

Canyon County 4-H/FFA Market Livestock Sale Committee By-Laws

The Canyon County 4-H/FFA Market Livestock Sale Committee is an entity under the University of Idaho 4-H program and is guided by the Idaho 4-H Policies and Procedures.

ARTICLE 1-- Name

The name of this organization shall be the Canyon County 4-H/FFA Market Livestock Sale Committee (CCMLS).

ARTICLE 2-- Purpose

The purpose of this committee shall be to:

- A. Provide an outlet for market livestock raised in 4-H/FFA projects
- B. Provide youth, their parents, and leaders an experience in one method of marketing and selling.
- C. Encourage members to learn a marketing process.
- D. Provide an awareness by the general public of the efforts expended by 4-H/FFA members in connections with the livestock project.
- E. Be a part of consumer education efforts of 4-H & FFA with focus on marketing at proper weight, quality grade and producing a desirable carcass from producer and consumer standpoints by upholding guidelines established by the 4-H & FFA Advisory committees and Extension staff.
- F. Provide the opportunity for recognition of the members and buyers who support the program.
- G. Provide one way for citizens of the community to participate in a 4-H or FFA experience.

ARTICLE 3-- Membership

- A. This committee will not discriminate because of race, creed, color, country of origin, gender or disability.
- B. Each 4-H club and each FFA Chapter in Canyon County that have youth participating in the Market Livestock Sale are encouraged to send a representative to participate on the committee each year. (Leader, parent, teen, other adult.)
--Commitment: Each representative is encouraged to participate in two or three meetings during the year; help with one of the planned tasks; recruit help for the sale day, and uphold the objectives as outlined above. Representation may change each year.
- C. Each 4-H club or FFA Chapter in Canyon County will be limited to one vote.
 1. All Clubs/chapters must have a voting representative attend 3 of the 4 regularly scheduled CCMLS meetings (Oct, Jan, March, June) of the previous fair season meeting (Oct to Sept) to be eligible to vote in the current year.
 - a. A new club established in the current year is exempt for their inaugural year.
 - b. A voting representative must sign in at the beginning of each meeting.
 2. Any Market Livestock sale rule must be submitted in writing to the CCMLS Chair, three (3) weeks prior to the October meeting. (Request the Motion Form from CCMLS Chair)
 - a. Chair will distribute the motion to all clubs/chapters/participants two (2) weeks prior to the October CCMLS meeting.
 - b. Motion must be presented by the maker in person (unless meeting is only offered in a virtual format) at the CCMLS October meeting.
 - c. All Voting will take place at the January Meeting.

- D. Ex-officio non-voting members shall include:
 - 1. Fair Board members, Fair staff, or their representatives
 - 2. Fair livestock superintendents
 - 3. Representatives from the business community
 - 4. Representatives from the meat processing industry
 - 5. Veterinarians from Canyon County
 - 6. Canyon County Extension Educator/Staff
- E. Anyone else, including 4-H teen leaders and FFA students interested in the 4-H or FFA livestock program may attend meetings, but shall not have the right to vote or hold an office.

ARTICLE 4--Officers

- A. The Officers of this committee shall be a chairperson, chairperson elect, treasurer, and a secretary. The officers shall serve throughout the year, unless removed for just cause or excused. All officers shall be elected from the voting membership. See Compilation of Job duties for each officer.
- B. The officers of the CCMLS shall be elected at the October meeting and shall take office in January. The chairperson, chairperson-elect and secretary shall serve a one-year term. The treasurer shall serve a two-year term. The Treasurer shall be elected during the October meeting of odd numbered years and take office in January of even numbered years.
- C. All nominees must give consent, agreeing to serve if elected, before becoming a candidate, and must be present at the election meeting unless formerly excused by the chairperson of the committee.
- D. The officers shall hire a sale clerk. *See job description for more details.* All money transactions are required to have two signatures. The Chairperson will supervise the sale clerk.

ARTICLE 5—Standing Committees

- A. Standing committees shall consist of 2-3 members and will be appointed annually by the chairperson and approved by the general committee.
Committees are:
 - 1. Policy Review/Rules and Regulation Committee
 - 2. Finance/Audit Committee

ARTICLE 6—Meeting Dates

- A. The CCMLS shall meet four times a year (January, March, June, October) with special meetings being called as necessary.
- **October**— Evaluation of previous year's activities and election of officers and review of livestock sale rules.
- **January**—Schedule, Sale rules vote, budget approval, and task assignments.
- **March**—Task Status reports.
- **June – Final Task Status reports.**

ARTICLE 7—Responsibilities

- A. The CCMLS
 - 1. Evaluation of past year.
 - 2. 4-H & FFA Advisories review of current policies.
 - 3. Buyer contacts/committee (*Send letters to the last years and potential buyers and make personal contacts with potential buyers*).
 - 4. Buyer contacts/youth (*Encourage youth to contact potential buyers with adult supervision*)
 - 5. Meat packer contacts (*Maintain working relationship with slaughter facilities*).
 - 6. Buyer recognition (*Includes buyer meal, buyer thank you's, plaques. Order material needed for thank-you's, assemble thank-you certificates, plaques and distribute to buyers*).

7. Bookkeeping (*Hire sale clerk*).
8. Work cooperatively with Fair staff for with ring set up and decorations.
9. Trucking (*Arrange for transportation to slaughter facilities*).
10. Publicity (*Prepare and distribute promotional flyers, date and distribute sale invitations to potential buyers. Provide a list of all buyers and top ten buyers to the Fair office after the sale for the following year's exhibitor guide. Arrange for photos of grand and reserve photos with buyers, give to news media with news articles.*).
11. Auctioneers/Ring man (*Arrange for and provide assistance at the sale*).
12. Runners (*See Runners Guidelines*).
13. Photographer (*See Job Description*).
14. Sale Clerk-Helpers (*Arrange helpers for auctioneers and sale clerk*).
15. Behind scene helpers (*get animals in line for sale and re-tagging animals as needed*).
16. Carry out operations of the sale at the fair.
17. Coordinate with the Fair Office and Extension Office.
18. Contact livestock brand inspector to inspect market beef before sale and collect appropriate fees.
19. Mortality Insurance (*Collect premiums and administer payout*).
20. Pay species check-off fees

ARTICLE 8—Organization

The committee shall be organized under the supervision of the Canyon County Extension Office and managed by the officers elected from the committee membership.

ARTICLE 9—Amendments

The by-laws of this committee may only be amended at the regular October meeting by an affirmative vote of 2/3 of the members present, provided that a reading of the proposed change is read at one meeting prior to taking of a vote.

ARTICLE 10—Parliamentary Procedure

Robert's "Rules of Order" shall be used as a standard procedure for conduct of the meetings. Overseen by the CCMLS Parliamentarian (*appointed by the chair*).

Accepted By:

_____ Date _____
4-H/FFA Market Livestock Sale Committee, Chairperson