



MEMORANDUM

TO: District 12 County Extension Agents

SUBJECT: 2025 DISTRICT 12 4-H Officer Elections

The 2024 District 12 4-H Officer Election process has changed due to the November 11, 2023, District 12 4-H Meeting. The letter will outline changes as well as The Election Code (Revised 12/2023) and the Standing Rules (Revised (12/2023) adopted by the District Council. Please forward this information to your candidates and voting delegates and have them review this thoroughly. Election Convention registration opens **May 1, 2025**, through the deadline of **May 31, 2025**. Here is a list of important dates related to this event:

- April 15, 2025 – Candidate Applications Open via 4-H Online
- May 10, 2025 - **Deadline** for Candidacy Filing to run for office
- May 24, 2025 – Candidate interviews via TEAMS – a link will be provided.
- May 31, 2025 - **Deadline** for Voter Registration to serve as a voting delegate
- May 31, 2025 - **Deadline** for Election Judge Applications
- May 31, 2025 – **Deadline** to register all attending including candidates, delegates, guests, age (via 4-H Online – Youth or Adult profiles).

Candidates:

- Candidates need to attend at least one District 12 4-H meeting or Leadership Lab. A meeting was held April. The Leadership Lab is June 11-13, 2025.
- Candidates will be expected to apply and resume for 10% weight of the election.
- Candidates will be expected to participate in an interview via TEAMS or in person for 20% of the weight of the election.
- Candidates will be expected to attend the Election Convention and follow the schedule as stated below.

Voter Registration:

- No voters will be allowed to register on-site of Election Convention
- For 2025, Voters will be required to register and pay the fee of \$25.00 to cover expenses provided by TAMUK.

NEW! Candidates, delegates, agents, and volunteers to **register on 4-H Online by May 31, 2025**. A head count is needed for Texas A&M University – Kingsville facilities. Please register for Election Convention if you are attending.

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:

Texas A&M AgriLife Extension is an equal opportunity employer and program provider.
The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas
Cooperating

Each candidate must submit to the District Office their filing information as requested below by the **filing deadline of May 10, 2025**. All candidacy filing will be done online on 4-H Online. Every candidate must complete the Candidacy Filing Online Form 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 500 words 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 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" (tri-fold) 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.

Voting Delegates & Alternate Delegates:

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Each county must submit online on 4-H Online the Voter Registration Application form for each delegate **by the deadline of Saturday, May 31, 2025**, to include two delegates and two alternates. We are **no longer** requiring a photo be uploaded of delegates. 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. Again, there will be a payment for Voter Registration to include meal the day of.

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 May 31, 2025**. 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.

NEW! If a position is left empty, the voting delegates will choose from the candidates that did not receive a position to be voted in to the vacant office. This will follow after all votes have been cast and counted.

Tentative Agenda:

Friday, June 13th – TAMU Kingsville – 1119 W Santa Gertrudis St, Kingsville, TX 78363

10:30 AM	Candidate Booth/Display Setup
11:00 AM	Registration & Check-in (Delegates, Members, Guests)
11:30 AM	Opening Ceremony
12:00 PM	Keynote Address with Lunch
12:30 PM	Introduction of Candidates & Candidate Speeches
1:00 PM	Candidate Town Hall (<i>Impromptu Questions & Responses</i>)
2:00 PM	Delegate Networking
2:30 PM	Introduction of Election Judges & Election Procedures
3:00 PM	Voting & Runoff Elections
3:30 PM	Installation of 2025-2026 District 12 4-H Council Officers

Sincerely,



Grace Marshall
District 12 4-H Specialist
4-H Youth Development



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District 12