

Operating Procedures New Hampshire 4-H Horse Advisory Committee

I. NAME

The name of this committee is the NH 4-H Horse Advisory Committee.

II. PURPOSE

The purpose of the NH 4-H Horse Advisory Committee is to:

- Promote the 4-H Horse Program in New Hampshire.
- Develop and support volunteer leaders and members to serve the needs of 4-H Horse Members.
- Provide opportunities for fellowship and exchange of ideas and experiences and promote a feeling of unity and purpose.
- Work cooperatively with state and county 4-H staff to plan 4-H Horse activities and programs on a statewide basis.
- Raise funds to support the NH 4-H Horse Program through the 4-H Foundation of New Hampshire.

III. MEMBERSHIP (VOTING BODY INFORMATION IS HERE)

- Each county will designate up to two adult representatives and two senior youth 4-H members (14 and up), as voting members of the committee. Each county may determine how their delegates are to be chosen.
- Terms will be two years to allow for continuity. County Educators will report names of County Representatives to the state office, to allow for updating of membership roster.
- Delegates can be reappointed for one, second consecutive term and then must be off the committee for two years before serving another term. If a new county delegate is not available, the existing delegate may serve an additional term.
- Adult delegates must be replaced with an adult, youth delegates with a youth.
- All other interested individuals are welcome to attend meetings.
- Should a county delegate be unable to attend, another county representative may attend as a voting delegate in their place.
- A county may have no more than four votes with two votes being adult votes and two being youth votes.

IV. ORGANIZATION:

- A. The committee will hold the annual meeting on the third Saturday in February. All meetings for the year will be scheduled at the February meeting with a goal of holding three other meetings per year.

B. Standing Committees – Standing committees may function between regularly scheduled meetings. Standing committees membership is not limited to voting delegates and include:

1. State 4-H Horse Show & Eastern States Exposition
2. 4-H Horse Project Curriculum
3. Horse Bowl and Horse Judging Events
4. 4-H Horse Show Rules and Regulations
5. Hippology and Communication's Events
6. Nomination Committee

Each year at the annual meeting, the State 4-H Horse Show and ESE committee will meet and report to the entire Horse Advisory Committee. The remaining four Committees will meet on a rotational basis (see schedule below) at the Annual meeting and report to the entire Horse Advisory Committee. Extenuating circumstances may require a committee to meet out of rotation. The nomination committee is to be appointed by the chairman biannually at the fall meeting to prepare a slate of officers for election at annual meeting. Brief information about candidates will be distributed with annual meeting notice. County delegates may bring nominations to Fall meeting.

2011	Hippology and Communication's Events
2012	Horse Bowl and Horse Judging Events
2013	4-H Horse Project Curriculum and 4-H Horse Show Rules and Regulations
2014	Hippology and Communication's Events
2015	Horse Bowl and Horse Judging Events
2016	4-H Horse Project Curriculum and 4-H Horse Show Rules and Regulations
2017	Hippology and Communication's Events
2018	Horse Bowl and Horse Judging Events

Whenever possible, county representatives and staff should submit ideas for changes to events, curriculum or horse show rules in writing prior to the annual meeting. Proposals should be submitted in the year the specific subcommittee is to meet (see schedule above). It is recommended proposals be submitted at the Fall Advisory committee meeting to be presented and discussed at the annual meeting. Proposals may be submitted to the state 4- H office one week prior to the annual meeting or a county representative may bring 30 copies to the annual meeting.

SPECIAL COMMITTEES

Special committees may be appointed as needed to work on projects that can be completed in short periods of time and cannot be done by a standing committee.

C. Officers

The officers of the committee include a Chairperson, Vice Chairperson, and Secretary, elected by the members of the committee. Officers will be elected biannually, from the membership, youth and adult at the annual meeting.

1. Chairperson – Runs the meetings, works with Extension staff to determine agenda items, and connects with standing committees to be sure committee work is communicated to the larger committee.
2. Vice Chairperson – Runs meetings in absence of Chairperson, assists chairperson with any duties that require it.
3. Secretary – Keeps written minutes of committee meetings, takes care of any necessary correspondence for the committee, sends written minutes to the State 4-H Office for file and for timely distribution.

V. RESPONSIBILITIES

A. UNH Cooperative Extension – 4-H

- State 4-H Program Leader, Specialists, program coordinators and county staff will provide support and information to the committee regarding youth development programming in New Hampshire.
- Staff is responsible for ensuring all USNH, Cooperative Extension and 4-H Youth Development policies and procedures are followed, that participation in all programs is governed by affirmative action requirements and that high quality, safe and appropriate educational youth development programs are carried out.
- Staff is responsible for meeting with the Horse Advisory Committee on a regular basis to gather input/recommendations for youth horse programs.
- Staff is responsible for providing training and support to Horse Advisory Committee members.
- Staff is responsible for maintaining fiscal records of horse events/activities and working with the 4-H Foundation of New Hampshire to provide funding for youth horse programming.
- The State 4-H office is responsible for securing meeting locations, sending out meeting notices, and maintaining an up-to-date list of membership.

B. 4-H Horse Advisory Committee

- Serve in an advisory role to state 4-H youth development programs for horse project work. (Voting on policies and procedures by the 4-H Horse Advisory Committee may not always result in recommended changes).
- Follow all USNH, UNH Cooperative Extension and 4-H Youth Development policies and procedures.
- Act as positive role models/ambassadors to other adults and youth in the 4-H Horse program as well as the general public.
- Communicate recommendations of the committee to the state 4-H office.

VI. AMENDMENTS TO PROCEDURES:

- A. Proposed changes to the procedures must be submitted in writing at the Fall meeting for consideration at the annual meeting. Proposals will be distributed to voting delegates prior to the meeting. Amendments require a 2/3 majority to pass.
- B. These operating procedures amended and approved at the annual meeting February 28, 2004.

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