



Allegan County 4-H Livestock Leaders Bylaws

Article I - Purpose

- To serve as an advisory group to the 4-H Youth Staff and 4-H Council.
- To promote education within the Allegan County 4-H Livestock Program.
- To provide youth with educational experiences in the livestock project areas:
- The committee provides support for 4-H project areas that include beef market, beef prospect, beef breeding stock, dairy market steers, dairy market feeders (excluding dairy females) swine, sheep, sheep breeding, goats, goat breeding, rabbits, and poultry.

Article II - Membership

Membership shall include Gold Level screened 4-H livestock leaders from clubs with the project areas listed above, as well as teen leaders enrolled in Allegan County 4-H. MSU's 4-H programs are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

MSU Extension 4-H staff serves as ex-officio members of all 4-H organizations and committees without voting rights. No staff member shall hold an elected office or be an elected member of the organization.

Article III - Voting

For a club to be eligible to vote, a screened gold level representative must have attended two (2) of the last four (4) meetings, either in person or virtually. Each eligible club is allotted one (1) vote.

Article IV – Meetings

Meetings are usually held on the second Tuesday of each month, with dates set at the first meeting of each 4-H year (September 1 - August 31). No meeting is held in September. Meeting dates may be changed, added, or cancelled at the discretion of the executive board as needed. A meeting may be conducted when more than fifty (50) percent plus one (1) of the eligible 4-H livestock clubs with the project areas listed above are present. Quorum is established at the beginning of a meeting.

Meetings will be held in person when feasible but may be moved to either virtual or a hybrid model when deemed necessary. Virtual is when everyone meets virtually; hybrid is where participants may join either in person or virtually.

Article V – Authority

This committee will operate under the current edition of Democratic Rules of Order, the Allegan County 4-H Livestock Committee Parliamentary Procedures, and the Michigan State University Extension 4-H Financial Manual for Treasurers.

Article VI – Budget

Allegan County 4-H Livestock Leaders will have a budget. The outgoing and incoming officers will develop a proposed budget to be presented at the December meeting and voted on at the January meeting. The fiscal year starts in January and ends in December. Non-budgeted expenses shall not be reimbursed without prior approval from the 4-H Livestock Leaders.

Article – VII – Officers

The following officers shall be elected at the first meeting of the 4-H year and take office at the following meeting and serve one (1) year terms: President, Vice-President, Secretary, and Treasurer. To be eligible to run for office, candidates must have attended two (2) of the past four (4) meetings and be a screened gold volunteer with MSU Extension. Any officer vacancy will be filled by an election at the next meeting. The newly elected officer will complete the previous officer's term.

Duties of Officers:

- President - Shall preside at all meetings of the Allegan County 4-H Livestock Leaders and shall appoint committees as needed. The President or another officer shall represent the 4-H Livestock Leaders on the Allegan County 4-H Council.
- Vice-President - Shall preside over the meetings when the president is absent and assist the president with duties as requested.
- Secretary - Shall keep a record of minutes of all meetings and answer correspondence.
- Treasurer – Shall keep a record of all funds received and dispersed by the 4-H Livestock Leaders, give a monthly written/itemized report at each meeting of the 4-H Livestock Leaders, collect and take charge of all money coming in, complete and submit the Annual Financial Summary Report to MSU Extension 4-H Staff in September, and submit at the January meeting a statement of income and expenses for the previous year. The treasurer shall not expend 4-H Livestock Leaders funds except as budgeted or authorized by the 4-H Livestock Leaders.
- Teens - Up to four (4) teens shall be selected to represent the 4-H Livestock leaders on the County 4-H Council.

Article VIII – Sub-Committees

Additional sub committees will be determined at the first meeting of each 4-H year and as needed throughout the year.

Article IX – Restrictions

Any decision passed in conflict with the policies or practices of the Allegan Co 4-H program or Michigan State University Extension may be vetoed by the MSU Extension 4-H staff.

Upon dissolution of this committee, all remaining property will be turned over to the Allegan County MSU Extension Office. Funds will be distributed to the Allegan County 4-H Youth Council.

Article X – Amendments of the Bylaws

These bylaws may be amended by a three-fourths ($\frac{3}{4}$) vote of the eligible clubs at any regular meeting, provided that written notice is given at least fourteen (14) days in advance. Approved amendments will take effect at the following meeting.

Adopted: January 13, 2026

Allegan County 4-H Livestock Leaders

Parliamentary Procedures

Simple Rules of Order: *The rules are indicated by a number. The indented letter sections are clarification and commentary on each rule but are not technically part of the rule.*

1. Future official meetings are scheduled during official regular meetings.
 - a. Secret, unscheduled, short-scheduled meetings are not official.
 - b. Sub-committee meetings are not official meetings.
2. There must be a quorum of fifty (50) percent plus 1 (one) of the eligible 4-H Livestock Clubs present to be an official meeting. Quorum is established at the beginning of a meeting.
3. Business only occurs during official meetings.
4. Each eligible club is allowed one vote. Each person may only represent one club at any given meeting.
5. The President shall preside over the meeting. In his absence the Vice President shall preside. In his absence the treasurer, then the secretary. The president may express his opinion and contribute to the discussion but is to be impartial regarding the execution of the meeting. The president may cast a vote as the representative of his club. In case of a tie: the president may cast an additional vote of his own to break a tie.
6. A motion passes if it receives over fifty (50) percent of the votes of the clubs in attendance. If a motion changes any part of an approved motion made in the same 4-H year, then it shall require a 2/3 majority vote to pass.
7. A motion that is not seconded will be ignored.
8. The president shall allow discussion of the motion. A person must be recognized by the president to speak. The president may limit discussion. He shall then call for a vote.
9. The president can request a voice vote. If the president or any member believes that the voice vote has not clearly and obviously indicated the accurate result of the vote, then anyone can request a roll-call vote. If so requested: a roll-call vote will be taken, and its outcome will be the official result. The president can request a vote by secret paper ballot.
10. The person who makes a motion may amend their motion before the call for vote. Their amended motion must receive a second or it will be ignored.
11. The person who makes a motion may retract their motion before the call for vote.
12. Only the person who requested the motion may change.
 - a. But everyone else may suggest that person who made the motion changes it.
13. The final motion is read before it is called for a vote.
14. Anyone can move to “table” another person’s motion until a specified time. The motion to table must receive a second, or it will be ignored. After discussion of the motion to table, the president will call the group to vote on “tabling” the original motion. If the “table” is approved, the original motion will be voted on at the specified time. If the “table” is not approved, then discussion of the original motion continues until that motion is called for a vote.
 - a. A motion to table is only used to table a motion that is currently being considered. A discussion or topic is not to be officially tabled. The president, if he believes the topic of an informal discussion has been concluded, has been exhausted, or is not progressing, can choose to move along to the next topic. If any member opposes changing the subject, then they should offer a motion relevant to the subject.