

Standing Committees

Chapter 11

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TEEA Manual Committee

1. The TEEA Manual is open to all members to suggest changes throughout the year. The Chair's name and address is published in each issue of *The TEEA Messenger*, with an invitation to the members to send suggestions for changes.
2. The TEEA President-Elect is the Chair of the TEEA Manual Committee during her one-year term. The TEEA President appoints a Chair every other year at the Fall Board Meeting when there is no TEEA President-Elect. The consultant for this committee will be the Parliamentarian.
3. The committee Chair makes sure that all Bylaws amendments that were adopted by the voting delegates at the state conference are reflected where they relate to information included in the TEEA Manual following the State Conference.
4. The committee Chair will have revised pages printed in time for distribution at the Fall Board Meeting.
5. The committee Chair will review the changes and conduct training for the entire Board at the Fall Board Meeting.
6. Board members will receive a copy of the revised pages at the Fall Board Meeting. District Directors will make copies and distribute to their counties at their District Fall Training.
7. The committee will collect the members' suggested changes and make suggestions for changes of their own. They will meet at the Spring Board Meeting to compile changes and double check to be sure each change is corrected in other areas where it applies throughout the TEEA Manual.
8. A copy of the latest edition of the TEEA Manual will be maintained on the TEEA website, which is housed at Texas A&M University.

Resolutions Committee

1. A Resolutions Committee is appointed by the TEEA President. The committee Chair's name and address shall be printed in each issue of *The TEEA Messenger*, along with information concerning how to submit a resolution and the correct procedure required.
2. A proposed resolution shall:
 - * Be related to the interest of TEEA.
 - * Be in the correct form and terminology.
 - * Not be presented from the floor.
 - * Include the name of the county or district where it originated.
3. Proposed Resolutions from Districts shall be submitted to the Chair no later than 10 days prior to Spring Board Meeting. The committee will also be allowed to prepare resolutions, but resolutions must be presented at the Spring Board Meeting before the State Conference. The committee will be responsible for the Courtesy Resolution at the State Conference.
4. The Resolutions Committee has the right to approve or reject by majority vote any resolution presented for consideration. All committee approved resolutions are brought to the Board for a vote prior to the conclusion of the TEEA Spring Board Meeting. Board approved Resolutions are brought to the State Conference for Delegate Vote. They are published in the Messenger Summer issue with other items for Delegate vote.
5. Any proposed resolutions that are rejected by the Committee or the TEEA Board shall be returned to the originating district with a letter of explanation as to why it was rejected.
6. Approved Resolutions shall be presented at the State Conference by the Committee Chair. The Resolutions Chair or members of the committee may not discuss motions when presented except to give additional information, clarify or answer questions. Resolutions may be amended by a majority vote.

See Bylaws, Article on Committees and Article on Resolutions.
Bylaws Reference, Article XX, Resolutions

Finance Committee

1. The Finance Committee shall be appointed by the TEEA President promptly after assuming office. The TEEA Treasurer shall be an ex-officio member. The committee may meet by phone as recommended by the TEEA President or the Finance Committee Chair. Two of the members will be appointed to serve as the Expenditures Sub-Committee (see the following page for information).
2. At the Fall Board Meeting, the committee:
 - Will examine any proposal referred to them by the Executive Committee or any other standing committee.
 - Will review the year end and the year-to-date financial report from the TEEA Treasurer.
 - Will review the Financial Review Committee report.
3. At the Spring Board Meeting, the committee:
 - Will review the year-to-date financial report, and make recommendations necessary if the budget needs modifying.
 - Will review the previous year's budget.
 - Will develop the next year's proposed budget for the Committee Chair to present for approval at the Spring Board Meeting.
 - Will examine proposals referred to them by the Executive Committee or any other standing committee.
 - Will work with the TEEA Sales Chair and Committee to develop a sales plan.
 - Will recommend the 4-H and Adult Career Scholarship amounts.
4. The committee reviews the accountant's report, when available.
5. The proposed budget and budget narrative should be printed in Issue II of *The TEEA Messenger*. The proposed budget and budget narrative are included in the Member Packets at the State Conference.
6. The Finance Committee Chair presents the proposed budget for adoption at the business session of the TEEA Annual State Conference.

Expenditures Sub-Committee

1. Promptly upon assuming office, the TEEA President will appoint members from the current Board to serve on the Expenditures Sub-Committee.
2. At the Post-Conference Board Meeting, all Board members are given instructions on filling out the TEEA Board Member Expense Reimbursement form when the TEEA Treasurer distributes the forms.
3. Board members must turn in a TEEA Board Member Expense Reimbursement form for expenses to date at the first general session of the Fall, Spring, and Pre-conference Board Meetings. All receipts must be signed and attached to the form and given to members of the Expenditures Sub-Committee.
4. Separate forms must be submitted if requesting reimbursement for expenses for more than one Board position or purpose (i.e., District Director, Standing Committee, State Conference). Again, all receipts must be signed by the Board member and the receipt or a copy of the receipt attached.
5. The Board Member Expenditure Reimbursement form is checked for accuracy, legitimate expenses and correct addition; it is then initialed by all members of the Expenditure Committee. Approved forms are submitted to the TEEA Treasurer for payment.
6. All completed and approved Board Member Reimbursement Forms are given to the TEEA Treasurer, with a record of the expense for each Board Meeting.
7. The Committee Chair then creates a summary of total expenditures and submits to the secretary along with the committee report.

Financial Review Committee

1. The Financial Review Committee is composed of two Executive Committee members and two Board members appointed by the TEEA President promptly after assuming office. The TEEA President will be an ex-officio member, with the TEEA Treasurer and *Messenger* Editor being available for information and questions. It is the goal of this Committee to provide greater transparency of fiscal operations.
2. The Financial Review Committee will assure that the records of the organization's financial transactions are reviewed for accuracy and can be reconciled against the bank statements and budgeted categories. The Committee will assure that the management practices of the TEEA Treasurer are consistent with the best practices financial management listed below:
 - All income is recorded in a manner that can be tracked for reconciliation. Itemizing all check numbers on a bank deposit slip is one way to assure easy tracking.
 - All expenditures are recorded in a manner that can be tracked for reconciliation. Itemizing associated check numbers is one way to assure easy tracking.
 - Reconciliations of income and expenses with bank records are done monthly, with any discrepancies with bank cleared immediately.
 - All interest from savings and checking accounts and CDs are posted separately for easy tracking.
 - Quicken or other electronic accounting software is used for records management, with pertinent categories for tracking.
3. The Committee will assure that the management practices of the *Messenger* Editor follow the best practice financial management guidelines above.
4. A written Financial Review Report, including the Semi-Annual Review of TEEA State Funds form (page 9-24) will be made and presented to the TEEA President, the Finance Committee, and the State Board.

Bylaws Committee

1. A Bylaws Committee shall be appointed by the TEEA President, with the TEEA First Vice President for Leadership as chair for the purpose of reviewing and proposing amendments. It shall be the duty of this committee to see that all amendments are included in the printed TEEA Bylaws and Standing Rules booklet.
2. At each Board meeting, the committee will review the Bylaws to insure that they are current, relevant, timely, functional, and understandable.
3. Proposed amendments are to be sent to the Board for their approval and recommendation to the voting delegates at the annual State Conference.
4. A copy of proposed amendments will be sent to the Editor of *The TEEA Messenger*. Current Bylaws should be printed alongside the proposed amendment for comparison, stating its origin, rationale, and the Board recommendations. Upon receipt of proposed amendments, District Directors will send copies to the County Association Chairs.
5. Proposed amendments are to be presented to the voting delegates at the annual State Conference.
6. The results of the vote are sent to *The TEEA Messenger* for publication.
7. Copies of the adopted amendments are sent to the TEEA First Vice President for Leadership and the TEEA Manual Committee Chair.

Example:

Submitted by _____ County _____

Article _____, Section _____, Page _____

(Currently reads)

A program committee of five members shall be appointed by the TEEA President.

(If adopted will read)

A program committee of four members shall be appointed by the TEEA President.

Rationale:

The elimination of one committee member will result in financial savings. Approved (or not approved) by the Board of Directors.

Refer to Bylaws Article XXIII, Amendment of Bylaws.

Alumnae Committee

The Alumnae Committee was established in September 1988 in Abilene. The first Alumnae Young Adult Scholarship was named for Jane Leathers, the first Alumnae Committee Chair appointed by TEEA President Nell Finney. It was awarded in 1994, with the funds coming from a silent auction at the State Conference and from contributions. The second scholarship was named for Ruth Taylor, a long-serving Alumnae Committee Chair after her retirement. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. The amounts of donations and funds raised each year determine the number and size of scholarships given. Special scholarships have been given to honor members.

1. The TEEA President appoints an Alumnae Committee Chair, who will serve the same two-year term as the TEEA President. The TEEA President will also appoint members of this Committee at the Fall Board Meeting.
2. The purpose of the Alumnae Committee is to:
 - Serve as a means of communication and socializing between past Board members and to be a resource to the current Board.
 - Encourage alumnae to be supportive of TEEA by keeping their membership current, by participating in the Alumnae Luncheon, and by subscribing to *The TEEA Messenger*.
 - Determine the number of scholarships to be given based on available funds, leaving a minimum balance of \$500.00.
 - Organize and conduct a silent auction and raffle at the State Conference to raise dollars for the Alumnae Scholarship. Forms to support the auction are located on pages 11-9, 11-10, and 11-11.
3. Funding for the Alumnae Committee Chair shall be from the state organization's budget. The reimbursement procedure is the same annually as for District Directors. An amount is budgeted to cover postage, printing, office supplies, and telephone.
4. The Chair is welcome to attend all Board meetings, which will enable her to inform other Alumnae members concerning the Board's actions and projects. She will also report to the Board on Alumnae activities. The Board will fund her expenses to attend the Fall and Spring Board Meetings and the State Conference each year.
5. The Chair updates the mailing list of past Board Alumnae annually. She provides the TEEA President, TEEA Secretary, and Extension Advisor with a copy of the list.
6. The Chair has a responsibility for communicating with past Board members. One way to accomplish this task is to write articles for each issue of *The TEEA Messenger*.
8. The Chair sends a letter of congratulations to the winners, with a copy to the TEEA President. The TEEA Scholarship Personal Information form is enclosed with the letter for each winner, who will return this information to the TEEA President and TEEA Treasurer by July 15.
9. The Alumnae Chair serves as Chair of the Alumnae Scholarship judging committee at the Spring Board Meeting. She appoints committee members, who are Alumnae, to assist her in judging the entries. She will report the winners to the TEEA President, the Board, and *The TEEA Messenger* Editor.
10. The Alumnae meet annually for a brief business meeting and fellowship event at the TEEA State Conference. If possible, this event includes a meal. The current Board will attend the meal and fellowship portion of the meeting. Following the annual business meeting, the Chair will furnish the TEEA President with a copy of the meeting minutes and write a related article for *The TEEA Messenger*.
11. The Alumnae will continue to sponsor the "Littlest Angel" project (making tiny garments for newborns who die) where needed.
12. In 2003, the TEEA Board of Directors voted to name two scholarships in the amount of \$500.00 each: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. Additional scholarships may be given as income allows. In 2011, The TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. The amount may be increased or decreased according to available funds.

Auction Bid Sheet



TEEA Silent Auction *{Insert Date}*

| | | | |
|--------------------------------------|---------------|-----------------------|-----|
| Bid Closing Time: <i>{Insert}</i> PM | | | |
| Item Description: | | | |
| Value: \$ _____ | | Minimum Bid: \$ _____ | |
| Donated by: | | | |
| | | | |
| Name | Email Address | Phone # | Bid |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Silent Auction Donation Receipt



TEEA Silent Auction Donation Receipt

Date: _____

Item: _____ Item Value: _____

Donated by: _____

Silent Auction Chair's Signature:

Thank you for your donation!

The Texas Extension Education Association is a 501(c)(3) non-profit organization.

Receipt for Donation to TEEA



Receipt for Donation to TEEA

Name: _____

Date of Donation: _____

Donation Amount: _____

TEEA Treasurer's Signature: _____

Thank you for your gift to TEEA!

The Texas Extension Education Association is a 501(c)(3) non-profit organization.

Adult Career Scholarship Judging Committee

1. The Adult Career Scholarship Judging Committee and Committee Chair will be appointed by the TEEA President.
2. The committee meets at the Spring Board Meeting to judge the scholarship applications according to the general rules and scholarship information. (See Chapter 12 in the TEEA Manual for details.)
3. Districts may submit one scholarship application each year.
4. Each committee member will read each application and score it according to the application point system.
5. The committee Chair will average the scores of all applications and award the scholarships to the top two applications. The next two highest scores are noted as alternates. If a winner fails to attend the institution, the highest-scoring alternate will be awarded the scholarship.
6. The committee Chair will present the list of winners for Board approval at the TEEA President's request at the Spring Board Meeting. The list should include the winner's name, address, county, and district. A copy of this list will be given to the TEEA President and the Executive Committee, with two copies to the TEEA Secretary for records.
7. The TEEA President sends a letter of congratulations to the winners and encloses the TEEA Scholarship Personal Information form. This form is returned by each winner by July 15 to the TEEA President and TEEA Treasurer. The TEEA Treasurer will send a check to the institution designated on the form.
8. The committee Chair furnishes a list of winners to the Editor of *The TEEA Messenger* for publication in Issue III following the State Conference.
9. The committee Chair recognizes the winners at the award ceremony at the annual State Conference.
10. Upon the expiration of a TEEA President's term of office, that TEEA President's name will be added as the name of the second Adult Career Scholarship, shifting other TEEA Presidents' names up. This method eliminates the top name and keeps the name of the last former TEEA President as the name of one of the Adult Career Scholarships.

Credentials Committee

1. The Credentials Committee is appointed by the TEEA President.
2. At each Board meeting, following roll call, the committee Chair announces the total voting strength for that meeting. The TEEA Secretary will furnish a completed roll call form to the Chair.
3. District Directors will receive the names of delegates and alternates on **Form A – _____ County Delegates & Alternates** (page 11-14) from the County Association Chair immediately following a county's election. This form must be signed by the County Association Chair and Election Secretary. The County Chair will mail the form immediately to the District Director 30 days prior to the District Spring Conference. See the State Registration form for the State Conference due date.
4. Upon receipt of Form A from the counties, the District Director will verify that all elected delegates are current dues-paying TEEA members. District Director will fill out **Form B – District _____ Registration Credentials List** (page 11-15) from the county Form A's to create the District Registration Credential List. The District director will carry all Form A's and B to the State Conference for district registration.
5. Upon completion of registration at the conference, the District Directors will transfer the names of the three delegates/alternates per county that have signed in on Form B at the district's registration to **Form C – TEEA State Credentials List** (page 11-16) and give to the Credentials Committee along with a completed **Form D – District _____ Credentials Report** (page 11-17) that gives each district's total registration of all attending. (Forms should be completed in pencil.)
6. The Credentials Committee shall compile **Form E – Credentials Tally Sheet** (page 11-18) from the 12 districts' Form D. After totaling all columns of Form E, the Chair transfers those totals to **Form F – TEEA Annual State Conference Credentials Report** (page 11-19). The Chair then gives the report to the membership upon the TEEA President's request. Copies of the report should be furnished to the TEEA President, TEEA Secretary, and TEEA Treasurer.
7. After the Credentials Committee has completed with all Form C's, they are given to the Election Committee Chair. Form C is used for the delegates to sign in during any election at a state conference. The Election Chair keeps all Form C's and distributes them at the district voting tables prior to a state election.
8. **Form G - TEEA Board Meeting Credentials Report** (page 11-20) is to be used by the Credentials Committee Chair at each Board meeting to record the number of voting Board members and report the voting strength at the meeting. The number of non-voting Board members, visitors, and Extension personnel are also recorded on this form to provide a report on the total number participating in the meeting. The form is signed by the Credentials Committee Chair and turned in to the TEEA Secretary as part of the official records of each Board meeting.

Form A - _____ County Delegates and Alternates

To: County Association Chair

1. Complete this form after your county has elected delegates and alternates, and mail it to your District Director 30 days prior to the District Spring Conference. County Delegate Credentials (Form A) for State Conference are due July 1 to the District Director, along with State Registration.
2. This form must be signed by the County Association Chair and the Election Secretary.
3. Please check below if these are District Spring Conference delegates or State Conference delegates.

Check One: District Spring Conference Delegates _____

TEEA State Conference Delegates _____

Delegates' Names:

Address:

Club:

1. _____

2. _____

3. _____

Alternates' Names:

Address:

Club:

1. _____

2. _____

3. _____

Date of Election: _____

Signature of County Association Chair: _____

Signature of Election Secretary _____

10/15

Form B - District _____ Registration Credentials List

District Director: List counties in alphabetical order. Then list delegates and alternates in alphabetical order. Compile this list from counties' Form A. Complete this form before you arrive at the State Conference. It will be used at your registration table for delegates to sign in. Make as many copies of this form as you need to list every county.

| (Print Name) | (Sign Here at Registration) |
|--|-----------------------------|
| Board Members: | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Past TEEA Presidents (who are not delegates) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| Alternate 1: _____ | _____ |
| Alternate 2: _____ | _____ |
| Alternate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| Alternate 1: _____ | _____ |
| Alternate 2: _____ | _____ |
| Alternate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| Alternate 1: _____ | _____ |
| Alternate 2: _____ | _____ |
| Alternate 3: _____ | _____ |

Form C - TEEA State Credentials List

District: _____

District Director: Upon the registering of delegates on Form B, transfer the three names of the voting delegates per county to this form. This may be done after each county registers. Print counties and delegates names in alphabetical order. After all of your delegates have registered and Form C is complete, give it to the Credentials Committee. Duplicate this form as needed. Form C will be the sign-in sheet if there is a state election by ballot.

| (Print Name) | (Sign Here at Election) |
|--|-------------------------|
| Board Members: | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Past TEEA Presidents (who are not delegates) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |
| County: _____ | _____ |
| Delegate 1: _____ | _____ |
| Delegate 2: _____ | _____ |
| Delegate 3: _____ | _____ |

The Credentials Committee will give Form C to the Election Committee when finished with the Credentials Report.

11/08

Form D - District_____Credentials Report

District Director: Complete this form when **all** of your pre-registered members have arrived at the conference and registered the first day. Each person should be counted only **once** to determine District Voting Strength and Registration. Give Form D along with Form C to the Credentials Committee. Make 3 copies of this form in the event that additions or corrections need to be made. Give the updated Form D to the Credentials Committee each day. Host District counties will need to report "One Day Registration" at the end of each day as pre-registered members arrive.

Date:_____ District:_____

1. Delegates..... # _____
2. Past TEEA Presidents (who are not delegates) # _____
3. Board Members # _____
4. **Total District Voting Strength (= lines 1+2+3)**..... # _____
5. Members..... # _____
6. Visitors # _____
7. **Total District Registration (= lines 4+5+6)**..... # _____
- Extension Personnel* (total number included as Delegates, Members and Visitors) # _____

Host District Counties Only One Day Registration

-
8. Tuesday # _____
 9. Wednesday # _____
 10. **Total Registration (Tuesday = lines 7+8; Wednesday = lines 7+9)** # _____

*This number should include all Extension personnel in attendance from your District who have already been counted as a Delegate, Member or Visitor.

Form E – Credentials Tally Sheet

Credentials Committee: Will compile district registration totals from their Form D onto this form. These totals will be transferred to Form F for reporting.

| Districts | Delegates | Past Presidents (not delegates) | Board Members | Total Voting | Members | Visitors | Total | Total Extension Personnel (ALL categories) |
|-----------|-----------|------------------------------------|---------------|--------------|---------|----------|-------|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| Subtotal | | | | | | | | |
| Day 1 | | | | | | | | |
| Day 2 | | | | | | | | |
| Day 3 | | | | | | | | |

Form F - TEEA State Conference Credentials Report

Credentials Committee: Complete using Form E – Credentials Tally Sheet, and report to the membership at the TEEA President's request.

Date: _____

Delegates _____

Past TEEA Presidents (who are not delegates) _____

Board Members _____

Total Voting Strength _____

Members _____

Visitors..... _____

One Day Registration: (For host districts only)

Tuesday _____

Wednesday _____

Total Registration _____

Extension Personnel (all categories) _____

Form G - TEEA Board Meeting Credentials Report

Credentials Chair: Complete and sign this form. Report voting strength at each Board Meeting. Provide report to the TEEA Secretary.

.....

Date: _____

Board Members (Executive Committee and voting Board Members) _____

Total Voting Strength _____

Non-Voting Members _____

Visitors _____

Extension Personnel _____

Total Participation _____

Credentials Chair Signature

Media Committee

1. The Media Committee is appointed by the TEEA President, with an advisor from the Texas A&M AgriLife Extension Service.
2. The committee will recommend features for the website for TEEA management that are coordinated with the advisor and the A&M AgriLife webmaster. This site will include the TEEA Manual (including all forms), educational lessons presented at the TEEA State Conference, and additional information as determined by this committee.
3. The committee will establish social media accounts in order to: 1) disseminate information more widely about TEEA, and 2) facilitate communication within the organization at all levels.

Leadership Committee

1. The purpose of this committee is to plan and conduct leadership training at the State Conference and, when appropriate, at Board Meetings. Other leadership training may be encouraged in all districts, and at the county and club levels.
2. The TEEA First Vice President for Leadership shall serve as Chair of the committee. The President will appoint committee members.
3. An advisor from Texas A&M AgriLife Extension Service will be appointed to this committee, and the committee members shall be distributed throughout the state for a diverse assessment of the state's leadership and public policy needs.
4. The Chair shall work with the TEEA President to coordinate and plan all lessons at the State Conference in agreement with the agenda.
5. The Chair shall recommend lessons, select trainers, and design, print, and distribute training packets for all leadership lessons. A Job Jar of responsibilities may be distributed to committee members during the planning and training.
6. One lesson plan will be provided to each District Director, who in turn will make copies upon request from counties, to use in local club and county programs. The lesson is also available on the TEEA website.
7. A complete list of all state training lessons will be kept in the files. A complete list of all lessons presented at State Conferences with dates will be kept in the Chair's files. State conference leadership lessons will be posted to the TEEA website each year.
8. The TEEA funds budgeted for leadership shall be used for printing, postage, trainer travel, and other as submitted and approved by the Executive Committee.
9. The Chair will receive all twelve (12) district nominees for "Texas Leadership Award" from the District Directors by the February 15 deadline.
10. The Leadership Committee will select one (1) state winner from the district nominees as the "Texas Leadership Award." Special recognition will be given at the State Conference.
11. All approved expenses of the Leadership Committee shall be submitted on an Expenditures Form to the TEEA Treasurer.
12. The committee will meet virtually or via conference call due to the location of its members.
13. The Chair shall write articles for each issue of *The TEEA Messenger*, informing members of upcoming events and training lessons and reporting on events past.

Election Committee

1. The TEEA President will appoint an Election Committee at the Fall Board Meeting composed of six members: 1 General Chair, 3 tellers, and 2 judges.
2. The Election Committee shall provide and set up the necessary facilities for casting and counting votes with accuracy; maintain order and quiet in the voting area; enforce election rules; print and provide ballots, pencils, and a voting box; and conduct the election at the annual State Conference.
3. When there is more than one candidate for an office, the Election Chair supervises the candidates drawing for position on the ballot.
4. The Credentials Committee shall turn over each district's compiled credentials list of delegates to the Election Committee.
5. District Directors shall appoint two people from their district to assist at their district tables in a state election.
6. When the election room is set up and ready for voting, those delegates assisting in the voting area shall cast their votes before opening doors for regular voting.
7. During the voting,
 - Two committee members will check the delegate's badges at the entrance of the voting area; no delegate will be admitted without a badge.
 - The General Chair will maintain quiet at all times.
 - Prior to opening the doors, committee members will place an official mark on the back of each ballot and place it face down for delegates to pick up and vote.
 - Two committee members will place on the delegates' badges an "I voted" sticker.
8. The two members at each district's table will:
 - Witness the signature of delegates voting at their district's table.
 - Notify the Election Committee when their district has completed voting and turn over the credentials list to the committee.
9. Voting is closed at the designated time.
10. After the voting is closed, the Election Committee's duties are:
 - Collect the credentials lists from all district tables.
 - Secure the ballot box and prepare to tally the votes in a designated place.
 - The Chair has a State Election Reporting Form (page 11-25).
 - The Chair is the caller. The ballot box is opened, and votes are tallied. The Chair calls out the office and the name of the candidate receiving the vote. All tellers tally the vote simultaneously.
 - After all votes are tallied, the Chair writes the totals on the State Election Reporting Form.
 - If discrepancies occur among the tellers' totals, a recount of ballots will be necessary.
11. The Chair records the total voting strength, votes cast for each office, votes necessary to elect, and votes cast for each candidate on the State Election Reporting Form (page 11-25).
12. The Chair shall report the election results to the business session of the State Conference.
13. If no candidate receives a majority of votes, a second ballot shall be taken immediately between the two candidates receiving the greatest number of votes.
14. Following the report of election results and the declaration of winners, the Chair makes a motion that the ballots be destroyed.

* For additional information on election procedure, see TEEA Manual, Bylaws, Article IX, Section 1-6.

10/19

Sample Ballot

Texas Extension Education Association, Inc. Annual State Conference

Check the appropriate square for the candidate of your choice:

For the Office of _____

☐ Candidate's Name

☐ Candidate's Name

☐ Write In _____

Election Reporting Form

Total Voting Strength _____

Total Votes Cast for the Office of _____

Number of Votes Necessary to Elect _____

Votes for Candidates: #1 _____

#2 _____

(One copy of this report is needed for each office.)

(The TEEA President rereads, announces, and declares the winner.)


Election Committee Chair moves: "Madam Chair, by direction of the Election Committee, I
move that the ballots be destroyed."

Sales Committee

1. The President will appoint members to the TEEA Sales Committee promptly after assuming office.
2. The Sales Committee will review current inventory and determine if there is a sufficient quantity and/or "discontinued" items (determine not to reorder) any of the less popular items.
3. The Sales Committee will decide if there is any new merchandise to carry, and research prices for the new merchandise.
4. The Sales Committee will create a catalog and an order form to make available to the District Directors at the conference. The Sales Committee Chair will maintain the Catalogue.
5. The Sales Committee will work the booth at the conference and solicit volunteers for the booth.
6. The Sales Committee Chair will receive payments (checks made to, TEEA, Inc.) then count the balance and submit to the Treasurer along with the carbon remittance forms.
7. The Sales Committee Chair will compile data from sales and give a report at the Fall Board meeting.
8. Sales will not open while meetings are in progress at the State Conference.
9. Sales Committee Chair will send all Expenditures on an Expenditure Form (9-5) to the Expenditure Committee Chair and Treasurer, for reimbursement.
10. For really large orders, if possible, invoices can be sent directly to TEEA treasurer, or if Payment is needed, contact the TEEA President for use of the debit card.
11. The Chair will keep a list of vendors used and pass to the successor.
12. Use the TEEA tax exempt ID when ordering.

TEEA Sales Order Form

Please use this order form when ordering items from the TEEA Sales. Please send orders through the County Chair to the TEEA Sales Chair. Items do have limited quantity. Please contact sales chair for confirmation of available stock before sending payment. Shipping will require an extra charge of \$5 for small items and \$10 for larger items. **Orders sent in to be mailed to individuals are subject to sales taxes.** Preorders are encouraged for pick up at State Conference. Preorders – please make sure there is a designated and alternate person to pick up on order form that will pick up and will have the payment at that time. Thank you!

| | | | | | |
|---------|------|------------|-----------|---|----------------------|
| County: | | | District: | | |
| Name | Item | Color/Size | Quantity | Cost of Item | Total Owed for Items |
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| | | | | | |
| | | Total | Owed |  | |

Ship to:
Name: _____

Address: _____

City: _____ Stat: _____ Zip Code: _____

TEEA Sales Chair: Diana Taylor
 4001 CR 336
 Bertram, Tx 78605
 dlltaylor@gmail.com
 Cell phone: (512) 557-2817