

4-H Provincial Equine Advisory Committee (PEAC) By-Laws

(Effective May 10, 2007)

Article I Name

The name of the committee shall be “4-H Provincial Equine Advisory Committee” or “PEAC”.

Article II Objectives

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

Article III Membership

1. Membership in PEAC is open to 4-H individuals involved in the Alberta 4-H Equine Project as follows:
 - a. Two (2) designated 4-H equine representatives elected or appointed from each of the seven (7) regional equine committees or Regional Councils and their alternates.
 - b. Up to three (3) committee members at large representatives to be approved through a PEAC committee interview and election process.
 - c. A non-voting representative from the Alberta 4-H Council. If the Alberta 4-H Council does not appoint a representative, a member of PEAC will be appointed to liaise with Provincial Council.
 - d. A representative to the Alberta Equestrian Federation, as elected bi-annually by the Committee at the Annual General Meeting, may be a non-voting representative.
 - e. Up to two (2) non-voting members appointed by the 4-H Branch of Alberta Agriculture and Food.
2. Rights and Responsibilities of Members:
 - a. Members have the rights to attend meetings.
 - b. Members are responsible for acting in accordance with the By-laws and objectives of the Committee.

3. Voting Privileges:
 - a. Each designated regional representative or committee member at large volunteer has one (1) vote. Each region shall have a maximum of two (2) votes, not including the members at large. Regional representatives have first priority as the voter if they are in attendance. The regional representative may transfer this responsibility at the beginning of the meeting, or should they leave before the conclusion of the meeting.
 - b. If the Past Chairman continues to be the region's designated representative, they have one (1) vote as a regional representative. If the Past Chairman is *not* the designated regional representative, they may sit as a non-voting member of the committee.
 - c. 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 to a maximum of two (2) terms.
4. Duties of Officers:
 - a. The Chairman shall:
 - i. Chair PEAC meetings.
 - ii. Prepare the agenda for each meeting in cooperation with a 4-H Branch representative.
 - iii. Be knowledgeable about 4-H equine 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 PEAC meetings.
 - ii. Prepare the minutes and forward them to a 4-H Branch Representative.

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 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 in consultation with a 4-H Branch representative. 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 Equine Project.

Article VII Committees.

1. Ad hoc committees may be appointed as necessary.
2. Standing Committees will be designated for on-going projects of PEAC.

Article VIII Amendments to the By-Laws

By-laws can only be changed by a Special Resolution of the Members. A Special Resolution must be passed at a meeting of the Committee with no less than twenty-one (21) days written notice and passed by no less than 75% or three-quarters of the voting members in attendance at this meeting.