

HANDBOOK

**Colorado Association
of Extension 4-H Agents**

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PREFACE

This Handbook was developed for members of the Colorado Association of Extension 4-H Youth Agents by the Policy and Resolution Committee. It is hoped that this Handbook will clarify responsibilities of officers and committees of CAE4-HA and in so doing will strengthen the Association.

The Bylaws pertain to the Articles in Incorporation of the Colorado Association of Extension 4-H Youth Agents dated October 2, 1980 and the Amendments to the Articles of Incorporation dated September 25, 1984 and filed with the Secretary of State in the State of Colorado as non-profit Corporation as described by the Internal Revenue Service Code 501(c)(3).

The Bylaws and standard operating procedures of the Colorado Association of Extension 4-H Youth Agents herein outlined are compatible with the provisions recommended by the National Association of Extension 4-H Agents.

PREAMBLE

The Association's purpose is to serve those Colorado State University Cooperative Extension personnel who are doing 4-H and youth-development programs. The Association does not discriminate on the basis of race, color, religion, national origin, sex or handicap. The benefits of this Association are available to all Extension personnel regardless of title, training, or position, who are trying to do their best for the people they serve and Extension. The commitment of all Extension personnel, regardless of with whom or where they work, is important to the Association. This commitment is strengthened through additional professional improvement opportunities which are provided through Association membership.

BYLAWS

ARTICLE I - NAME

The name of the corporation shall be "Colorado Association of Extension 4-H Youth Agents," hereinafter referred to as the Association.

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1. The primary purpose of the Association is to strengthen the Extension 4-H and youth profession and programs.

Section 2. The objectives are as follows:

- A. To advance the professional status of the Extension personnel involved in 4-H and youth development work.
- B. To encourage professional improvement of all its members.
- C. To increase interest in Extension 4-H youth development work as a career.
- D. To provide exchange of ideas, methods, and techniques.
- E. To promote cooperation among all Extension workers.
- F. To promote program development directly relating to the enrichment of the quality of life of all youth.

ARTICLE III - MEMBERSHIP

Section 1 - Qualification

Membership in the Association is open to all Colorado Extension personnel interested in promoting and/or working with youth development programs. The Association does not discriminate on the basis of race, color, religion, national origin, sex or handicap.

Section 2 - Dues

Annual dues will be payable at the fall meeting. Membership will run October 1 to September 30. Members paying anytime during the year will be paid up for that year only. Any person whose dues are not paid will not be eligible to vote. Annual dues of the Association shall be determined by the membership on an annual basis.

Section 3 - Student Member

1. Must be a currently enrolled student at a Colorado university, college, or junior college pursuing course work leading to a career in youth development.
2. Will have the same voting privileges as regular Association members.
3. Will not be eligible to hold elected office in the Association.
4. May serve on Association committees where qualified. She/he may also be appointed committee chairman if involvement in committee work warrants.
5. Must have been an active member for at least one year to be eligible for scholarship funds that may be specifically designated for student members. Student members will not be eligible for scholarship funds budgeted for regular members.

ARTICLE IV - OFFICERS

Section 1 - Composition

The officers of this Association shall be President, President-Elect, Vice-President, Secretary and Treasurer.

Section 2 - Duties

Duties will be those normally associated with the office and/or as described in the Association's Handbook.

Section 3 - Term of Office

The term of office for all officers shall be one year or until their successors are elected. Officers shall take office at the close of the fall meeting.

Section 4 - Nominations

The immediate past president, or as designated by the Association, shall appoint a nominating committee which shall be geographically representative of the membership. There shall be a minimum of five and a maximum of seven on the committee. The immediate past president shall be the chair. The nominating committee report shall be sent to the membership at least fifteen (15) days prior to the fall meeting. Nominations may be made from the floor by any member.

Section 5 - Election

The President-Elect automatically becomes President. All other officers shall be elected at the fall meeting by a majority vote of the members present. No officers shall be elected to consecutive terms in the same office.

Section 6 - Vacancy

In the event a vacancy occurs in the office of President, the President-Elect shall fill the unexpired term of the President in addition to the office for which he/she was elected. In the case of a vacancy of any other officer the position may be filled by appointment of the President with approval of the Board of Trustees.

Section 7 - Financial Accountability

All Association bank accounts, certificates of deposit and investment instruments will carry two signatures, with one signature required to transact business. The signatures will be Association treasurer and the president - elect in the year (even years) when the treasurer is elected. The president-elect will maintain a signature on the accounts through her/his presidency, so signatures are scheduled to change every two years.

ARTICLE V - MEETINGS OF MEMBERS

Section 1 - Annual Meeting

This Association shall meet annually in the spring or fall at a time and place to be determined by the Executive Committee.

Section 2 - Special Meetings

Special meetings of the members of this Association may be called at any time by order of the Executive Committee or upon written request of fifty percent (50%) of the membership and by giving fifteen (15) days notice to members and specifying the purpose of the meeting.

Section 3 - Quorum

A quorum at any annual or special meeting must be at least twenty (20) members.

Section 4 - Voting

Each member of the Association shall have one vote. No proxy or absentee votes will be allowed. The members present shall conduct all business and elections of the Association by a majority vote except where noted elsewhere in these Bylaws.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 - Composition

The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer and the immediate Past-President as an ex-officio, non-voting member.

Section 2 - Duties

When it is not feasible to convene the Board of Trustees, the Executive Committee shall have and may exercise the powers of the Board of Trustees in the management of the business and affairs of the Association in accordance with the Bylaws and the Standing Operating Procedures of this Association as set forth in this Handbook. They shall also set the time and place of the annual meeting and special meetings called by order of the Executive Committee.

Section 3 - Meetings

The Executive Committee shall have one meeting each year other than that held in connection with the annual spring meeting.

ARTICLE VII - BOARD OF TRUSTEES

Section 1 - Composition

The Board of Trustees shall consist of the elected officers, immediate Past President and District/Area Representatives.

Section 2 - Duties

The Board of Trustees shall have the power to manage the business and affairs of this Association in accordance with these Bylaws and the Standing Operation Procedures of this Association as set forth in this Handbook.

The Board shall approve appointments of officers and Board members to fill vacancies with exception of the President.

Section 3 - Meeting

The Board of Trustees shall have one meeting each year other than that held in connection with the annual spring meeting.

ARTICLE VIII - DISTRICT/AREA REPRESENTATIVES

Section 1 - Composition

There shall be one District/Area Representative from each of the State Extension Administrative Districts/Areas. Representatives must be members of the Association.

Section 2 - Term of Office

District/Area Representatives are elected to a two (2) year term by members of the Association within each of their respective districts/areas. Each District/Area shall establish its own election procedure. However, it is suggested that terms be staggered so that all representatives do not vacate their positions simultaneously.

Section 3 - Duties

The District/Area Representatives are to direct Association business and issues from within their districts/areas to the Board of Trustees and in turn from the Board to the members. District Area Representatives are members of the Board of Trustees and Extension Joint Board. The District/Area Representatives are eligible for nomination to an office and if elected, the Representative's position shall be filled as a regular vacancy. Representatives assume their duties at the close of the fall meeting.

ARTICLE IX - COMMITTEES

The Association shall have the following standing committees:

- | | |
|-------------------------------------|-------------------|
| a. Programs | g. Awards |
| b. Membership | h. Diversity |
| c. Professional Improvement | i. Communications |
| d. Public Relations and Information | |
| e. Policy and Resolutions | |
| f. Finance | |

The President shall appoint special committees as needed to perform special tasks and shall be dissolved when the tasks are completed.

Section 1 - Composition

Refer to Association Handbook for membership eligibility. A chair and vice chair of each standing committee shall be named by the President-Elect.

Section 2 - Duties

Duties shall be those normally associated with the committee and/or as described in the Association's Handbook. All standing committees assume these duties at the close of the fall meeting.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order" latest revised edition shall govern the business meetings of the Association in all cases to which they are applicable.

ARTICLE XI - AMENDMENTS

Amendments to the Bylaws may be made at any annual or special meeting with the approval of a two-thirds (2/3) vote of the active members present, providing notice of requested amendments are submitted by the Executive Committee to the membership at least fifteen (15) days prior to the annual meeting or a special meeting called for the purpose.

ARTICLE XIII - TERMINATION AND DISSOLUTION

The Association shall be terminated and dissolved as prescribed in the Amendments to the Article of Incorporation dated September 25, 1984.

STANDARD OPERATING PROCEDURES OF THE ASSOCIATION

MEETINGS

Order of business at all CAE4-HA meetings:

- A. Call to order
- B. Business agenda
- C. Attendance report
- D. Reading of minutes
- E. Financial statement
- F. Correspondence
- G. Reports of officers and committees
- H. Unfinished business
- I. New business
- J. Announcements
- K. Adjournment

OFFICERS' DUTIES

PRESIDENT

The President shall have the duties normally associated with the office and shall have the power to appoint committees and CAE4-HA representatives as requested of him. The President may call a special meeting of the Association with approval of a majority of the Executive Committee or upon request of fifty percent (50%) of the membership and giving fifteen (15) days notice to members and specifying the purpose of the special meeting. In case of vacancy of any board member, the President may, with approval of the Board of Trustees, appoint a replacement to serve out the unexpired term of that person.

In addition, the President shall have the following duties:

- 1. Serve as state contact person for the NAE4-HA.
- 2. Serve as a chair of the Executive Committee.
- 3. Serve as member of the CAE4-HA Board of Trustees.
- 4. Serve as a member of the Joint Board of the Colorado Extension Agents Associations (Leadership of the Joint Board is the responsibility of the CAE4-HA President every fourth year).
- 5. Serve as ex-officio member of the Professional Improvements Policy and Resolutions Committee.

- September - Assume duties of the President at the close of the fall meeting.
- Meet with new Board of Trustees before leaving fall meeting.
- October - Send list of new officers and committee chairs to Western Regional Director and NAE4-HA Secretary within thirty (30) days of election.
- November - Attend the National Professional Improvement Conference of the NAE4-HA (National meeting) and represent the CAE4-HA at the Presidents' meetings.
- January - Attend JCEP.
- April - Meet with the Board of Trustees if necessary.
- Appoint an Audit Committee.
- Preside at the annual spring meeting.
- September - Install the new officers.
- Create recognition banquet program

PRESIDENT-ELECT

The President-Elect shall have the duties normally associated with the office. In addition the President-Elect shall have the following duties:

1. Serve as a member of the Executive Committee.
2. Serve as a member of the Board of Trustees.
3. Serve as a member of the Joint Board.
4. Serve as member of the Forum Planning Committee.
5. Attend PILD.
6. Serve as CAE4-HA Banquet Coordinator

- September - Assume duties of the President-Elect at the close of the fall meeting.
- November - Attend the National Professional Improvement Conference and the Officer's Workshop of the NAE4-HA national meeting.
- January - Attend JCEP.

VICE PRESIDENT

The Vice President shall have the duties normally associated with the office. The Vice President is a member of the Executive Committee, the Board of Trustees, the Joint Board, ex-officio to all committees and serves as a representative of CAE4-HA as requested by the President. The Vice President coordinates committee appointments and committee work, including the standing committees' Chair and Vice-Chair.

- September - Assume duties of Vice President at the close of the fall meeting.
- March and September - Request sufficient copies of committee reports for all members at the spring and fall meetings.
- Throughout the year - Send an invitation to new Extension workers to join the Association.
- Promote membership whenever possible, and send out membership cards.
- See that each new member has a current Handbook.
- Update and maintain the Handbook.
- Chair the Membership Committee.
- Serve as Colorado's NAE4-HA Coordinator, including State's Night Out.

SECRETARY

The Secretary shall have the duties normally associated with this office and shall, in addition, serve as a member of the Executive Committee, Board of Trustees, and Joint Board.

- September - Assume duties of the Secretary at the close of the fall meeting.
- Throughout the year - Keep record of proceedings of CAE4-HA meetings and send copies to membership within thirty (30) days.
- Keep accurate record of CAE4-HA Board meetings.
- Keep permanent records of all minutes and committee reports of the CAE4-HA.
- Handle all CAE4-HA correspondence as requested by the President.
- Keep supply of letterhead stationary and send to officers and committee chairs
- as requested.
- Serve as Historian for the Association. The Historian will insure that:
- a) The immediate past President shall write a one or two page brief of the highlights of his or her presidency and place in the file.
 - b) Other officers shall place necessary records of proceedings of the Corporation, committee reports, and so forth in the file.
 - c) A historical file for the organization shall be maintained.

TREASURER

The Treasurer shall have the duties normally associated with the office and specifically shall keep the financial records of the Association and pay all bills incurred by the Association. The Treasurer shall serve as a member of the Joint Board, Executive Committee, and Board of Trustees. The Treasurer shall be bonded. In addition, the Treasurer shall have the following duties:

1. Assume office of Treasurer at the close of the fall meeting.
2. Arrange with a bank for receiving funds for checking and/or savings account. Notify outgoing Treasurer when all is in order and complete transfer of funds. Contact 4-H Foundation for updates on Capital Fund Account.
3. Collect annual dues from members at fall meeting.
4. Funds should be banked in the name of Colorado Association of Extension 4-H Youth Agents and signed by the Treasurer's name and office.
5. Prepare budget proposal for presentation to the Executive Committee.
6. Maintain membership list on NAE4-HA website with names, addresses, titles, and phone numbers. Send information to the NAE4-HA membership chair and CAE4-HA Vice President. Pay NAE4-HA dues for paid members.
7. Prepare books for audit every two years prior to the fall meeting.
8. Check with the State 4-H Office contact, and update the non-profit status.
9. Prepare and present budget to Association at fall meeting.
10. Prepare Treasurer's report for all CAE4-HA meetings.
11. Send congratulatory letters and checks to award winners who attend NAE4-HA.
12. Request receipts and reimburse President Elect for attending JCEP and PILD.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a member of the Executive Committee, the Board of Trustees, and as an ex-officio member of the Policy and Resolutions Committee as well as chair of the Nominating Committee. The immediate Past President shall appoint the nominating committee which shall be geographically representative of the membership. There shall be a minimum of five (5) and a maximum of seven (7) on the committee. The committee's report shall be sent to the membership at least fifteen (15) days prior to the fall meeting. Throughout the year, the Past President assists the President in any way the President deems advisable and assists with the orderly transfer of duties to the incoming President.

JOINT BOARD

It shall be the purpose of the Joint Board to coordinate activities and business concerning the joint efforts of the Colorado County Agents Association, the Colorado Association of Extension Home Economists; the Colorado Association of Extension 4-H Youth Agents and the Colorado Extension Specialists Association. Membership of Joint Board from CAE4-HA shall be the officers and district/area representatives of this Association for a total of no more than nine (9) representatives from this Association as stated in Bylaws of the Joint Board. Leadership of the Board rotates among the specialists, youth agents, home ec. agents, and County Agents' Association President. Vice-Chair rotates in similar fashion. (County Agents 92-93; Specialists 93-94; Youth Agents 94-95; Home Agents 91-92)

CAE4-HA COMMITTEES

The lifeblood of CAE4-HA is found in its committee work. All members of the Association are urged to participate in one of the committees of their choice. Our Association's standing committees are: Programs, Membership, Professional Improvement, Public Relations and Information, Policy and Resolution, Finance, Awards, and Communications. Each has a specific function as outlined later in this section.

1. All standing committees assume duties at the close of the fall meeting.
2. A chair of each standing committee will be named by this committee.
3. The Vice President coordinates all other committee appointments and committee work.
4. Committee reports are prepared and made available to each member at CAE4-HA meetings.
5. Committees prepare budget requests and present them to the Treasurer upon request.

PROFESSIONAL IMPROVEMENT COMMITTEE

Membership

Members are selected on the basis of interest. There is no limit to membership on this committee.

Responsibilities

The Professional Improvement Committee is charged with the development of programs and activities which will enhance the professionalism of CAE4-HA members. The two main programs are the spring meeting and promotion of the National NAE4-HA meeting. Additional responsibilities of the committee include:

1. Coordinate the Spring Conference.
2. Develop a liaison relationship with all Professional Improvement Committees of the other Agent Associations.
3. Encourage membership to subscribe to, read, and utilize information from the "Journal of Extension" and the state and national Association website.
4. Keep membership advised of professional improvement opportunities available.
5. Encourage institutions of higher learning to develop the kinds of courses, study tours, summer schools, winter schools, etc., which will increase the competency of youth workers.
6. Work with the Program Committee Chair whenever program sharing is to be included in spring Conference Program.

POLICY AND RESOLUTION COMMITTEE

Membership

The committee will consist of five (5) voting members with the Past President and President serving as ex-officio members.

Responsibilities

1. Undertake specific responsibilities as designated by the President and/or Board of Trustees.
2. Serve as a study and research committee to the Board of Trustees on all major policy decisions and thrusts of the CAE4-HA.
3. Discuss and prepare recommendations on long-range objectives and proposals for action by the Board of Trustees.

4. Receive and review resolutions from the membership and develop and present resolutions to the Board for further action.
5. Assist with the orderly transfer of duties and materials to successors.
6. Anytime during the year, upon written complaint and supportive material presented to the Policy and Resolutions Committee, the committee can recommend to the Association that any officer be removed from office. Removal from office will require at least two-thirds (2/3) vote of the total membership. The vote can be by mail ballot coordinated by the Policy and Resolutions Committees.

AWARDS COMMITTEE

Membership

Anyone can be a member of the committee. There is no minimum or maximum membership required for the committee.

Responsibilities

This committee will be responsible for all awards of the CAE4-HA or for which the CAE4-HA may nominate, to include but not limited to, the 25 Year Award, TYRO, Alton Scofield and F.A. Anderson Distinguished Service Awards, NAE4-HA service awards, NAE4-HA specialty awards, NAE4-HA communicator awards, NAE4-HA professional development awards, and the Friend of 4-H Award. It is the responsibility of the awards committee to have members nominated for each award available. The Awards Committee will provide information of award and scholarship opportunities to the membership and select and/or manage the selection process for CAE4-HA award recipients/nominees.

A complete list of all awards available to the membership will be prepared and sent to the membership. The nominating and selection process will be mailed with the information on the awards. In order to encourage participation, no signatures will be required on any nomination form. The Awards Committee will check the eligibility of all nominees. All members whose nominations have been accepted will receive written notification from the committee regarding their eligibility. Members may contact the committee concerning the status of their own nominations. After this is done, the committee will proceed with the selection process. Signatures will be required on all final forms/ballots to check voting eligibility. Awards will be selected on a simple majority basis. This committee will handle presentation of CAE4-HA awards at the appropriate Association meeting.

Service and Specialty Awards Process and Procedures

1. After receiving the final version of the NAE4-HA Awards Handbook, make

changes to the nomination ballot to be consistent.

2. Get updated membership list from the CAE4-HA treasurer. Make changes to the list - removing or adding agents.
3. Contact the CSUCE Administration office to get start dates for all new agents, including previous years of service related to 4-H.
4. Update membership list, determining years of service for award eligibility based on the NAE4-HA cut-off date of December 15th.
5. Determine eligibility for MSA, DSA, ASA, TYRO, and 25 years.
6. Put together a nomination ballot listing all eligible agents (based on NAE4-HA criteria) for MSA, DSA, and ASA to send out to previous DSA winners electronically. The previous DSA winners will screen the candidates for this award, narrowing down the eligible agents to the top 5 to 10.
7. Put together another nomination ballot which includes the TYRO (membership will screen the candidates, narrowing down the eligible agents to the top 5 to 10), FA Anderson, Alton Scofield, CE Diversity, CE Teamwork, and all NAE4-HA Specialty awards to send out to the entire membership electronically.
8. Contact those nominated for an award and request a short (100 words or less) program summary from them.
9. Put together a final ballot with those nominated for awards.
10. Compile program summaries into one document divided into awards. Send the summaries out electronically to the membership and mail the final ballot. The final ballot must include a signature form that each member signs and returns with their marked ballot.
11. Tally votes from final ballot and contact (electronically) those that were selected for each award.
12. Have all award winners send award applications, supporting materials, etc. to the Awards Chair.
13. The Awards Chair will send the completed applications to the Regional Awards Chair by the April 1st deadline for consideration for regional and national competition.
14. When CSUCE calls for nominations for Alton Scofield, FA Anderson, CE Diversity, and CE Teamwork - contact the CAE4-HA nominees by forwarding e-mail from CSUCE to them. A couple of weeks prior to the deadline for the award

submission, contact them again to remind them.

Communicator Award Process and Procedures

1. Determine a deadline for all Communicator Awards to be sent to the Awards Chair.
2. Send an e-mail to the CAE4-HA membership about the Communicator Awards, when they are due, and where to find information about the awards (NAE4-HA website).
3. After receiving the Communicator Awards, find people to judge them.
4. Send the awards to the judge with score sheets.
5. Forward those Communicator Awards going on for regional and national consideration to the Regional Awards Chair by the April 1st deadline.
6. Return those Communicator Awards that did not go on to the owner with the score sheet and letter.

Recognition of Award Winners

1. Announce winners (with the exception of TYRO which is announced at Forum) at the CAE4-HA spring meeting.
2. Prior to Forum, send a letter of invitation of the Friend of 4-H Award Recipient, inviting them to the CAE4-HA banquet.
3. Order plaques for TYRO, Friend of 4-H, and Diversity Awards to be presented during the CAE4-HA banquet at Forum. Make certificates for all award winners and recognize them again during the banquet.
4. MSA, DSA, ASA, and 25 Year award recipients will receive plaques at the NAE4-HA meeting during the fall.

FINANCE COMMITTEE

Membership

The committee will consist of three (3) members at large from the membership of CAE4-HA, the current Treasurer, and the Immediate Past Treasurer.

The Immediate Past Treasurer will serve as chair. In the event the Past Treasurer is not able to

serve, the chair would be appointed by the President-Elect of the Association

The current Treasurer serves as Vice-Chair of the Finance Committee.

Responsibilities

1. The Committee has the primary responsibility of managing the Association's assets in a manner to secure maximum returns consistent with generally acceptable non-profit and tax exempt organizational investment practices.
2. The Committee is directly responsible to the CAE4-HA Executive Committee and shall report to the Board of Trustees.
3. To consider on a yearly basis how much interest should be reinvested back to the capital fund. The amount of interest for designation to the capital fund shall be at least fifteen percent (15%) of the previous year's interest, dividend, or other investment yield.
4. The recommendation of reinvestment percent and amount will be made to CAE4-HA Executive Committee and Board of Trustees. The final determination of amount rests within the powers of the Board of Trustees.
5. Provide a statement of expected projected revenues in amount and date of availability annually to the CAE4-HA Executive Committee prior to preparation of the budget that is presented to the Association at the fall meeting.

Procedures

1. The fiscal year shall be October 1 to September 30.
2. The location of the interest bearing account and checking account will be the current Treasurer's choice.

MEMBERSHIP COMMITTEE

Membership

A chair will be selected from the committee. The Committee will consist of the Association's District/Area Representatives or additional members as needed.

Responsibilities

The committee will update current membership annually and inform the Western Regional Director of the Association's membership. The committee will also seek new membership for the Association.

COMMUNICATIONS COMMITTEE

Membership

Membership is voluntary and unlimited.

State's Purpose:

To support CAE4-HA objectives by providing a communiqué for:

1. Officer communications with membership.
2. Committee communications with membership.
3. Professional improvement sharing.

Responsibilities:

1. Publish CAE4-HA "News & `Peak' Views" as needed.
2. Update CAE4-HA website

NOMINATING COMMITTEE

Membership

The immediate Past President, or as designated by the Association, shall appoint a nominating committee which shall be geographically representative of the membership. There shall be a minimum of five (5) and a maximum of seven (7) on the committee. The chair of the committee shall be the immediate Past President.

Responsibilities

The committee shall prepare a proposed slate of officer candidates with a minimum of one (1) person per office. Any person nominated must give their consent to the nomination.

The committee report shall be sent to the membership at least fifteen (15) days prior to the fall meeting and shall include a short biographical sketch of each person nominated. Nominations will be accepted from the floor prior to the election of each officer. Nominating speeches will be

limited to five (5) minutes per candidate. No seconding speeches will be given. Officers will be elected by secret ballot on a simple majority vote of the members present. No officer shall be elected to consecutive terms in the same office.

DIVERSITY COMMITTEE

Membership

There is no maximum or minimum on this committee. Membership is determined on the basis of interest.

Responsibilities

1. Work to make diversity and inclusiveness part of the Association fabric by developing diversity programs which relate to all aspects of 4-H youth development programming in Colorado.
2. Report on successful and innovative diversity efforts from CO. and other states.
3. Encourage members to apply for the NAE4-HA Diversity Award.

AUDIT COMMITTEE

Membership

Membership is appointed by the President.

Responsibilities

The Association shall audit the financial reports of the Treasurer each year. The audit should be done immediately before the Treasurer's books are given to the new Treasurer. The audit report shall be given at the fall meeting.