

April 17, 2023

MEMORANDUM

TO: District 12 County Extension Agents

FROM: District 12 4-H Election Convention Committee

SUBJECT: **2023 DISTRICT 12 4-H Officer Election Convention**
(Officer Candidacy, Voter Registration, & Election Judges)

The 2023 District 12 4-H Officer Election process has changed due to the recent retirement of the District 4-H Specialist. However, we will be proceeding with the Election Process with some specific changes as noted below. Links to the Election Code (Revised 11/2016) and the Standing Rules (Revised (11/2016) adopted by the District Council are on our website. Please forward this information to your candidates and voting delegates and have them review it thoroughly. Candidacy filing opens **Tuesday, May 16, 2023** through the deadline of **Tuesday, June 6, 2023**. Here is a list of important dates related to this event:

- June 6, 2023 - **Deadline** for Candidacy Filing to run for office (D12 4-H website)
- June 6, 2023 - **Deadline** for Voter Registration to serve as a voting delegate (D12 4-H website)
- June 6, 2023 - **Deadline** for Election Judge Applications (D12 4-H website)
- June 6, 2023 - **Deadline** to register all attending including candidates, delegates, guests, agents (via 4-H Online – Youth or Adult profiles).

2023 CHANGES

Candidates:

- Suspension of the requirement to attend either the Fall or Spring Council Meeting. Council only hosted a Fall meeting.

Voter Registration:

- No significant changes except for the Voter Registration deadlines/timelines.
- For 2023, all votes must be cast in-person at the Election Convention. There will not be an absentee ballot process this year.

There will be no registration fee for the Election Convention this year. However, we are asking all in attendance (candidates, delegates, agents, and volunteers) to **register on 4-H Online by June 6th**. One person can register the family group through any 4-H member/volunteer profile. Light refreshments will be provided for all in attendance.



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There are three different ways that a 4-H member can be involved in this year's Election Convention. They can be a Candidate, Voting/Alternate Delegate, or serve as an Election Judge.

Candidates:

Each candidate must submit to the District Office their filing information as requested below by the **filing deadline of June 6, 2023**. All candidacy filing will be done online via the D12 4-H website at <https://d124-h.tamu.edu/4-h-event/election-convention/>. Every candidate must complete the Officer Candidacy Filing Form online which includes three sections:

- a) Candidate Information - relevant personal information
- b) Candidacy Information – office of candidacy, statement of candidacy, upload one-page resume (pdf), upload photo (jpg)
- c) Candidacy Verification & Certification – verify eligibility requirements, age, and 4-H Member ID# (from 4-H Online), and parent information.

The Statement of Candidacy is limited to 250 words (+/- 3,000 characters) and should explain in the candidate's own words why they are running for office and why they feel they should be elected. A single-page resume must also be uploaded as part of the filing process. It must be in PDF format before being uploaded. In addition, a photo must be uploaded in JPG format. It should be a head/shoulder shot such as a school photo. No candid photos or snapshots please. The photo should be a good quality image that is hi-res and printable.

Please keep in mind that the candidates:

- a) Must be eligible to run for office based on the Election Code and Standing Rules.
- b) May campaign at upcoming district events provided they submit a request via e-mail to the District Office and comply with the Election Code.
- c) Must set up a leadership exhibit at the Election Convention focusing on their current year's leadership and community service. Only a standard sized "science board" (trifold) can be used to display all candidate information using only one side of the display. Candidates must dedicate panel space (3-panels) as follows:
 - i) 1 panel – Personal Information
 - ii) 1 panel – Leadership through 4-H
 - iii) 1 panel – Community Service through 4-H
 - iv) All information must be attached to the board. The exhibit should be placed on the designated table, no other form of display will be permitted, and nothing will be allowed on tables except the boards. No candies, gum or other "Gimme's" will be permitted. Candidates may provide a printed handout, business card, or other form of printed materials with prior approval. The Election Convention Committee will monitor compliance. All candidates and county staff present will be responsible for removing their exhibit after the election. Candidates should dress for success at the Election Convention. Gentlemen should wear slacks, shirts, a tie and dress shoes. Ladies should wear dress, skirt or slacks with an appropriate blouse/shirt and dress shoes. Denim, tennis shoes, dirty boots/shoes, or flip-flops are not appropriate. All dresses should be clean and neatly pressed.
- d) 4-H'ers interested in running for office **are not required (for 2023)** to attend one District 4-H Council Meeting.

Voting Delegates & Alternate Delegates:

Each county must submit online via the District 4-H website the Voter Registration Application form for each delegate **by the deadline of Tuesday, June 6, 2023** to include two delegates and two alternates. Photos are NOT required for delegates, however, they will need to enter their 4-H Member ID#, so have that available before completing the online forms. Delegates must meet membership and age requirements as stated in the Standing Rules (7th grade or higher of the current 4-H year). All delegates will receive a voter registration card which they must present at the Convention along with any form of ID.

Election Judges:

As part of the District 12 4-H Election Code, which governs the conduct of the election process, there is a stipulation that allows for the appointment of an Election Judge. The incumbent Council officers may appoint an election judge(s). Council Officers agreed to extend this role in a more formal setting than onsite appointments. To be considered for any of these roles during the Election Convention, 4-H members must complete and **submit the online application by June 6th**. The appointed positions and duties are as follows:

- Ombudsman – Oversees the election process to include canvassing the votes
- Observer – Oversees and monitors the ballot boxes, voting booths, and/or collection of ballots
- Registrar – Confirms registered voters and distributes the ballots to each registered voter

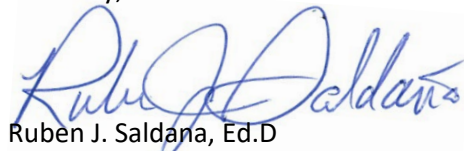
Judges must meet requirements stipulated in Section 2.0 and 3.0 of the District 12 4-H Council Election Code to be considered.

TENTATIVE AGENDA**Friday, June 16, 2023**

KC Hall #3389, 320 E. General Cavazos Blvd., Kingsville, Texas

12:00 p	Candidate Booth/Display Setup
12:30 p	Registration & Check-in (<i>Delegates, Members, Guests</i>)
1:00 p	Opening Ceremony
1:30 p	Keynote Address
1:45 p	Introduction of Candidates & Candidate Speeches
2:45 p	Candidate Town Hall (<i>Impromptu Questions & Responses</i>)
3:15 p	Delegate Networking
3:30 p	Introduction of Election Judges & Election Procedures
3:45 p	Voting & Runoff Elections
4:15 p	Installation of 2023-2024 District 12 4-H Council Officers

Sincerely,



Ruben J. Saldana, Ed.D
District Extension Administrator
District 12

cc: Jana Osbourn
Jason Ott