

Junior Market Livestock Program
Order of Operations
Adopted November 2008

Article I. Name

Then name of this organization is the Junior Market Livestock Program. Here after it shall be known as the JML Program.

Article II. Purpose

The purpose of the JML Program is to advise and direct the JML Program on the Kenai Peninsula and to promote educational opportunities for 4-H members raising market animals.

Article III. Membership

Membership in the JML Program shall consist of all registered market project members, parents and leaders in good standing. All delegates shall have full privileges of JML Program membership regardless of sex, race, religion, national origin or disability.

****Everyone is encouraged to attend and give input during Advisory Board meetings.***

Article IV. Order of Operation and Standing Rules of Order

Officers (also known as Executive Board)

The officers of the JML Advisory Board shall consist of an ¹~~outgoing president~~/ presiding president, incoming (vice²) president, treasurer, secretary, 2 youth representatives and 2 adult representatives. The Treasurer shall be at least 21 years of age at the time of election. Duties of the officers are outlined in, but not limited to, Appendix A.

Term of Office

Treasurer shall serve until JML program or personal decisions are made. Adult representative shall be elected every two years. Youth positions (president/secretary/ vice president/2 youth representatives) are elected yearly.

The length of the term of office for all officers shall be from November to November of the following year.

Officers shall assume office at the time of election and may serve no more than two consecutive terms in the same office (excludes the treasurer).

The President of the executive board may appoint members of the JML Advisory Board to fill vacancies that may occur on the committee until election of officers.

¹ Removed at 2014 Annual JML Membership Meeting on 1/7/14.

² Added in 2014 to clarify position title as it is identified under, "Term of Office," in paragraph one.

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Election committee will receive nominations for JML Program officers at the fair in August, confirm willingness to run, and prepare election ballots for the election. Committee will also count ballots and announce results at the annual business meeting.

Annual Meetings and Election of Officers

Officers and committee chairmen shall give reports of the work they have done during the year at the annual business meeting held in November. Officers shall be elected at the annual meeting. Election of officers is open to the Market project youth and adults with current membership. The Executive Board shall prepare annual activities calendar and financial report, which will be published and sent to each JML family. The financial records shall be presented for audit on an annual basis.

Article V. Money Paid Out and Received

The treasurer shall receive, hold, and disperse all funds belonging to the JML Program. The Advisory Board shall set a budget and present it to the main body for approval. The outgoing treasurer shall, after the annual business meeting and election of the new Treasurer, turn over to the new Treasurer - money, books and papers of the JML Program in her/his custody.

Article VI. Standing Committees

Standing committees shall include Events & Activities; Awards & Recognition; Promotion & Communication; Election Committee: Fund-Raising and Budget & Finance. Each committee shall consist of a chairperson appointed by the President of the 4-H council and consisting of no less than 2 adults and 1 youth member. Committee delegates shall be from current 4-H membership enrollment. Duties of the standing committees are outlined by the president.

Article VII. Council Members

The Executive Board shall appoint council committees when the need arises. The President will be responsible for defining the committee's assignment, and appoint the chairperson of each committee. The president is an ex officio (automatic) member of each committee appointed.

Article VIII. Meetings

1. The JML Program shall meet 4 times a year with the times and dates to be established at the annual business meeting. Special meetings may be called by an Extension Agent, JML Board President or by 3 or more members of the Executive Board. Regular meetings may be canceled by common consent of the board members.
2. Any member missing any meeting without good cause will be replaced by appointment of the Executive Board President.

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Article IX. Voting Body

The voting body shall consist of all registered market project members, parents and project leaders.

Article X. Quorum

A quorum must be in attendance before official business of the JML Program can be conducted. A quorum shall be declared when at least 2/3 of the executive board and representatives are present.

Article XI. Duties of the Executive Board

The Executive Board shall act for the JML Program between regularly scheduled meetings on all matters pertaining the JML 4-H youth programs.

Article XII. Parliamentary Authority

The rules contained in the Robert's Rules of Order, Newly Revised, shall govern the council in all cases where they are not inconsistent with these order of operations for the JML Program and any special rules the JML Program may adopt. Alternative- (decision by consensus shall be considered appropriate for the majority of work conducted by the council; however, any member in good standing may call for the rules contained in the Robert's Rules of Order, Newly Revised, as the authority in all cases where they are not inconsistent with these Order of Operation and any special rules the council may adopt.

Article XIII. Amendments

Any proposed change or amendment in the Order of Operation shall be distributed to members 30 days prior to action on the proposed amendments by the JML Program.
This Order of Operations may be amended by a majority vote of members at regularly scheduled JML Program meeting.

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Appendix A

Duties of the Presiding President

1. Is familiar with the JML programs and checks on arrangements for meeting in advance.
2. Works with the Cooperative Extension Office, agent, and other council officers to develop an agenda for the meeting.
3. Presides at all JML Program meetings and keeps it running at a good pace.
4. Calls the meeting to order on time.
5. Is familiar with Robert's Rules of Order, Newly Revised, and decides points of order fairly.
6. Casts the deciding vote in case of a tie.
7. Appoints committees and committee chairpersons.
8. Is familiar with duties of other officers 9. Follows-up on work of committees.

Duties of Incoming President

1. Learns the duties of the President and performs these duties in case of the President's absence or disability.
2. Assists the President in developing the meeting agenda
3. Contacts officers and members and sees that they are ready to do their part on the agenda.
4. Contacts Club Leaders to remind them of JML Program meeting.
5. May be asked to introduce guests and serve as chair for committees formed.
6. Is alert to activities and program ideas that will benefit the council.

Duties of the Secretary

1. Keeps the permanent record of the JML Program in the Secretary's Record Book.
2. Calls roll at the request of the President and records attendance .
3. Takes notes on discussion and business.
4. After meeting, writes the official record of what has been done in the meeting. This report is, "the Minutes of the Meeting". Provide a copy of the minutes to the Cooperative Extension Office so they can be printed in the Peninsula Pledger.
5. Minutes of the last meeting are usually read at the beginning of the regular meeting. If approved as read, they become a part of the permanent record of the JML Program correct minutes as requested.

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Duties of Treasurer

1. Keep an accurate record of all money and from whom received and to whom paid out. Keep a record of this in the Treasure's Book that is provided.
2. File and date receipts of all financial transactions.
3. Balance checkbook monthly to bank statement.
4. Pay bills by a vote of JML Program noted in the minutes.
5. Give a treasure's report at each meeting.
6. Prepare a yearly written financial report and turn into Cooperative Extension Office at the end of the 4-H year. Due in October it covers the 4-H year from October 1 to September 30.
7. Present treasury records to the council at the end of the year.
8. Serves as member of the financial committee.
9. Prepares and submits tax form E-90 to the IRS in January.

Duties of the Youth and Adult Representatives

1. Serve on the standing committees, Events and Activities, Awards & Recognition, Promotion & Communication, Fund-Raising and Budget & Finance and Election Committee.
2. Reports to 4-H Council on JML Program and the Standing Committees actions and recommendations.
3. Attend all meetings of the JML Program and Standing Committees.
4. Take suggestions and meeting topics back to the JML Executive Board.