

STATE 4-H OFFICER

Qualifications and Election Procedures

State 4-H officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, able and willing to perform.

A total of seven state 4-H officers will be elected. Positions are district vice president (total of three), and four at-large state officers. At-large elections will be held at the Arkansas 4-H O-Rama. The total voting delegation will elect the four at-large state officer positions. The president will be selected from the at-large officer candidate who wishes to be considered for the position of president. The president will be selected through an interview process by a committee of 4-H'ers and CES personnel. Regional vice presidents will be elected at the three district O-Ramas. Only those 4-H members present who are competing in a sanctioned O-Rama activity may vote.

The application for state 4-H officer is due to the state 4-H office by the first business day of May. Candidates who meet the eligibility requirements must sign a commitment form prior to their name being put on a ballot.

Eligibility Requirements:

4-H members applying for a state office MUST:

- Be at least 16 years of age but not more than 18 years of age during the current calendar year and be enrolled in local 4-H program.
- Be an Arkansas 4-H ambassador for one year and have met the re-certification requirements for the current year.
- Agree to reside in Arkansas during the entire year while serving as state 4-H officer.
- Have demonstrated a high degree of responsibility and leadership ability in previous 4-H involvement.
- Submit a written recommendation from a local 4-H club leader and one from a county Extension agent as part of the application.
- Prepare and deliver a three-minute campaign speech during the election process.
- Not have previously held the state office for which they are running, excluding officer-at-large.
- Be totally dedicated to the total Extension education and 4-H program.
- Be willing to commit the entire year to state officer activities.
- Be willing and able to travel without involvements at home.
- Work through preparation and practice to develop effective public speaking skills and to project a desirable image of 4-H at all times.
- Adhere to the 4-H Code of Conduct.
- Avoid participation in any activity or conduct which would raise questions as to moral character and that would be an embarrassment for the Extension service and 4-H program.

Duties of the state 4-H officers:

1. Represent Arkansas 4-H members at:
 - a. State 4-H Officer Workshop (August)
 - i. Develop an understanding of the history and organizational structure of the Extension service

- ii. Learn about philosophy and objectives of the 4-H youth development program
- iii. Acquire knowledge of basic principles and techniques of making effective presentations
- iv. Review principles of good leadership
- v. Begin plans for Teen Leader Conference – develop theme, committee assignments, workshop ideas
- b. Purple Circle Recognition Event, 4-H Center (November)
 - i. Assist with presentation of awards
- c. 4-H Ambassador Workshop, 4-H Center (February)
 - i. Chair or co-chair a conference committee
 - ii. Lead team building activities
 - iii. Assist with workshop training
- d. District 4-H O-Ramas (June)
 - i. Preside and emcee at opening and closing assembly (vice president)
 - ii. Set up trophy table
 - iii. Put winners' cards on chairs
 - iv. Decorate stage (vice president)
 - v. Lead group singing/spirit activities
 - vi. Lead pledges (U.S. and 4-H)
 - vii. Hand out trophies
 - viii. Present individual, club and county awards
 - ix. Assist with logistics of getting award-winners on and off stage in an orderly manner.
- e. Pre-conference State 4-H Officer Meeting, 4-H Center (June)
 - i. Finalize preparations for Teen Leader Conference
- f. Teen Leader Conference, 4-H Center (June)
 - i. Implement plans of the conference committees
 - ii. Preside at the conference assemblies
 - iii. Teach a workshop if needed.
 - iv. Serve on panel for ambassador interviews
 - v. Assist with decorations for Teen Star and Hall of Fame Banquet
 - vi. Emcee at Teen Star and Hall of Fame Banquet
 - vii. Escort Teen Stars on stage for their award during banquet
 - viii. Make award presentation at banquet
- g. Pre-O-Rama State 4-H Officer Meeting, Fayetteville (July)
 - i. Finalize preparation and responsibilities for state 4-H O-Rama
 - ii. Attend farewell event
- h. Arkansas 4-H O-Rama, Fayetteville (July)
 - i. Award of Excellence banquet
 - (1) Decorate
 - (2) Emcee
 - (3) Lead pledges
 - (4) Invocation
 - (5) Emcee scholarship award
 - (6) Assist with handing out scholarship awards
 - (7) Emcee record book awards
 - (8) Assist with handing out record book awards
 - (9) Assist with presentation of Governor's Award
 - ii. Campaign Rally
 - (1) Emcee overall program
 - (2) Line-up ambassadors for recognition
 - (3) Lead group singing and generate group spirit
 - (4) Assist with handing out ambassador recognition items

- (5) Assist with collection of ballots
- iii. Activity Awards Program
 - (1) Emcee overall program
 - (2) Line-up winners and assist backstage
 - (3) Emcee awards events
 - (4) Assist with handing out trophies
 - (5) Announce new state 4-H officers and transfer of duties
 - (6) Decorate stage (at-large officers)
2. Serve on various planning and advisory committees as requested

OFFICER EXPENSES:

Some of the costs which will be covered (*pending availability of funding*) include the green blazer, name badge, conference registration fees (State 4-H Officers' Meeting, Ambassador Workshop, Teen Leader Conference), farewell dinner in Fayetteville, and some personal transportation to these and other 4-H events in which they are asked to participate as a state 4-H officer (example: 4-H Day at the State Fair, Purple Circle Banquet, and Awards of Excellence Event). Other expenses associated with this program are assumed by the 4-H officer.

APPLICATION AND DUE DATE:

Submit form FY4H-657 – Arkansas 4-H Activity Application for Youth Leadership Role. Applications will be screened at the county level and when they are received in the state 4-H office, to verify that the applicant meets all qualifications. Candidates who are eligible to run will be notified prior to their regional O-Rama. Applications are due the first business day in May to the state 4-H office.

CAMPAIGN AND ELECTION PROCEDURES:

Campaign Procedures:

Officer candidates and/or their supporters may campaign prior to the district and/or state 4-H O-Rama by word of mouth and through correspondence. The state 4-H office or county office will not provide mailing lists for campaign or other purposes. Candidates are encouraged to attend county, regional/district and state 4-H events and activities to meet and contact other 4-H members and ask for their support.

Candidates may NOT promote their election campaign while participating in or emceeding programs or activities during regional or state activities. All current state 4-H officers who are running for a new office may participate on the program of such events, outside their region; however, they may not promote their election campaign while participating on the program.

Candidates are permitted to make phone calls, mail letters, or send electronic messages to constituents. Extension staff are not allowed to provide names and/or addresses of 4-H members in their county.

Campaign Materials:

Campaign materials are limited to posters, table top display, and word of mouth.

Specific Campaign Materials Rules:

1. Up to 10 posters for state office candidates and five posters for regional officer candidates mounted on sticks. Posters are not to exceed 22" x 28" and they are not to be three-dimensional.
2. Campaign posters can be utilized by the candidate and/or their supporters prior to and during the Regional and State O-Ramas.
3. Campaign materials, buttons, stickers, T-shirts, or flyers **may not** be posted or distributed before, during or after at any 4-H regional or state event, activity or program.
4. State officer candidates may prepare a campaign exhibit to display during the Arkansas State 4-H O-Rama. A 4' x 30" table top area will be provided for the exhibit. This exhibit must be set up on the first day of state O-Rama and manned during the "Meet the Candidates for State 4-H Office" event. NO OTHER MATERIALS (I.E. BUTTONS, FLYERS, T-SHIRTS, CAPS/HAT, ETC.) or gifts may be distributed or worn.
5. No campaign material is to be displayed inside the election area (i.e. Bud Walton Arena, auditorium, etc.).

CANDIDATES MAY NOT DISTRIBUTE LITERATURE OR MATERIALS OF ANY KIND, AT ANY TIME. THIS MEANS BEFORE, DURING OR AFTER ANY 4-H EVENT OR ACTIVITY.

Speeches:

Officer candidates having completed the appropriate application forms and receiving written approval by the state office must submit their campaign speeches by June 1 of the year making application. The speeches will be reviewed by state Cooperative Extension Staff member board for acceptability. Candidates are not to deviate significantly from the written speech at district or state O-Rama. Each candidate is expected to present his or her own speech.

Candidates requiring audio equipment other than a microphone will need to advise the state 4-H office one week prior to the election. Candidates should be prepared to give a one-minute acceptance speech. If there is only one candidate for a specific office, candidate will be required to give an acceptance speech at the appropriate O-Rama event.

Candidates should wear business casual attire while on stage when presenting their speech. Appropriate attire would include the following: blouses or shirts with dress slacks, khakis, suit or sports coat, or for females, knee-length or longer dress or skirt.

Time Limit – There is a three-minute time limit for regional and state campaign speeches. Campaign speeches may include the use of props so long as the props do not require additional time, other people, living things, or university equipment.

Voting Procedures:

Only those participating in a competitive event are eligible to vote for state 4-H officers. After the candidate's speeches, those delegates eligible to vote may participate in the voting process. At the district 4-H O-Rama, each participant will receive one ballot to use in electing their district 4-H vice president. At the state 4-H O-Rama, participants will vote by going to a polling site during a specified time at state 4-H O-Rama set aside for participants to cast their votes. If one candidate does not receive more votes than the total of all other candidates, then a runoff election will be held between the two candidates with the most votes. Candidates in a runoff situation will have the opportunity to give a one (1) minute speech to restate their desire for the office and the support of their peers.

Ballots will be distributed and collected by county Extension staff and counted by a pre-designated Election Board. Announcement of the newly elected state 4-H officers will be made during the closing

assembly at state 4-H O-Rama.

Election Board:

State 4-H elections are held under the supervision of the Election Board. The Election Board is made up of one state 4-H staff member with election responsibilities, and six county field staff (two per district).

The Election Board will supervise the counting of ballots and will certify the results of the elections and monitoring adherence to the campaign policies. Violations in campaign rules will be brought to the attention of the candidate and the Election Board. Candidates who do not correct violations may be disqualified from being elected as a state 4-H officer. The Election Board will document the violations and have the final authority to determine the penalty for violations. If a candidate is determined to be in violation of the campaign procedures, they may be assessed a 50-vote penalty to their final vote tally.