To become an Oklahoma District or State 4-H Officer is both an honor and a great responsibility. As an officer you will have to seriously consider what extra curricular activities, outside of 4-H, you choose to participate in during your term of office. To adequately dedicate the time necessary to your office and the 4-H program at the local and county level you will not be able to juggle academics, 4-H, faith activities, sports, the arts, family, and receive an adequate amount of rest.

This guide outlines:
- qualifications,
- application and filing process for candidates,
- election and campaign rules, and
- briefly provides an overview of some of the expectations and duties of a District or State 4-H Officer.

Each candidate is responsible for reading all sections in the guide and understanding what will be expected of you both as a candidate and as an officer.

For the most part, District Officers will be expected to follow the same general guidelines as those for State Officers. The District Program Specialist will serve as the advisor for the District Officers and will assist in defining the duties of District Officer teams.
The following materials are required for State Officer candidates:

PART I: Application Form
Complete the form and return on or before the designated due date to the State 4-H Office. Making an application does not automatically qualify someone as a candidate for State Office. To receive further consideration the individual must complete all six parts of the process in a timely manner.

Candidates for State Office must have a minimum of 300 points.

PART II: Functional Resume – Due with application.
Instructions for building a Functional Resume and a sample resume may be found on the Oklahoma Website at http://www.clover.okstate.edu/fourh/4he&a/mainindex.htm. Keep the resume limited to one sheet front and back. Be very selective about what is included. You want to focus on skills for the office being sought.

Format of a Functional Resume – Experiences or competencies are arranged according to areas or skills applicable to the leadership position of State Officer. List three to five skills you learned in 4-H in order of preference. Next to each skill, list three to five ways in which you used that skill in 4-H, school or another project and what you accomplished. Keep your description to one or two sentences. The resume will also include areas of education and employment and/or volunteerism. An example and further instructions are posted at the web address noted above.

PART III: Three (3) Letters of Reference – Due with application.
Letters are to be confidential and sealed in an envelope addressed to the “District Consultation Committee.”

- Two (2) letters of reference may be from a school representative, youth advisor or any individual who has observed and experienced your skills as a leader.
- One (1) of the three letters must come from your District Program Specialist or County Educator.

Each letter should address your effectiveness as it relates to:
- Working cooperatively with adults and peers.
- Experience in being a functioning committee member.
- Skills of: Self-motivation, Responsibility, Time Management

PART IV: Candidate Workshop
Participated in mandatory workshop for officer candidates conducted at State 4-H Roundup at other designated times the year applying for office.

PART V: Consultation Session
The purpose of the consultation is to make sure the candidate is making an informed decision regarding candidacy and the office sought. The group will be composed of a committee of two 4-H youth, an adult 4-H volunteer and an extension professional. This session is mandatory for all candidates.

The committee will use the applicant’s interest to guide them to a position that will best fit their talents, capabilities and qualifications.

All District Consultation Sessions will be held October in conjunction with District 4-H Leadership conferences.

PART VI: Filing & Commitment Form
Each candidate, parent/guardian and County Educator of the candidate must read and sign the “Filing & Commitment Form” following the consultation session. When the completed form is received your name will be officially placed on the ballot at the District level.

PART VII: Campaigning and Election
District nominees for the State ballot will be elected at the District level. Only one nominee will be selected to represent the District per office on the State ballot. District nominees who do not meet State deadlines following their District nomination will be removed from the State ballot and the designated alternate’s name will be placed on the ballot.

State Officers will be elected at Roundup. All candidates for office must attend Roundup.

Each officer candidate will be required to submit his/her campaign speech (in writing) and PowerPoint Presentation, to the State 4-H Office one month prior to the date of the election.
Duties

As an elected official you accept the responsibility of serving 26,700 Oklahoma 4-H'ers. This responsibility will require a sacrifice of personal time, other extra-curricular activities and resources.

In addition to scheduled business and committee meetings, each officer should plan to spend at least two hours per week planning and completing assignments. Considerably more time will be required during major State or District Events.

To be a good officer, you must keep your personal, professional and team goals in sight and remember the commitment you made when installed in office. An individual who dedicates time and effort to their term of office will be richly rewarded with personal gratification. However, if you choose to compromise on your commitment, the experiences will be very shallow.

An officer must be self-motivated, organized and responsible. You are seen as a young adults who has assumed adult responsibilities. As a student it will be a challenge to balance academics, rest, family, 4-H responsibilities, friends and other extra-curricular activities.

As with any effective organization, regular officer meetings are essential. It is important that each officer attend all meetings and committee meetings.

The officer team will have a number of sub-committees responsible for a variety of projects and programs. Each officer will serve on at least two sub-committees and chair at least one. Officers are expected be active contributing members of their team and sub-committees. As an active member you volunteer to assume responsibility for committee work, complete tasks in a timely manner, respond to inquiries from fellow teammates, attend meetings and events, and assist with evaluation and wrap-up. Committees are encouraged to utilize the assistance of other people or officers when and if necessary. Each individual is ultimately responsible for the success of the committee as a whole.

The chair of each committee is responsible for delegating duties. They must identify the best means of communication and be sure that it is used. It is the chair’s duty to assure that all work is done, on time, and in order. The chair is to prepare and present two (2) copies of a written committee report at the officer meetings.

Specifc Duties

Each officer will have specific duties related to their elected position. These duties are specified in the Oklahoma 4-H By-laws and District and State Officer Handbook. You will want to review these duties and visit with your County Educator if you have any questions about what will be expected.

All officers will be required to complete a progress report due at the time of each meeting. This report must include his/her progress on all projects in which they are involved, along with the things they have learned, objectives completed, and insights gained.

Quarterly, the Secretary and Reporter will merge the reports and have them posted on the web. This action will keep 4-H members, volunteers, extension staff and the public informed of the team’s service.

Continuing Education

Officers need to have completed and must maintain their Volunteer Certification as a Teen Leader at the county level during their term in office. (5/05)

Workshops will be scheduled to further enhance and develop your skills and capabilities for being an effective officer. These trainings will be mandatory.

All District and State officer candidates are required to attend the Leadership Team Retreat following Roundup each year. The purpose of the retreat is to develop and enhance leadership skills, clarify expectations and job responsibilities, and provide an opportunity to build a sense of “team” while understanding what it is to be a team member. Time will be provided for setting goals and developing an action plan. State Officers from the previous year and State Ambassadors serve on the planning committee.

Officers attending OSU have the option of enrolling in Ag Com 4990. One hour of credit is awarded in the fall and up to two hours in the spring semester.
State Officer Responsibilities

This is not an all-encompassing list of responsibilities. See “Timeline of State Officer Responsibilities” http://oklahoma4h.okstate.edu/leadership/officers/index.htm for a more in-depth perspective of officer engagements and responsibilities.

1. 4-H Day at the Capitol – State and District Officers and Ambassadors assist with this public relations activity.

2. Out-of-State Trips – There will be opportunities for State Officers to serve as an Oklahoma Representative by participating in a 4-H event in another state. These opportunities are provided to see how a 4-H program is conducted in another state while developing your leadership skills.

3. September-fest – The Oklahoma Leadership Team participates in this activity at the Governor’s mansion coordinated by the Oklahoma Department of Agriculture and sponsored by Oklahoma Farm Bureau. The purpose is to give youth serving organizations and agencies the opportunity to interact with urban families.

4. State Fairs - Officers play a role in representing 4-H at the Oklahoma City and Tulsa State Fairs. The state fairs, held in late September and early October, provide a means for assisting in the preparation and conducting of the fairs, as well as, a means for public relations, and possibly community service.

5. State 4-H Roundup – A State Roundup Advisory Committee, with the assistance of the officer team, makes recommendations for the schedule, theme, speakers, recreational activities, and other events. The State 4-H staff is responsible for the implementation of the over-all conference plans.

The officer team will have subcommittees which function separately from the Roundup advisory committee. The State 4-H staff must approve all plans of the sub-committees. During the actual event officers will have assigned responsibilities, teach workshops, as well as, being expected to assist with any task required at a moments notice. The officer team will set the pace for all participants - professional conduct is essential and expected at all times.

State Officers attend Roundup as a county delegate. You must meet the guidelines and expectations of your county to attend Roundup. Officers will be housed with their county delegation at Roundup.

County, District and State Participation

All officers will be expected to remain enrolled and active at the local and county level during their time in office. You are first and foremost a 4-H member. Officers will not receive preferential treatment or special allowances. Each officer must follow all county, district, and state guidelines for participation in activities and events.

As a State Officer you loose your anonymity and become a public figure that is scrutinized for your behavior, actions, and even your inaction. An Officer should be the first to offer help and be aware of their surroundings. Officers are expected to recognize when there is work to be done and provide all necessary assistance. Officers will not require being asked, nudged, or coerced into assisting in even the most menial of tasks.

Independent Projects

Each officer will have independent goals and projects to accomplish. Officers will be asked to plan and conduct workshops and speak before 4-H and non-4-H audiences. On all occasions the individual is to be thoroughly prepared. The advisor will ask to see a detailed workshop outline, speeches, etc., well in advance of the engagement.
Removal from Office

As an officer you have chosen to become a public figure with public responsibilities. There are very specific duties, responsibilities, and expectations that must be fulfilled. Probation and/or removal from office will occur to officers who violate the Oklahoma 4-H Code of Conduct or who do not fulfill their responsibilities. An Officer enrolled in Ag Com 4990 for credit hours, who are removed from office will receive a failing grade.

Advisors Role

The State 4-H staff provides one advisor for the State 4-H Officer’s team. The District 4-H Program Specialist works with the District Officer teams.

The advisors role is to provide education, assistance in planning and conducting successful officer projects, and to provide guidance and support for other duties. The advisor will not do your job. The advisor expects officers to use their time and talents efficiently through the development and maintenance of a personal schedule, which prioritizes 4-H responsibilities in a timely manner.

Expectations

Being a candidate for a State 4-H Office is a major responsibility. Be sure to follow election rules and procedures as you plan and campaign for office.

Leadership is:
1. Helping a group set goals
2. Helping a group reach goals
3. Knowing your job
4. Doing your job without being reminded

Win or lose - you are developing valuable skills that will help you throughout life. If you have any questions, do not hesitate to call the State 4-H Office at (405) 744-8891.

Good Luck!

Service Project

All aspects of your officer duties are important, but your success in setting and reaching goals will be a true test of your dedication and ability. All officers must have the ability and initiative to organize and conduct projects and events. A committed and dedicated officer will take on all projects with enthusiasm.

The Officer team will continue to promote and participate in the state service project Kicks4Kids in cooperation with the National Conference Delegates. Kicks4Kids is a ongoing service learning project developed by the 2001-2002 Officer Team.

Each officer is expected to develop and implement an original “Make a Difference Day” project in their hometown, school, club, or county.

All officers will participate in one team project. They will be responsible for planning, participating and evaluating the project. Each member will be writing and submitting goals, an action plan, and a timeline for their portion of the project.

Oklahoma Cooperative Extension Service
4-H Youth Development Programs

Revised Printing
May 2005
Election Guidelines and Procedures

**SPEECHES AND POWER POINT**

State Officer Candidates must submit their speech and Power Point presentation approximately one month prior to Roundup. The date will be publicized to candidates. The speeches will be reviewed. Candidates are not to deviate significantly from the written speech at Roundup and they are to use the PPT template provided. (1/2004)

Each candidate is expected to present his or her own speech. Persons who elect not to attend Roundup, but who meet the criteria to seek office may not campaign or have someone do their speech at Roundup. The only exception would be those having their “own” High School commencement ceremonies the night of speeches. These candidates may have their speech video taped (1/2004) and shown at Roundup.

**CANDIDATES MAY NOT DISTRIBUTE LITERATURE OR MATERIALS OF ANY KIND, AT ANY TIME.**

**Time Limit** - There is a three-minute time limit for District and State campaign speeches. Candidates for song leader will be permitted to include one short song as part of their 3-minute campaign speech.

Candidates may or may not choose to wear a costume. (1/2004) Costume being defined as the style of dress typical of a certain country, period, profession, character, etc.) No props of any kind may be used or carried on to stage. Candidates may carry their speech on stage as either an 8.5 x 11 piece of paper or as smaller note cards.

**Random Question** – Questions are developed by the State Officer team. Candidates will receive a copy of the questions prior to Roundup.

Following speeches, each candidate will then answer a question randomly drawn by a State Officer. All candidates for a particular office will answer the same question. Each candidate will wear headsets with background music playing until it is their turn to answer the question. The response will be limited to two (2) minutes.

**CAMPAIGN MATERIALS**

**CAMPAIGN MATERIALS ARE LIMITED TO POSTERS:** Ten (10) for State Office candidates and five (5) for District Officer candidates. Posters are not to exceed 22” X 28” and they are not to be three-dimensional. Posters may only be hung in dormitories being used by Roundup. NO OTHER MATERIALS (IE. BUTTONS, T-SHIRTS, HATS, COSTUMES, ETC.) OR GIFTS MAY BE DISTRIBUTED OR WORN. Campaigning cannot occur near voting area(s) for designated precinct. No campaign material is to be displayed inside the election area.

The poster must be approved and stamped by the elections committee the first morning of Roundup. Any poster not bearing the approved stamp will be removed. Posters are to be removed and properly disposed of before Friday morning’s assembly.

Campaign materials are not permitted at other State or District 4-H events or contests prior to Roundup.

Candidates may not campaign at other State or District 4-H events or contests. They may not distribute or post campaign materials at State and District events prior to Roundup. 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.

**ELECTION AND JUDICIAL BOARD**

Write-in candidates will not be considered. Ties will be broken as outlined in Robert's Rules of Order, revised addition.

State 4-H elections are held under the supervision of the Election Board and the Judicial Board. The Judicial Board is made up of one State 4-H Officer (not running for office), one State 4-H Staff member with election responsibilities, a District 4-H Specialist or designee (one from each district), and a Collegiate 4-H member in charge of elections.

The Election Board will supervise the counting of ballots and will certify the results of the elections. The Judicial Board will assist the Election Board by 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 Judicial Board will document the violations and present their recommendations to the Election Board. The Election Board will have the final authority to determine the penalty for violations.
Experience and Dedication Are Essential

Below is the table found in the State and District Candidate Filing Applications. District candidates must have a minimum of 200 points and state candidates must have a minimum of 300 points illustrating that the candidate has had the experience and practiced the skill necessary to fulfill the responsibilities of office.

<table>
<thead>
<tr>
<th>Experiences</th>
<th>How Many</th>
<th>Possible Points</th>
<th>Max. Points</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td>1. Held a 4-H office, such as President, Vice-Pres., Secretary, Song Leader, Recreation Leader or Reporter at the local or county level. (5 points per office.)</td>
<td>5</td>
<td>25</td>
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<td>2. Held a 4-H office at the District or State level. (List all offices and the year held.) (5 points per office.)</td>
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<td>3. Serving as a State 4-H Ambassador. (5 points per year.)</td>
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<td>4. Served as an active member of one or more local 4-H club committees. List committees:</td>
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<td>20</td>
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<tr>
<td>5. Actively served on county committee of youth and adults, cooperatively planning and conducting an activity or event. List committees:</td>
<td>5</td>
<td>20</td>
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<td>6. Chaired a county planning committee.</td>
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<td>7. Presented original 4-H presentation before a regularly scheduled Civic Group on the local or county level. List groups:</td>
<td>5</td>
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<td>8. As a representative of 4-H, instructed 4-H members or others in one or more workshops at 4-H camp, club meeting, day camp, or school. (Do not include school projects not directly related to 4-H project work. A workshop should be a minimum of 45 minutes in length.) List workshop topic(s) and location(s)/group(s):</td>
<td>5</td>
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<td>9. Trained 4-H members in demonstrations, judging and/or project work.</td>
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<tr>
<td>10. Trained non-4-H members (youth and adults) in a project area.</td>
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<td>11. Organized community service program(s) in the community, county, or state (i.e. Kids Helping Kids, community beautification, Kicks4Kids, Dime Drop, etc.) List examples:</td>
<td>5</td>
<td>50</td>
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<tr>
<td>12. Participated in six (6) different county events, such as the county fair, project show, fabric and fashion/fashion revue, Share the Fun, judging events, public speaking contests, camp, etc. (Count no more than 2 of the same kind of contest/activity/event) (5 points per event.) List events:</td>
<td>5</td>
<td>30</td>
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<tr>
<td>13. Delegate to District 4-H Leadership Conference (10 points per year attended.)</td>
<td>10</td>
<td>30</td>
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<td>14. Delegate to State 4-H Roundup (10 points per year attended.)</td>
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<td>60</td>
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<td>15. Set up educational display at District or State event.</td>
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<td>16. Attended conference(s) for further developing leadership skills. List the name(s) of conference(s):</td>
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<td>17. Recruited 4-H members who maintained membership, for a minimum of two years. (5 points per year.) List names of members:</td>
<td>5</td>
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<td>18. Submitted a Project Record Book to State Competition. (10 points per year.)</td>
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<tr>
<td>19. Submitted a county project report form to county office. (5 points per year.)</td>
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<tr>
<td><strong>Total Points</strong></td>
<td></td>
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