist them with workshop duties. This will be an opportunity to engage with the camp participants and for them to get to know you better and see how you work with other young people before you give your election speech.

**4. Popular Vote Speech – conducted in-person at Senior Leadership Lab**

Candidates have a maximum of three (3) minutes to deliver the speech. Popular vote will be a secret ballot. Only designated voting delegates from each county will be allowed to vote. Candidates may vote if they are a designated voting delegate.

**5. Questions – asked in-person at Senior Leadership Lab**

Applicants will also be given three (3) minutes to prepare and present an answer to a given question.

**PROCEDURE OF ELECTIONS**

The candidates will be interviewed by a panel of judges. The candidates will present a 3-minute speech to all voting delegates. The average of the judges scores will constitute the points given for the speech portion of the election process. The average of the scores from the judges will constitute the points given for the interview and question portion of the election process.

The popular vote will be taken, one office/position at a time, in the following order:

- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- Secretary
- Council Officer 1
- Council Officer 2
- Council Officer 3
- Council Officer 4

The number of votes received during the popular vote will be recorded for each candidate running for a particular office. This number will be added to the pre-determined application, interview, and question scores. The candidate with the highest number of points in the first round of the popular vote will be announced as President.

The popular vote for the 1<sup>st</sup> Vice-President will be conducted next. The number of votes received during the second round of popular votes will be recorded for each remaining candidate running for a particular office. This number will be added to the predetermined application, interview, and question scores. The candidate with the highest number of points in the second round of the popular vote will be announced as 1<sup>st</sup> Vice-President.

This procedure will continue until all offices have been filled.

## DISTRICT 5 4-H COUNCIL OFFICER APPLICATION FORM

**Please complete pages 6-9 and send to your County Extension agent (due March 27).**

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Mailing address \_\_\_\_\_

Candidate email \_\_\_\_\_ Parent email \_\_\_\_\_

County \_\_\_\_\_ Phone number \_\_\_\_\_ Gender  Male  Female

Date of birth \_\_\_\_\_ Age as of August 31, 2025 \_\_\_\_\_

Grade entering in August 2025 \_\_\_\_\_ Name of school \_\_\_\_\_

Number of years in 4-H \_\_\_\_\_ Name of county Extension agent \_\_\_\_\_

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Are you willing/eligible to serve as President or 1<sup>st</sup> Vice President?  Yes  No

*President and 1<sup>st</sup> VP also serve concurrently on the Texas State 4-H Council. If you have served in this capacity in the past, you are ineligible to serve in these offices; however, you CAN serve in other council offices.*

Have you served as a District 5 4-H Council Officer in the past?  Yes  No

If yes, did you attend mandatory meetings and events as required?  Yes  No

Offices you would like to be considered for: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> President                      | <input type="checkbox"/> Secretary       |
| <input type="checkbox"/> 1 <sup>st</sup> Vice President | <input type="checkbox"/> Council Officer |
| <input type="checkbox"/> 2 <sup>nd</sup> Vice President |  |

**Answer the following below – 2 page maximum with a font size of 11 or 12 points.**

<b>EXPERIENCES</b>	
<p><b>LEADERSHIP:</b> Summary of your major 4-H and non-4-H leadership roles (include volunteer, elected/appointed and promotion leadership, showing the most significant first)</p>	
<p><b>CITIZENSHIP AND COMMUNITY SERVICE:</b> Summary of your 4-H and non-4-H citizenship and community service activities. List year, activity and your role (show most significant first)</p>	
<p><b>PERSONAL NARRATIVE:</b> Personal biography of 4-H members' 4-H career and other extracurricular activities (Example: how many years in 4-H, major projects, accomplishments, scholar sports, school/ community activities). No more than 100 words.</p>	

<b>THOUGHT QUESTIONS</b>	
<p>Why do you want to be a member of the District 5 4-H Council Officer Team?</p>	
<p>What does the word “impact” mean to you?</p>	
<p>What one thing do you think you could do as a Council Officer to improve District 5 4-H?</p>	
<p>What lasting impression do you want to leave on District 5 4-H?</p>	



DISTRICT 5 4-H COUNCIL OFFICER  
 APPLICATION FORM – Page 4

**CANDIDATE COMMITMENT**

If elected, I agree to fulfill my responsibilities to be the best of my ability and understand that I will be expected to participate in the events and activities listed on page 1 and 2. I understand the Communication and Two-Strike rules as listed on page 1 and 2.

\_\_\_\_\_

Candidate Signature Date

**PARENT VERIFICATION**

I approve of my child’s interest in the District 5 4-H Council office and understand that youth will be held to the highest expectations of commitment to their elected position as listed on page 1 and 2.

I support their involvement and will ensure that they are actively involved in the events and/or activities of District 5 4-H Council.

I approve of the District 5 program posting their name, photo and contact information on their website.

\_\_\_\_\_

Parent/Guardian Signature Date

**COUNTY EXTENSION AGENT VERIFICATION**

I verify that the following individual and parent/guardian understands the duties and responsibilities required for election to a District 5 4-H Council officer position.

\_\_\_\_\_

County Extension Agent Signature Date