



The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

SAN MATEO COUNTY 4-H COUNCIL BYLAWS

Article I County 4-H Council (RL)

Section 1 – Purpose and Responsibilities (RL)

- A. The overall purpose of the San Mateo County 4-H Council is to provide space for youth and adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
- B. Working in partnership with 4-H YDP personnel, the San Mateo County 4-H Council provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

Article II Membership (RL)

Section 1 – Committee Members (RL, substitute titles where appropriate)

- A. Membership in the San Mateo County 4-H Council shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, gender, gender expression, identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Section 2 – Active Membership (RL)

- A. All 4-H adult volunteers who are appointed by the County Director and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of chartered 4-H Units of the 4-H YDP shall be active members of the San Mateo County 4-H Council.

- B. Senior 4-H members shall be active members of the 4-H Council. All senior 4-H members participate as 4-H Council members with full council membership rights but shall not serve as 4-H adult volunteers or agents of the University of California.
- C. Members of county councils and council committees must be appointed 4-H adult volunteers or members in good standing.

Section 3 – Ex-Officio Members (RL)

- A. The County Director and 4-H YDP academics and staff serving the county shall be ex-officio members of the San Mateo County 4-H Council. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote. Exception: Should a tie vote on any matter occur in the 4-H YDMB, Standing Committees or ad hoc Committees, the Ex-officio members are entitled to one collective vote to break the tie.

Section 4 – Honorary Members

- A. Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H YDP. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and County Director. Honorary members are not entitled to a vote.

Section 5 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

- A. Adult volunteers shall serve a two-year term.
- B. Youth shall serve a one-year term, with eligibility to be reappointed for one additional one-year term in the same office, without annual election.
- C. An office shall not be held by the same person for more than two consecutive years.
- D. Neither adult volunteer nor youth may serve for more than four years as an officer in any position.
- E. There must be at least a two-year period after the final term before additional service in any officer position.
- F. If a replacement officer position cannot be filled, the term may be extended for up to six months maximum, until a replacement is elected or appointed.
- G. After the six-month period, if no person is elected to the vacancy, the 4-H YDP personnel may appoint a person to the position until the next regular election is held.

Article III 4-H Council Structure (RL)

Section 1 – Officer Positions (RL with options for committee positions)

- A. The officers of the San Mateo County 4-H Council shall consist of a President, Vice President(s), Secretary, Treasurer(s), Reporter/Historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.
- B. Senior members who are at least 14 years old at the time of appointment may serve as officers, except that of Treasurer. Youth may hold the position of Youth Treasurer and will work in partnership with an adult volunteer Treasurer.
- C. Other officers either elected or appointed such as immediate past president, reporter, historian and organizational unit leader.
- D. The offices of secretary and treasurer may be combined into one office.
- E. At least 50% of officer positions must be filled by senior youth members. Youth officer roles must have unique responsibilities and may not be classified as a “member at-large”. Options for youth officer positions may include co-officer positions, such as Co-President (one youth, one adult volunteer), etc.
- F. Officers must be from at least four different 4-H Units. They are not “representatives” of their unit in these roles, rather this provides opportunity for diversity of thought.

Section 2 – Duties of Officers

- A. Duties of each officer are outlined in a written role description which are signed by the officer at the beginning of each term.
- B. 4-H YDP personnel keep the original signed copy of the role description. The Secretary or Recording Secretary maintains signed copies of the role descriptions.
- C. Role descriptions are reviewed every two years and must align with state role description templates.

Section 3 – Conducting by Executive Committee

- A. By majority vote of those present at a regular meeting, the 4-H Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the 4-H Council officers of the current 4-H YDP program year (July 1st-June 30th), and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H YDP personnel and County Director shall be ex-officio members.
- B. Duties of Executive Committee

It shall be the duties of the Executive Committee to:

- Establish and maintain operating procedures for 4-H Council business.

- Consider and recommend to the county council practices or procedures needed for effective and efficient operations of the 4-H Council. After approved by the 4-H Council and 4-H YDP personnel, operating procedures should be recorded, revised, and accessible to the membership.
- The Executive Committee may be authorized to act for the 4-H Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Committee should be subject to the approval of the 4-H Council at its next regular meeting, unless it was previously determined that the Executive Committee may conduct business and act on behalf of the Council. In this case, the Executive Committee must provide a report on the decision at the next regular Council meeting.
- The Executive Committee may convene their own meetings. They may assist the president in arranging the agenda for the 4-H Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the County 4-H Council.

C. Executive Committee Quorum

A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

Article IV Elections (RL)

Section 1 – Nominations

- A. An ad hoc nominating committee shall be formed at least 6 months prior to annual elections.
- B. The nominating committee nominates officers of the 4-H Council and prepares the annual ballot.

Section 2 – Balloting for Officers

- A. Elections should be held at the end of the 4-H year or soon after the beginning of the new 4-H year. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected.
- B. The slate of officers is publicized at least 30 days prior to a publicized election date.
- C. Balloting must be in writing and may be conducted in person or digitally. Digital includes internet balloting tools, e.g. surveys, or other forms of digital voting. If conducted digitally, a system must be in place to eliminate double voting, the system must ensure only those eligible to vote are provided a ballot.
- D. Regardless of balloting type, write-in nominations are a required component of the ballot.

Section 3 – Counting votes

- A. At least three nominating committee members count votes, including one 4-H YDP personnel, one adult volunteer, and one youth member.
- B. The nominating committee verifies elections results and announces the new officers.

Article V Meetings (RS)

Section 1 – Regular Meetings (RL RS)

- A. There will be at least one (1) regular meeting of the 4-H Council per program year (July 1st – June 30th). These meetings shall be held the 3rd or 4th Monday, of the month, unless otherwise specified by two-thirds (2/3) vote of all units represented (one vote per unit).
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel. (RL)

Section 2 – Special Meetings (RL)

- A. The President, acting in concurrence with the 4-H YDP personnel, may call special meetings at any time.
- B. Special meetings must be publicized at least 10 days in advance.
- C. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 3 – Training Meetings (RL)

- A. No 4-H Council business shall be transacted at training meetings unless 4-H Council so directs with the approval of the 4-H YDP personnel.

Section 4 – Meeting Notices (RL)

- A. Notices and the agenda of all meetings of the 4-H Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP personnel at least seven days prior to the meeting.

Section 5 – Agenda (RL)

- A. The agenda of each regular or special meeting of the 4-H Council shall be prepared by the President in conjunction with the 4-H YDP personnel and may include participation from other Executive Committee members.

- B. The agenda should include an open forum item for people to address the 4-H Council on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.
- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Executive Committee and 4-H YDP personnel.

Section 6 – Attendance (RL)

- A. 4-H Council meetings are open to all 4-H members, adult volunteer volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. Honorary members, parents and 4-H members who are not active members of the 4-H Council, and other invited and/or approved visitors may attend 4-H Council meetings and express opinions but shall not be entitled to vote.

Section 7 – Quorum for Council Regular and Special Meetings (RL)

- A. A quorum for regular and special meetings of the San Mateo County 4-H Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise noted in the bylaws. No meetings or business shall be transacted without a quorum.

Section 8 – Voting Members (RL)

- A. Voting privileges shall be extended to all active members of the San Mateo County 4-H Council.

Section 9 – Parliamentary Procedure

- A. Democratic Rules of Order shall govern the meetings of the San Mateo County 4-H Council.

Article VI Relationships (RL)

Section 1 – Relationships (RL)

- A. The members of the San Mateo County 4-H Council and any Standing or ad hoc Committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
- B. The Standing and ad hoc Committees are responsible to the San Mateo County 4-H Council, unless the committee is established by 4-H YDP personnel.

- C. The San Mateo County 4-H Council members will communicate and coordinate with members of Standing and ad hoc Committees.
- D. San Mateo County 4-H Council Executive Committee members may not serve concurrent positions on Standing or ad hoc Committees.
- E. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

Article VII
San Mateo County 4-H Council Committees (RS)

Section 1 – Standing Committees (RL- changes to position roles as appropriate)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H Council may establish standing committees. The following committees are required. Officers will coordinate and serve as chairpersons of these standing committees:
 1. The Treasurer will chair the Finance & Fund Development Committee (RL)
 2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)

Section 2 – Program Development Committees (RS, if PDCs are part of the San Mateo County 4-H Council structure.)

- A. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
- B. The PDCs of San Mateo County 4-H Council are:
 - a. Life Skills Committee
 - b. Animal Science Projects Committee
 - c. Presentation Day Committee
 - d. Fair Committee
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
- D. 4-H Council Executive Committee members may not serve as chairs of PDCs during concurrent terms.
- E. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- F. Members of committees must be 4-H members or adult volunteer volunteers appointed by the County Director.
- G. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.
- H. Committees should keep the San Mateo County 4-H Council informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 3 – Expansion & Review Committees (RL)

- A. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the San Mateo County 4-H Council.
- B. The E&R Committee functions to help expand 4-H YDP opportunities for 4-H members and adult volunteers in a balanced manner that includes attention to criteria such as age, sex, locale (rural or urban), disability, minorities and varied needs and interests, to strengthen approaches to 4-H YDP delivery and to add quality to the educational process.
- C. The E&R Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H YDP expansion on a nondiscriminatory basis. The E&R Committee provides reports directly to the 4-H YDP personnel and the County Director.
- D. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county and represent various geographic areas of the county with persons who know those communities well. Approximately one-third of the members should be senior 4-H members.
- E. The individuals charged with expansion and review must meet as a group at least twice per year.
- F. The annual responsibilities of the E&R Committee are to:
 - 1. Plan and implement an effective outreach program.
 - 2. Review geographic boundaries of 4-H units.
 - 3. Review one race units and the communities they serve.
 - 4. Review constitution and bylaws or operating procedures of 4-H units.
 - 5. Provide diversity training annually in partnership with 4-H YDP personnel.

Section 4 – Ad hoc Committees (RL)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the San Mateo County 4-H Council can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
- B. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
- D. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall

strategic plan that guides program and fund development efforts of the 4-H Council programs and activities.

- E. Ad hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, and when and what they are to report.

Section 5 – Nominating Committee (RL)

- A. An ad hoc Nominating Committee must be appointed annually.
- B. Members of the Nominating Committee minimally must include one 4-H YDP personnel, one adult volunteer and one senior youth and ideally include up to two adult volunteer volunteers and two senior youth members.
- C. Nominating Committee members serve a short-term, six-month appointment. Members may not serve more than two consecutive appointments. There must be at least a three-year period after the second term before reappointment can be made to the same position.
- D. Specific role responsibilities are included in the Nominating Committee role description.
- E. A slate of officers must be presented in writing, to the San Mateo County 4-H Council at least 30 days prior to an election.

Section 6 – Advisory and Sponsoring Committees (RL)

A. Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

B. Organization

Such committees may be organized by the San Mateo County 4-H Council in accordance with the advice of 4-H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H Council shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies. Advisory and Sponsoring Committees of the San Mateo County 4-H Council (not subject to Art.VII, Section 7D) include: Scholarship I Committee, Scholarship II Committee and the Program Support Committee.

Section 7 – Committee Members (RL)

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H staff personnel.
- B. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the County Director prior to service in any 4-H role.
- C. Youth must be enrolled in 4-H at the time of service.
- D. Committee makeup will be at least 50% senior 4-H members.

Section 8 – Ex-Officio Members (RL)

- A. The County Director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 9 – Terms (RL)

- A. Standing Committee Chairs shall be appointed for up to two-year terms, and renewable for a second two-year term. There must be a two-year period after the second term before reappointment can be made to the same position.
- B. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
- C. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

Section 10 – Regular Meetings (RS)

- A. Committee meetings will be scheduled as necessary.
- B. Training may occur during or outside of regular meetings of the committee.
- C. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

Section 11 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP staff.
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 12 – Agendas (RL)

- A. The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel.

Section 13 – Attendance (RL)

- A. Committee meetings are only open to committee members, ex-officio members and those invited to participate who have a specific contribution to make to the proceedings.
- B. No meetings of the committee or its sub committees shall be secret.

Section 14 – Voting Members (RL)

- A. Committee members each have one vote on committee business.
- B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

Article VIII Finances (RS)

Section 1 – 4-H Youth Development Funds (RL)

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the San Mateo County 4-H Council.

Section 2 – Money-Raising Activities (RL)

- A. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4-H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the County Director or their designee. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of the 4-H YDP must be approved by the County Director or State 4-H YDP Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

Section 3 – Contracts (RL)

- A. The San Mateo County 4-H Council cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the county director.

Section 4 – Assets (RL)

- A. Assets received or raised by the San Mateo County 4-H Council must be utilized in the delivery of the county 4-H YDP in a timely fashion and are under the administrative purview and responsibility of the University of California. Investments must follow University of California and 4-H YDP policies and procedures and be approved by the County Director.

Section 5 – Dissolution of the San Mateo County 4-H Council (RL)

- A. In the event the San Mateo County 4-H Council is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the County Director. The County Director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the San Mateo County 4-H Council and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the County Director. The San Mateo County 4-H Council Executive Team will notify the county 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the San Mateo County 4-H Council votes to dissolve.

Section 6 – Disbanding of 4-H Units (RL)

- A. In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the San Mateo County 4-H Council to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

Article IX Adoption (RS)

Section 1 – Adoption (RL)

- A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the San Mateo County 4-H Council. The effective date shall be upon the approval of the San Mateo County 4-H Council and that date shall be stamped on each page of the Bylaws.

PRINT NAME	SIGNATURE	DATE
_____ President *Adult volunteer	_____	_____
_____ Secretary	_____	_____
_____ Community Education Specialist	_____	_____
_____ 4-H/YFC Advisor (if applicable)	_____	_____
_____ County Director	_____	_____
_____ Statewide 4-H Director	_____	_____

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.