

**4-H Provincial Beef Advisory Committee (BAC)
By-Laws**

Effective November 14, 2011

Article I Name

The name of the committee shall be "Provincial 4-H Beef Advisory Committee" or "BAC".

Article II Objectives

1. Promote and enhance 4-H beef projects, programs, and opportunities while addressing the needs of the 4-H member.
2. Increase an awareness of all beef projects offered throughout the province.
3. To represent 4-H's position to the Alberta Beef Industry.
4. To liaise between regions, provincial council and the 4-H and Agriculture Education Branch.
5. Promote effective teamwork among the BAC Committee.

Article III Membership

1. Voting membership of BAC is open to 4-H individuals involved in the Alberta 4-H Beef project as follows:
 - a. Two (2) designated 4-H beef representatives elected or appointed from each of the seven (7) regional beef committees or Regional Councils.
2. Non-voting members of BAC shall be:
 - a. The alternates of the designated representatives of each region, unless the designated representative is not in attendance, or has transferred voting rights to them.
 - b. A maximum of two (2) committee members at large, including representatives from organizations/companies outside of 4-H.

To become a BAC member at large, interested parties must submit a letter of intent and short biography. The BAC executive may conduct an interview before making recommendations to the BAC membership for a formal vote on acceptance, at the next regularly scheduled BAC meeting. The prospective member at large will be contacted by email, fax or postal mail with the result of the vote.

The member at large will be approved for a one year term to a maximum of three (3) terms.

- c. One (1) representative from the Alberta 4-H Council. If the Alberta 4-H Council does not appoint a representative, a member of BAC will be appointed to liaise with Provincial Council.
 - d. Up to two (2) representatives appointed by the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development.
 - e. The Past Chair of BAC, unless continuing as a designated voting representative of a Region.
3. Rights and Responsibilities of all BAC Members:
- a. Members have the right to attend meetings.
 - b. Members are responsible for acting in accordance with the By-laws and objectives of the Committee.
4. Voting Privileges:
- a. Each designated regional representative has one (1) vote. Each region shall have a maximum of two (2) votes.
 - i. Regional representatives have the responsibility to exercise their vote if they are in attendance.
 - ii. The regional representative may transfer this responsibility should they leave before the conclusion of the meeting.
 - iii. The regional representative may transfer this responsibility to their alternate if they believe they are in a conflict of interest situation. If the designated regional representative is not in attendance, their alternate will have voting privileges.
 - b. If the Past Chairman continues to be the region's designated representative, they have one (1) vote as a regional representative.
 - c. If the Past Chairman is *not* the designated regional representative, they may sit as a non-voting member of the committee.
 - d. If the Chairman is not a voting representative, the Chairman may be granted voting privileges to make or break a tie vote.

Article IV Officers

- 1. The officers of the Committee shall be Chairman, Vice-Chairman and Recording Secretary.
- 2. The election of officers shall take place at the Annual General Meeting
- 3. Terms of Office:
 - a. The chairman shall be elected for a two (2) year term to a maximum of two (2) terms.
 - b. All other executive positions are one (1) year term.

4. Duties of Officers:
 - a. The Chairman shall:
 - i. Chair BAC meetings.
 - ii. Prepare the agenda for each meeting in cooperation with a 4-H and Agriculture Education Branch representative.
 - iii. Be knowledgeable about 4-H beef program policies.
 - b. The Vice-Chairman shall fulfill the role of chairman when the chairman is absent.
 - c. The Recording Secretary shall:
 - i. Record the minutes of the BAC meetings.
 - ii. Prepare the minutes and forward for distribution.

Article V Quorum and Voting

1. A quorum consists of five (5) regions represented and at least fifty (50) percent of voting members present.
2. Voting Procedures at Regular Meetings.
 - a. Voting on regular motions shall be done by a show of hands unless otherwise decided by a carried motion.
 - b. Voting on Election of Officers shall be done by secret ballot.
3. A telephone, fax or e-mail vote may be required when it is difficult to bring committee members together for decisions requiring immediate committee attention. Such a vote requires a motion (with second). The chairman shall then contact active members of the committee by phone or email to explain the subject and obtain their vote on that motion. The results of the vote shall be distributed to each committee member through the email, fax or postal mail.

Article VI Meetings

1. The annual meeting of the Committee shall be the first meeting held after the Annual General Meeting of the Alberta 4-H Council. The Election of Officers shall take place at this meeting.
2. There will be a maximum of four (4) meetings per year.
3. Special meetings may be called as needed by the chairman. The minimum notice of special meetings shall be one (1) week. Notice of the special meeting will be by telephone, fax or e-mail.
4. All meetings are open to individuals interested in the 4-H Beef Project.

Article VII Committees.

1. Ad hoc committees may be appointed as necessary.
2. Standing Committees will be designated for on-going projects of BAC.
 - a. Standing committees include, but not limited to:
 - i. Beef Leaders Update (BUD)
 - ii. By-law Review

Article VIII Amendments to the By-Laws

1. By-laws are to be reviewed every two years (odd numbered years) at the annual meeting of the 4-H Provincial Beef Advisory Committee.
2. Suggested changes to the by-laws will be included with the agenda for the meeting.
3. After discussion, the motion to accept the amendments/additions must include the date that the revised by-laws will become effective.
4. A simple majority vote is required to pass the motion.