

2024-2026 Boone County Extension Homemakers

OFFICER NOMINATION FORM (self-nomination encouraged)

Submit completed form to Boone County Cooperative Extension Homemakers, P.O. Box 876, 6028 Camp Ernst Road, Burlington 41005 by March 15, 2024.

Questions? Contact nominating committee members Linda Padgett, 859-380-4321, or Nancy Faulconer, 859-371-6807.

Check BCEHA by-laws (see attached) for complete qualification information.

NAME OF NOMINEE _____

FULL ADDRESS OF NOMINEE _____

Phone _____ Email _____

Number of recent consecutive years this person (or yourself, if self-nominating) have been a Boone County Extension Homemaker member: _____

Nomination for: (check one)

President-elect () Vice-President () Secretary ()

President-elect—one year term (July 2024—June 2025) then two year term as president

Vice-president—two year term (July 2024—June 2026)

Secretary—two year term (July 2024—June 2026)

Personal Sketch of Nominee: Gender (circle one) (optional) M F

Age Range (optional): 15-19 () 20-24 () 25-34 () 35-39 () 40-44 () 45-64 () 65+ ()

Mark any offices or chairmanships held in your club or on the Boone County Extension Homemaker Advisory Council (you may include the years if you wish) or in a civic or social organization (attach additional sheet if needed)

Offices Held:	Local Club	County Council	Civic or Social Group (please name the group)
President			
Vice President			
Secretary			
Treasurer			
Educational Chairman Positions Held (list):			
Committee Chairman Positions Held (list):			

Officer Qualifications (as listed in the BCEHA bylaws)

A **nominee for president-elect** shall have been a member of the BCEHA for at least five (5) consecutive years prior to running for office; have served in some capacity on the Boone County Extension Homemakers Advisory Council for at least one year; and, held an officer position in the Boone County Extension Homemakers Association or other recognized civic or social organization. They will become president following their year of serving as president-elect. The president-elect will serve for one year and be elected in the second year of the president's term.

A **nominee for vice president** must have been a member of the Boone County Extension Homemakers Association for at least three (3) consecutive years prior to running for office; and, served in some capacity on the Boone County Extension Homemakers Advisory Council for at least one year.

Nominees for secretary must have been a member of the Boone County Extension Homemakers Association for at least three (3) consecutive years prior to running for office, and must be computer literate with the ability to type and send meeting minutes and documents via e-mail or other recognized electronic correspondence method.

Duties of County Advisory Council Officers

The duties of the **president-elect** shall be:

- Learn the office of president and shadow them through the year.
- Attend advisory council meetings, and other meetings as needed.

The duties of the **vice president** shall be:

- To attend all Boone County Extension Homemakers council meetings, executive board meetings, and any other meetings called by the president.
- To serve as an aide to the president.
- To know basic Parliamentary Procedure and how to conduct meetings.
- Have a basic understanding of county bylaws.
- To perform the duties of the president in their absence or inability to serve and to assume the office of president in the event of a vacancy in that office.
- To serve as a voting delegate to the KEHA Annual Meeting.
- To serve as a voting delegate to the Northern Kentucky Area Annual Meeting.
- To serve as county membership chairperson.
- To serve as chairperson of the committee to plan and execute the county annual meeting.
- To attend at least one meeting of each club during their term in office.

The duties of the **secretary** shall be:

- To attend all Boone County Extension Homemaker Advisory Council meetings, executive board meetings, and the annual meeting, recording and preserving minutes.
- To handle correspondence as requested by the President and/or executive board.
- To see that all records are permanently filed at the Boone County Cooperative Extension Service office.
- To serve as a voting delegate to the KEHA or Northern Kentucky Area Annual Meeting in absence of either president or vice president.