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revised July 1996/August 1997 / October 1999
County Family and Community Education Council

Membership of the County Council

The club president is the logical person to represent the club on the county council so in most counties the council consists of the presidents of all the Family and Community Education clubs, so all FCE clubs are equally represented. North Dakota FCE Supporting Members could meet prior to the county meeting and select a representative and be allowed the voting privileges of one organized club.

The extension agents (formerly home economists) are consultants to the county council.

Meetings of County Council

Regular meetings are held in the spring and/or fall.

The dates are determined by the county executive committee.

County Council/Club Bylaws

Every NDFCE county in North Dakota has an organized county council, presumably with bylaws. The bylaws need to be kept up-to-date. When additions or revisions are to be made, a committee should prepare a report which may then be acted upon as provided in the bylaws.

County Council Officers

It is recommended that each county council consist of president, president-elect, vice president, secretary and treasurer.

Some counties elect new officers each year, but some counties have officers serve longer, electing the president (or president-elect), vice president and secretary when necessary.

The president is the elected leader of the county. Much of the success for the county is the president's responsibility. The president upholds the morale of the council and makes an effort to see that committees function, that time is allowed for programs, and that the membership is maintained or increased.

Duties of the County President

The president shall:

1. Be familiar with the relationship between Family and Community Education and County Extension Office.
2. Study the county bylaws and see that they are followed.
3. See that all officers know their duties and fulfill them.
4. Plan and conduct a successful, orderly business meeting.
5. Maintain order during the business meeting and the program.
6. Appoint all committees and serve as an ex-officio member of all committees.
7. County Council presidents shall attend state council meetings as a voting delegate from the county or if unable to attend, send a vice president or another member to represent the county.
8. Read and respond, as requested, to correspondence from the state FCE officers.
9. Serve as official spokesman for the county.

Duties of the County Vice President

The duties of the Vice President:

1. Preside at meetings in the absence of the president and serve as an aide to the president in all assigned duties.
2. Help coordinate, promote and strengthen the Family and Community Leadership program in your county.
3. Serve as chairman of the program committee.
4. Promote the FCE activities as presented by the District chairperson.
5. Serve as the Public Relations and Membership Coordinator.
6. Perform the duties of the president in the event of the resignation, disability or death of the president and the president until the next meeting of the executive committee.
7. Serve as Peace Garden Chairman.

Our state council contributes yearly to the International Peace Garden located on the international boundary between Canada and North Dakota, a spot at almost the exact center between the Atlantic and Pacific Oceans and 30 miles north of the exact center of the North American continent. A cairn dedicated on July 14, 1932, bears the following inscription:

"To God in His Glory....
We two nations dedicate this garden and pledge ourselves that as long as men shall live, we will not take up arms against one another."

Monetary support from state FCE club members is used for improvement of facilities. A marker at the entrance to the Oak Leaf Picnic area tells that it was developed by the CCC and is maintained by the North Dakota FCE clubs. Our organization has furnished the area with picnic tables, outdoor grills and playground equipment. A water system and bathroom facilities have been other important contributions made possible by donations of FCE clubs in North Dakota.

A fountain, dedicated August 10, 1986, was built in the Sunken Garden area in honor of the Peace Garden's 50th anniversary by the NDFCE clubs.

The NDFCE council is a life member of the International Peace Garden, Inc. and we have a vote at the annual meeting held the second Saturday in September. In 1993 we gave $553.54 and the National Association for Family and Community Education (NAFCE) Council contributed $4,694.65 to the Peace Gardens. The NAFCE Council monies help maintain the beautiful lodge. The Lodge is built of native stone dug near Dunseith, North Dakota and logs from Manitoba's Riding Mountain National Park by the CCC in the 1930's. It is one of the most attractive buildings in the Garden and is used for meetings, banquets and social gatherings.

A video has been made on the Peace Garden and used to be available for loan at NDSU. At this time it is unclear whether or not it is still available. This was free to all FCE members with return postage the only cost. Address inquiries and/or orders to NDSU Extension Distribution Center, Morrill Hall 11, P.O. Box 5655, Fargo, ND 58105. Please write or call two weeks prior to date needed.

Revised May 9, 2012
Suggestions to County Vice President:

1. Secure a committee to assist in planning a yearly program.
2. Acquaint the committee with program materials available from the NAFCE Issues Notebooks (Family, Environmental, Literacy and the FCE Network) and the North Dakota State University Extension.
3. Promote FCE week held in October. See FCE Policy Notebook for dates.
4. Plan county activities relating to FCE programs.

County Reports

Summarize reports received from clubs and return information on County report form to District Chairperson by January 15.

Duties of the County Secretary

The duties of the county secretary shall be:

1. Keep the minutes of each meeting in the record book provided.
2. Keep an up-to-date membership roll and check attendance at each meeting.
3. Keep a copy of the constitution and bylaws, with amendments properly entered.
4. Keep a record of all committees and notify members of appointments if they are absent when appointed.
5. Plan a list of pending and potential business with the president before each meeting.
6. Handle the organization's correspondence.
7. Call the meeting to order and see that a chairman pro tem is elected in the absence of the president, the vice president.
8. Be responsible for any other reports requested by the county council.

What the minutes should include:

1. Type of meeting. For example: regular, special and/or board meeting.
2. Date, hour and place of meeting.
3. Presiding officer.
4. Summary of reports given and name of those presenting reports.
5. Record of each motion with name of person making motion.
6. Record of statements, even though action may not be taken. Record of any special projects or plans.

The minutes become a living history of the county. Be sure that they tell what happened, when it happened, where it happened, and who did it.

Duties of the County Treasurer

The duties of the county treasurer shall be:

1. Receives money

   1. Set a regular time for collecting money, usually at the close of each meeting. Have your receipt book with you.
   2. Write a receipt in duplicate, in a regular receipt book, for all money taken in.
   3. Describe each item carefully so the receipt tells exactly how much is paid for that item.
   4. Keep council money in a separate box or purse, being careful not to mix it with other funds.

Revised October 2009

III. County Section/September 1995
II. Deposits money

1. Deposit all money received after each meeting.
2. Total the duplicate receipts in the receipt book each time a deposit is made before taking money to the bank. This makes certain written receipts agree exactly with the amount deposited. A good idea is to make a penciled notation on the last duplicate receipt that ends the deposit for the period, dating the notation.
3. Endorse all checks for deposit. Cash checks as soon as they are received.
4. Make duplicate deposit slips so one is kept for the records.
5. Ask the bank for regular monthly bank statements.
6. Check the bank statement against checkbook stubs. Very carefully keep all bank statements, cancelled checks, deposit slips and duplicate receipts.

III. Disburses money

1. Pay all bills by check. Avoid paying with cash.
2. Fill in the check stub completely every time a check is written.
3. Carry forward checkbook balances.
4. Mark the bills or invoices paid with the date, number of check and amount.

IV. Keeps financial file - Use a file box in which to keep financial correspondence, bank statements, canceled checks, invoices, bills and all miscellaneous treasurer's records.

V. Mail completed treasurer forms, money and all National Membership Forms to state treasurer by November 15.

VI. Makes reports

1. Make monthly and annual financial reports to the council. The treasurer's report should give:
   a) The balance on hand at the last meeting
   b) The amount of money received since that time in an itemized report.
   c) The amount of money spent in an itemized report
   d) The present balance.

Additional duties of the County Treasurer

The treasurer is responsible for collecting county and state dues and keeps careful record of all money received and all money paid out. County and state dues should be recorded in separate columns.

Bills should be paid only when authorized by vote of the council.

It simplifies the work of the treasurer if all dues are paid at the fall council meeting. Duplicate receipt books are recommended to insure accuracy in checking the records.

The county treasurer's book and records can follow the general pattern set for local club financial records. The treasurer's book should be separate from the secretary's book, even when the two offices are combined.

Dues and a copy of county treasurer form and a National Membership Form for each member (with names and addresses) should be forwarded to the treasurer of the North Dakota FCE on or before November 15 of each year. All voluntary contributions are due November 15.

Submit (if requested by the president or council) the treasurer's records to an auditing committee at the close of the county year.

Oct 2009
Appointed County Positions

1. **Coordinator for Young Families** shall be appointed by the President with the approval of the executive committee for a term of two years. The duties of the Coordinator for Young Families shall be to:
   a) Provide county leadership to the Young Families program;
   b) Work with Vice President on programs for young families and FCE week.
   c) Encourage, receive and share ideas and suggestions from members.
   d) County Scholarship Chairman - See scholarship information in Section II. FCE Information.

Responsibilities of County Scholarship Chairman or Committee

1. Acquaint yourself with the scholarship program. Know what scholarships are given by NDFCE and inform club presidents at the fall county council meeting.
2. Be sure each club president receives a copy of the scholarship information.
3. Supply application forms to school superintendent/principal or counselor, interested students/parents. Please see that any old forms are thrown away and not used. Additional forms are available through your county extension office.
4. Launch a county publicity program. Use the radio, television and newspaper to publicize the scholarship program and careers in Home Economics or a related field.
5. Each club is assessed $2 for the state scholarship program. Send scholarship dues with your yearly NDFCE dues.
6. Applicants having out-of-state addresses must be children of North Dakota FCE members, be enrolled in North Dakota high schools or be a member of the North Dakota Association for Family & Community Education.

Scholarship Calendars

**September-October**
- Explain the scholarship program at fall county council meeting, giving due date.
- Contact school superintendents/principals or counselors and interested students/parents about the scholarships.

**January**
- Use the radio, television and newspaper to publicize the scholarship and due dates.

**April**
- All scholarship application forms, Freshman, Mary Laycock, Emily Freeman, Arthur Schulz Memorial and Grace DeLong are due to the NDFCE state scholarship chairman (Coordinator for Young Families) by April 15.
- The Arlene Sagness FCE Memorial Grant application form is due to the NDFCE state scholarship chairman (Coordinator for Young Families) by April 15.

**May**
- Scholarship winners are notified.

Revised December 1998 – October 2009
How to Conduct a Meeting

**Before the Meeting** - The officers should be at the place of meeting at least 10 minutes before the regular opening time and then promptly begin the meeting.

Check the arrangement of chairs and tables before the meeting starts, striving for informality and friendliness. Have a table for the president and secretary so they can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close enough to the officer's table so the group can hear.

Check on the program for the meeting and the presence of those members who are scheduled to give reports.

After the business meeting, the officers may clear the table for the use of the program leaders. Program leaders also should avoid awkward delays by having charts and demonstration materials in place as much as possible before the meeting is called to order.

**Absence or tardiness of officers** - If the president is absent or tardy, it is the duty of the vice president to open the meeting and preside until the president arrives and is ready to take the chair. If both president and vice president are absent, the secretary calls the meeting to order at the appointed time and the club selects a chairman to take charge until either the president or vice president arrives.

If the secretary is absent or tardy, the chair appoints a secretary pro tem. Always keep the meeting moving. Delay is embarrassing and wastes time.

**Check the order of business** - Most club meetings are composed of four parts:

**I. Opening**
1. Call to order
2. Singing/creed recitation
3. Roll call - have a definite topic or secretary check attendance in her book

**II. Business**
4. Secretary reads the minutes of the previous meeting
5. Treasurer gives report and moves its acceptance
6. Unfinished business
   a. Business postponed from former meetings
   b. Reports of standing committees
7. New business
   a. Reports of special committees
   b. Reading correspondence
   c. Miscellaneous new business
8. Close business meeting
9. Announcements — examples, program for next meeting or roll call topic
10. Adjournment

**III. The program chairman in charge**
11. Program
12. Discussion and questions

**IV. Social hour including refreshments, if desired**

Since the program is the most important part of the meeting, some clubs arrange their meetings as follows, so that the leaders will be sure to have as much time as they need:

I. Opening
II. Business Meeting
III. Program
IV. Social Hour

October 2009
Let's Get Started

Call to order - The president calls the meeting to order by saying loudly enough to be heard in all parts of the room, "The meeting will now come to order." A gavel or a small bell is a good piece of club equipment. Insist upon quiet before the meeting begins. In a large group the president stands. If all can easily see her, she may remain seated. Repeating the Family and Community Education Creed makes a good opening.

Music - This feature can help to start the meeting in a pleasant manner. There are many good, inexpensive song books on the market.

Roll call - The president says, "The secretary will call the roll. We shall answer roll call today by telling ______." (Suggest one topic for roll call.) The secretary calls the names of the members one by one, giving time for each one to respond.

Reading the minutes - At the request of the president, the secretary reads the minutes of the previous meeting.

The president says, "Are there any omissions or corrections?" then pauses. If there is no comment, "The minutes stand approved as read."

If a member wishes a correction to be made, that member addresses the chair and states the correction or addition. If there is no objection, the president asks the secretary to make the correction.

Treasurer's report - President says: "We will now hear the treasurer's report." The treasurer reads the report and moves that it be accepted. The motion is seconded and voted upon.

Unfinished business - The president says, "We will now discuss unfinished business." The president will find it helpful to make notes to determine what should be discussed. The secretary should consult the minutes and be prepared to remind the president of business held over from previous meetings. Any member has the privilege of suggesting unfinished business. Reports of standing committees come at this time or under new business.

New business - The president says, "Is there any new business?" Reading of correspondence; short letters and very important letters should be read in their entirety. The president or the secretary may give the substance of other letters. If certain letters require action, they should be discussed and voted upon at this time. Letters received from the state or county FCE offices should be brought to the attention of the members.

The president asks for bills. It saves time to give all bills to the treasurer before the meeting. She presents them, there can be discussion or questions and then they may be voted on all at once.

Announcements - The president should call attention to any state, county wide or local events of interest to the club members and make any announcements about plans for the next meeting.

Adjournment - In this type of semiformal meeting the president may just announce that the meeting is adjourned or the president may say, "Since that completes the business for this meeting, the chair will receive a motion to adjourn. Is there a second?"

"It is moved and seconded that we adjourn." (Usually the chairman does not ask for a vote on this motion. She may say, "If there are no objections, we will stand adjourned. No objection? [Pause] The meeting stands adjourned.)

Presentation of program by program leader - The program chairman introduces the speaker. This is the most important part of the meeting.

As in the other parts of the program, the members should give strict attention to the leader and make mental note of anything they wish to add during the discussion period.

Social hour - This may consist of anything from informal visiting to a program of music, games, contest, plays or recitations. In many clubs a social committee furnishes some skit or other bit of entertainment at each meeting.

It is of added interest if the game is something new that the members can take home to surprise their husbands and children.

Types of Committees

Standing Committees are provided for in the bylaws. They are usually created either by appointment or election at the annual meeting. They serve throughout the year and are concerned with subjects such as membership, hospitality and recreation.

Special Committees are appointed or elected for specific purposes. They may be created at any time during the club year and serve only until their work is accomplished, after which they are discharged.
How to Conduct Election of Officers

Election is held annually at a time convenient for the club.

If the procedure is in question, check the constitution and bylaws and announce the method of nomination if specified. If none is specified, the president may use one of the suggested methods that follow.

Method I
Nomination and Election by Ballot

1. Tellers pass ballots to all voting members.
2. Each member, including the officers, votes for one person for president.
3. Tellers collect and count ballots.
4. Tellers report count to chair.
5. Chair announces names of all persons nominated, and secretary makes record for the minutes.
6. Members cast final vote to elect. Final vote may be on the entire slate or on the top two or three nominated, as club rules provide.
7. Tellers collect and count ballots and report results to chair and secretary.
8. Club bylaws or rules should indicate whether highest individual is declared elected, or whether the club is to ballot until only one person receives a majority. Members are usually better satisfied when a majority is required for election.
9. Follow the same procedure for each of the other offices.

Method II
Nominating Committee

1. A nominating committee should be elected by the club at a previous meeting (usually three members).
2. The committee is instructed whether to bring in one or two names for each office (check bylaws).
3. At the meeting, the chair calls for report of the nominating committee.

Revised July 1997
Report should read as follows:

The nominating committee wishes to submit the following report. These people have consented to serve, if elected:

President (Name) __________________________
Vice President (Name) __________________________
Secretary-Treasurer (Name) __________________________
Committee: (Name) __________________________
(Name) __________________________
(Name) __________________________

4. The chair says, "You have heard the report of the nominating committee, the entire report is read, including names of committee members who have signed the report." If candidates are unknown, give qualifications of each candidate. Then continue with "It is your privilege to make nominations from the floor. Are there any further nominations?" The chair must ask for nominations from the floor, taking each office separately and in turn, allowing sufficient time between each office. After this procedure has been followed for each office, the chair again asks if there are any further nominations for any office.

5. By motion from the floor, or by the chair obtaining general consent by saying, "If there is no objection, nominations are closed." A 2/3 vote is required to close nominations. It is not necessary to have a motion to close nominations and election can begin as soon as there are no further nominations, unless the bylaws specify a later date for elections. If there is but one name for any office, and if the bylaws provide, or the assembly determines if not covered in the bylaws or standing rules, vote for that office may be by voice, for example: The Chair says, "All in favor of _______for President say `AYE', those opposed, say `NO'. The Chair declares _______elected President." (Continue with same procedure for each office.)

(The motion to instruct the Secretary to cast a unanimous ballot is not considered good procedure as it deprives the individual member of the right to vote. If the bylaws call for a ballot election, this motion for the Secretary to cast the vote of the assembly is out of order.)

When there are two or more candidates for one office, the final vote should be by ballot. Vote on the officers one at a time. When there is only one candidate for an office, vote by "yes" and "no" or by show of hands.

If nominations have been formally closed, but the voting has not begun, they may be reopened by a motion. This motion to reopen nominations requires only a majority vote.
Method III
Nominations from the Floor

1. Chair calls for nominations for president.

2. If only one candidate, vote by "yes" and "no" or by show of hands.

3. If two or more candidates, vote by ballot as in Method I or II.

4. Do same for each of the other offices.

GENERAL COMMENTS ON ELECTION

1. The club should decide which method of election shall be used in the club, and it should be so stated in the bylaws.

2. Only members can vote or be elected to office.

3. The president has the privilege of voting on all questions. The president always votes when the vote is taken by ballot or by roll call, but usually does not vote when the vote is by acclamation (yes or no). The president may cast a vote in any case where the vote will change the final result - to make or overrule a necessary two-thirds vote, for instance. The president cannot vote twice on the same question to break a tie.

4. A nomination does not constitute an election. No election takes place unless there is a vote. A vote to close nominations does not elect. When desiring to cast an unanimous vote, a member should say to the president, "I move that the nominations be closed."

5. In any case can a motion to close nominations be used to prevent others from making further nominations. The presiding officer should declare any such attempt out of order until all have had a fair chance to make any nominations they wish. If nominations have been formally closed, but the voting has not begun, they may be reopened by a motion. This motion to reopen nominations requires only a majority vote.

6. The names of all candidates and the number of votes each candidate received should be recorded in the minutes of the meeting to avoid any uncertainty about results, but they need not be read aloud. (Ballots should be sealed in an envelope and preserved for a reasonable time in event of a needed recount.)

7. The wise president will study parliamentary procedure before conducting an election. The president will take time to see that everything is done in order, and that everyone is treated fairly and their suggestions heard with respect.

8. The advantage of nomination by ballot is that no one has to openly declare either for or against any individual. Try this method if your members hesitate to make nominations, accept an office, or if there are two factions in the club. Often certain members would like a change in officers, but do not like to suggest it for fear of offending someone. By this method everyone feels free to nominate anyone desired.

9. The advantage of a nominating committee is that more study is usually given to the fitness of candidates for the various offices, and their consent to accept if elected is secured, so there are no withdrawals after being elected.

10. Nomination from the floor is always in order. It is likely to result in many withdrawals and final selection of officers without enough thought for their fitness for their particular offices.

11. Before starting to vote it should be decided whether a majority or a plurality of votes shall elect. A majority is more than half of all votes cast. A plurality is the highest number cast for any candidate.

Example: If there are 15 votes cast, one candidate must have at least eight votes in order to have a majority. If three candidates received six, five and four votes each, the one receiving six votes has a plurality but not a majority.