

San Luis Obispo County Farm Bureau Young Farmers & Ranchers Committee Operating Guidelines

The San Luis Obispo County Farm Bureau Young Farmers & Ranchers (SLO YF&R) Committee is an integral part of San Luis Obispo County Farm Bureau. As such, the SLO YF&R Committee is subject to the control of the Board of Directors of San Luis Obispo County Farm Bureau.

The purpose of these Operating Guidelines is to provide a framework within which the SLO YF&R Committee shall operate. Ultimately, the SLO YF&R Committee answers to the San Luis Obispo County Farm Bureau Board of Directors and is governed by the Bylaws of San Luis Obispo County Farm Bureau.

ARTICLE I. MISSION

The mission of SLO YF&R Committee is to attract, train and empower future San Luis Obispo County Farm Bureau leaders and increase their interest in agriculture as a way of life.

ARTICLE II. PURPOSE

The SLO YF&R Committee's purposes are to implement a program that will encourage farmers and ranchers, ages 18 to 35, in San Luis Obispo County to participate in and to develop future Farm Bureau leadership within San Luis Obispo County and the state of California.

ARTICLE III. DUTIES

SLO YF&R Committee members are expected to attend Committee meetings.

The Committee shall surface and evaluate the needs and interests of young farmers and ranchers. Each Committee member shall be responsible for promoting all SLO YF&R program activities. Committee members shall work and interact with San Luis Obispo County Farm Bureau.

The Committee shall assist in developing, activating, and implementing programs of San Luis Obispo County Farm Bureau, the State YF&R Committee, and California Farm Bureau Federation.

Committee members shall not be employees of California Farm Bureau Federation or of any of its member county Farm Bureaus.

ARTICLE IV. ELECTION OF OFFICERS

Officers of the Committee shall consist of two Co-Chairs--namely, one Professional Chair and one Collegiate Chair--a Vice Chair, a Secretary, and a Treasurer. These five officers constitute the Leadership Committee of the SLO YF&R Committee.

An individual may hold each officer position for two one-year terms. Elections shall be held annually in April.

The Nominating Committee consists of the current Co-Chairs and Vice Chair. The Nominating Committee is co-chaired by the Co-Chairs. The nominating process shall begin no later than one month prior to officer elections and should result in a single slate of recommended candidates. Use of both an application and interviews to express interest is encouraged.

Nominations for officer positions may also be made from the floor during the election meeting. If this occurs, a vote will be held for that position. The Nominating Committee will conduct this vote.

ARTICLE V. DUTIES OF OFFICERS

The SLO YF&R Leadership Committee shall consist of the five elected officers. This committee shall work closely with the San Luis Obispo County Farm Bureau's Liaison to carry on work of the committee between committee meetings. The Leadership Committee shall meet as necessary between regular committee meetings. This committee shall also be the Budget Committee of the SLO YF&R Committee and shall vote on whether to accept the budget proposed by the Treasurer.

The Co-Chairs shall set the agenda and facilitate all meetings of the SLO YF&R Committee and Leadership Committee. They shall serve as the official voices of the SLO YF&R Committee. The Professional Chair shall serve as a member of the San Luis Obispo County Farm Bureau Board of Directors. The Collegiate Chair shall be a non-voting advisory member of the San Luis Obispo County Farm Bureau Board of Directors. The Co-Chairs shall have the general powers and duties of administration and management as outlined in *Sturgis Rules of Parliamentary Procedure*.

The Vice Chair shall perform the duties of the Co-Chairs in their absence. The Vice Chair shall also be responsible for facilitating the activities of the annual fundraiser and will be the chair of the Fundraiser Subcommittee.

The Secretary shall record the minutes of Committee meetings and Leadership Committee meetings. The Secretary shall also work with San Luis Obispo County Farm Bureau staff to ensure that an accurate record is maintained of all members and "official" communications. The Secretary shall also be responsible for all SLO YF&R publications, such as newsletters, press releases, Committee of the Year contest materials, other award applications, event promotion material and official correspondence.

The Treasurer shall handle and record all financial transactions of the Committee. The Treasurer shall also be responsible for creating an annual budget for all activities performed by the Committee and presenting that budget to the San Luis Obispo County Farm Bureau Board of Directors for approval.

ARTICLE VI. SUBCOMMITTEES

The SLO YF&R Leadership Committee shall appoint subcommittee chairs within one week of elections. The Leadership Committee may alter subcommittees at any time.

Each subcommittee chair shall be responsible for recording subcommittee activities and reports directly to the Leadership Committee.

ARTICLE VII. LEADERSHIP TEAM

The SLO YF&R Committee Leadership Team shall consist of the five elected officers and all subcommittee chairs. The Leadership Team shall meet as necessary between regular SLO YF&R Committee meetings.

ARTICLE VIII. DUTIES OF THE FARM BUREAU LIAISON

The San Luis Obispo County Farm Bureau Liaison to the SLO YF&R Committee shall facilitate, in any way possible, the actions of the Committee. The Liaison should have knowledge of the San Luis Obispo County Farm Bureau facilities and all other resources available to the Committee and shall help the Committee gain access to these resources.

The Liaison shall be an SLO YF&R Committee officer, a San Luis Obispo County Farm Bureau employee, or a director of San Luis Obispo County Farm Bureau. The San Luis Obispo County Farm Bureau Board of Directors and the SLO YF&R Committee Chair shall choose the Liaison.

Unless otherwise a Committee officer, the Liaison shall not be a voting member of SLO YF&R Committee.

The Liaison shall ensure that any actions of the Committee are approved by the San Luis Obispo County Farm Bureau's Executive Director or Board of Directors and are compliant with San Luis Obispo County Farm Bureau policies.

ARTICLE IX. OFFICIAL MEETINGS

Meetings shall be called at the discretion of the Co-Chairs and/or Leadership Committee. The Committee shall work from an established calendar set by the Leadership Committee at the start of the year. Meetings shall be held on the first Tuesday of each month at 6:45 pm at the San Luis Obispo County Farm Bureau office, unless notified otherwise by the Leadership Committee. The meetings shall be held in coordination with San Luis Obispo County Farm Bureau, so as not to conflict with other meetings or events.

A quorum of the Committee shall consist of a simple majority of the Leadership Committee. *Sturgis Rules of Parliamentary Procedure* shall govern General Committee, Leadership Team, and Leadership Committee meetings in all cases where those rules are applicable and not inconsistent with these Operating Guidelines or any other special rules adopted by the SLO YF&R Committee.

ARTICLE X. VACANCIES & ABSENCES

A vacancy on the Leadership Committee shall be filled by the end of the next Committee meeting by posting the opening and nominating a suitable representative. A leave of absence shall be allowed for periods of up to two meetings and/or events with the approval of the Leadership Committee. Extended absences may also be approved by the Leadership Committee. Two absences from meetings and/or events in a row may be ground for removal from the Committee.

ARTICLE XI. EXPENSES

As may be authorized by the San Luis Obispo County Farm Bureau Board of Directors and upon the approval of the Leadership Committee, the SLO YF&R Committee may reimburse reasonable expenses incurred by an SLO YF&R Committee member in traveling to, from and during a YF&R activity. Reimbursement for automobile travel shall be at the Internal Revenue Service standard rate then in effect for business miles driven. Receipts are due to the Treasurer or Co-Chairs no later than two weeks after the expenses were incurred.

ARTICLE XII. AMENDMENTS

Proposed amendments to these Operating Guidelines may be acted on and adopted at any SLO YF&R Committee meeting. Consideration and adoption of an amendment to these Operating Guidelines shall require all of the Leadership Committee to be present. The SLO YF&R Leadership Committee shall formally review these Operating Guidelines every year. The San Luis Obispo County Farm Bureau Executive Director shall review any proposed amendment to prevent contradictions with the San Luis Obispo County Farm Bureau Bylaws. Following Leadership Committee approval, suggested amendments shall be submitted to the San Luis Obispo County Farm Bureau Board of Directors for its approval.