



**University of Kentucky**  
**College of Agriculture, Food**  
**and Environment**

102 Erikson Hall  
Lexington, KY 40506-0050  
P: 859-257-3887  
F: 859-257-7565  
www.uky.edu

## MEMORANDUM

**TO:** County Extension Agents for Family & Consumer Sciences

**FROM:** Kim Henken, *Kimberly B. Henken*  
Acting Director, School of Human Environmental Sciences; KEHA State Advisor

**DATE:** April 26, 2019

**RE:** KEHA Bylaws Amendments, Candidate Credentials and Leadership Academy Proposal

This PDF document includes information that is to be distributed to all voting delegates prior to the KEHA business meeting as detailed below.

- Proposed Amendments to the KEHA Bylaws
- 4-H Youth Development Nomination Form for Violet Barbee
- 4-H Youth Development Nomination Form for Elaine Stevens
- 4-H Youth Development Nomination Form for Cathy Kunkel-Mains
- KEHA Leadership Academy Proposal
- Voting Delegate Roles and Responsibilities

The KEHA bylaws state that credentials are to be sent to Family and Consumer Sciences Extension agents and voting delegates at least two weeks prior to the KEHA Business Meeting. Proposed amendments to the Articles of Incorporation and Bylaws must also be distributed two weeks prior to the business meeting. **Please send these onto your voting delegates by May 1.** Voting delegates should review all the attached materials prior to KEHA the business meeting.

Since qualified credentials were received for the 4-H Youth Development Chairmanship more than 30 days prior to the KEHA Business Meeting, nominations for this position are closed per KEHA bylaws. Candidates are still being sought for the positions of Secretary and Management and Safety Chairman. Credentials for these positions must be submitted to the nominating committee prior to the KEHA Business Meeting. Any candidates for these positions whose credentials are deemed to be in order will need to be nominated from the floor during the business meeting.

Voting delegates will need to sign-in at state meeting and pick-up their voting delegate packets before the business meeting. The KEHA Business Meeting will take place Wednesday, May 15, at 10:00 a.m. in Crowne Ballroom A. Voting delegates should be seated in the special reserved section, and chairs will be designated by county. **The doors to the ballroom will close at 9:55 a.m.** Everyone should be seated prior to this time.

KBH/  
cc: KEHA Board, Dr. Jennifer Hunter, District Directors

see blue.

An Equal Opportunity University

# ***2019 Proposed By-Laws Changes***

*Text in bold and italics indicates additions or changes to the current by-laws.*

## **ARTICLE III - OFFICERS AND ELECTED CHAIRMEN ELECTION AND DUTIES**

***Section 3. One elected Marketing and Publicity Chairman shall also serve on the State Board.***

***Section 4. Nomination and Election of KEHA Officers and Elected Chairmen.***

- a. The KEHA Executive Committee shall elect a three member nominating committee prior to the Annual Meeting of the KEHA. This committee shall consist of one member of the KEHA Executive Committee to be elected in 2001 and every third year thereafter; one Area Association President to be elected in 2001 for a two year term and in 2003 and every third year thereafter; and one Educational Program Chairman to be elected in 2001 for a one year term and in 2002 and every third year thereafter. The member serving the third year of their term shall serve as Chairman. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.
- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.
- c. The qualifications for nominees for state officers and elected chairmen shall be as follows:
  - (1) A nominee for President-elect or First Vice President must be a member of KEHA, have served as a County Extension Homemakers Association President and on the KEHA Board of Directors.
  - (2) A nominee for Second Vice President must be a member of KEHA, and must have served as a County Extension Homemakers Association President.
  - (3) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
  - (4) A nominee for Treasurer must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long and short term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
  - (5) A nominee for Elected Educational Program Chairman must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairman of the County or Area Extension Homemakers Association.
  - (6) ***A nominee for Marketing and Publicity Chairman must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.***
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairman or area president of KEHA may not resign from a

presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.

- f. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- g. If no nominations for an Officer or Elected Chairman have been received by the nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, Section 3, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.
- h. Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the
- i. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- j. Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three year term as President. No officer shall succeed himself/herself in the same office. New officers will take office July 1.
- k. Elected Educational Program Chairmen shall serve for a term of three years or until a successor is elected or appointed. No elected Chairman shall succeed himself/herself in the same office. New Chairmen will take office July 1.
- l. The Marketing and Publicity Chairman shall serve for a term of three years or until a successor is elected or appointed but shall not succeed himself/herself. The first election will be held 2020, then subsequently elected every three years thereafter. The chairman shall take office July 1.***
  - (1) The following Chairmen shall be elected the same year as the First Vice President and Treasurer.
    - Environment, Housing & Energy
    - Leadership Development
    - Food, Nutrition & Health
  - (2) The following Chairmen shall be elected the same year as the President Elect and Second Vice President.
    - Family & Individual Development
    - Cultural Arts & Heritage
    - International
  - (3) The following Chairmen shall be elected the same year as the Secretary.
    - 4-H Youth Development
    - Management & Safety

- m.* The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced and credentials will be accepted that are postmarked within thirty (30) days of the announcement.
- n.* In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

**Section 5.** Nomination and Election of Area Officers

[No changes to the wording of this section.]

**Section 6.** Duties of State Officers and Elected Chairmen

[No changes to the wording of items a. through g. in this section.]

- h.* ***The Duties of KEHA Marketing and Publicity Chairmen shall be:***
  - (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;*
  - (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;*
  - (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;*
  - (4) To manage the KEHA social media presence;*
  - (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;*
  - (6) To develop materials for use in the statewide promotion of KEHA; and*
  - (7) To collaborate with other organizations to market KEHA.*

**ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

**Section 1.** Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-Elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents, ***and*** eight elected Educational Program ***Chairmen and one elected Marketing and Publicity Chairman***, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE Violet Barbee

ADDRESS OF NOMINEE 10604 Elizaville Rd  
Ewing, KY 41039

COUNTY Fleming

Phone 606-748-4456 Email vbarbee2@windstream.net

(Check One) Environment, Housing, Energy  Cultural Arts & Heritage   
 Family & Individual Development  Food, Nutrition & Health   
 4-H Youth Development  International   
 Leadership Development  Management & Safety

### Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
<b>President</b>	10	4		
<b>Vice President</b>	4	6		
<b>Secretary</b>				
<b>Treasurer</b>				
<b>Educational Chairman</b> <i>Please List:</i>	4H chairman Cultural Arts (alst)	4H chairman (20) Cultural Arts (6)	Cultural Arts (4)	
<b>Committee Chairman</b> <i>Please List:</i>		ANNUAL mtg International as county president served on all committees		

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional) M  F

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

Hobbies: reading, crafting, gardening

**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

County 4H council - served as vice president and president (18 years)

President of VFW Auxiliary

Youth group director at church

Member of Ladies group of church

Violet Bacher

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

*Violet is a genuine leader. She has been involved with Cooperative Extension Service for more than 30 years. She has served on the 4H Council for many years and even President for at least 20 years. Violet is a cheerleader plus a dier. She has been the AC at the summer camp for many years. Violet has done wonders for the Homemakers program as well. She recruits, she plans, promotes and volunteers for everything! Plus still works full time and is involved with her church.*

SIGNED: Donna Trupman FCS agent  
County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

*Violet would make an excellent 4-H Youth Development Chairman for KEHA! - Donna Trupman*

## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE ELAINE STEVENS

ADDRESS OF NOMINEE 5541 US HIGHWAY 60 W

PADUCAH KY 42001

COUNTY MCCRACKEN

Phone (270) 210-4013 Email mesteven@comcast.net

(Check One) Environment, Housing, Energy  Cultural Arts & Heritage   
 Family & Individual Development  Food, Nutrition & Health   
 4-H Youth Development  International   
 Leadership Development  Management & Safety

**Offices Held in KEHA and Number of Years in Each Office:**

Offices Held:	Local Club	County	Area	State
President	4	6		
Vice President	2		1	
Secretary	4			
Treasurer				
<b>Educational Chairman</b> <i>Please List:</i>	4-H - 8 years Leadership Dev. - 10 years	Leadership Dev. - 6 years International - 3 years		
<b>Committee Chairman</b> <i>Please List:</i>		Nominating - 3 years Audit - 3 years Bylaws - 6 years Bazaar - 3 years Fair - 2 years Budget - 6 years Annual Day - 4 years	Bylaws - 1 year Audit - 1 year	

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional)      M   F

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

Hobbies:      Needlework, Crochet, Knitting, Quilting, Sewing,  
Reading, Teaching, Learning new things

**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

Girl Scouts of Kentuckiana Board of Directors, multiple awards  
earned for volunteerism; Church Council; Church Bereavement  
and food committee; Boy Scouts of America leader receiving  
multiple awards; McCracken County Extension Service 4-H  
Hiring Review Committee; CEC Council secretary; 4-H Council  
Secretary; County Fair Committee Chair for CCT Division

Elaine Stevers

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Elaine is a valued volunteer at the Cooperative Extension  
Service. She has had many leadership roles in both  
program areas of Family Consumer Sciences and 4H.  
She leads a weekly 4H sewing club as well as being  
an active member on the 4H Council. Elaine's leadership  
has been proven over and over in homemakers as sewing  
as the county president and area vice president.

SIGNED: Denise Moly  
County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE Cathy Kunkel- Mains  
 ADDRESS OF NOMINEE 13127 Madison Pike  
Morning View, Kentucky 41063

COUNTY KENTON

Phone 859-512-9882 Email cakuma50@gmail.com

(Check One) Environment, Housing, Energy  Cultural Arts & Heritage   
 Family & Individual Development  Food, Nutrition & Health   
 4-H Youth Development  International   
 Leadership Development  Management & Safety

**Offices Held in KEHA and Number of Years in Each Office:**

Offices Held:	Local Club	County	Area	State
President	8	1	0	0
Vice President	4	2	0	0
Secretary	1	1	0	0
Treasurer	3	0	0	0
<b>Educational Chairman</b> <i>Please List:</i>	President - 8 yrs V. Pres. 4 yrs International chair 11 years 4-H chair County CEC - 18 yrs	4-H chair 4 years International chair County CEC 18 yrs	4-H Chair - Co. V. Pres. 8 yrs International chair County CEC	International chair Kentucky 3 yrs; REA. to INDIA President ACVW 3 years County CEC - 4-H ADVISORY
<b>Committee Chairman</b> <i>Please List:</i>	Water for All ch. 10 years Plant A Tree chair 3 yrs 4-H Communication Day 10 yrs	Water for All ch. 8 years Plant a Tree 3 yrs 4-H Communication Day 10 yrs	Water for All ch. 8 yrs Plant a tree 3 yrs 4-H Communication Day 5 years	Water for All 8 yrs NVON Plant a tree 3 yrs 4-H communication Judge 4 years

*Kenton Co District Extension Board - V. Pres 6 yrs*  
*Kenton County Protective Committee - Representing Homemakers & 4-H - 7 years*

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional) M  F

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

Hobbies: Antiquing, Crafts, jewelry making, TRAVEL & Volunteering in local Community.

TRAVELS AS IFYE to India, 6 months Cultural/Education program  
**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received: Ky. 4-H Foundation Donor

N. Ky Homeless Asso. V. Pres. Board + Volunteer at shelter 8 yr \$ contributor / Outstanding Woman of N. Ky for work with Teen Moms / N. Ky Chamber of Commerce Leadership Program / Kenton Co. Homemaker Local - 18 yrs County, 18 Area & Ky. International Chair local/state/County/Area Kenton County Homemaker; 50+ yrs. All offices 1 year 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrs 8 yrs 9 yrs 10 yrs 11 yrs 12 yrs 13 yrs 14 yrs 15 yrs 16 yrs 17 yrs 18 yrs 19 yrs 20 yrs 21 yrs 22 yrs 23 yrs 24 yrs 25 yrs 26 yrs 27 yrs 28 yrs 29 yrs 30 yrs 31 yrs 32 yrs 33 yrs 34 yrs 35 yrs 36 yrs 37 yrs 38 yrs 39 yrs 40 yrs 41 yrs 42 yrs 43 yrs 44 yrs 45 yrs 46 yrs 47 yrs 48 yrs 49 yrs 50 yrs  
Femme Nouveaux Homemaker 11 years Pres. Vice President, County Liaison Kenton County Fair (1967-Present) Chair of OPEN Bldg. ARRANGE Education Programs wrote Grant for New Building. 4-H & OPEN class judge other counties, Food, Champion-Ky Program; Judge at Events & Demonstration; 4-H Judge in Vegetable Communication Days, Food & Miss. categories, 4-H Mentor to family and 20+ 4-Hers one on one, \$ donations to support 4-H Livestock youth. Rec'd Baudies 4-H Family Award. V. Pres. National IFYE Alumni Chair-2019 IFYE USA Conference to Kentucky - Aug. 7-11, 2019  
Cathy Kunkel-Maine ON Kentucky 4-H Advisory Committee for 6 years N. Ky  
To be signed by the Nominee District Extension Board V.P.

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Cathy has been a continual and Committed Homemaker and Champion for 4-H & Our Kenton Co. Homemakers working together in our County, Area, State. She is passionate and committed to 4-H & Homemakers. Her passion and desire to help 4-H children is well recognized at the local County, State & Area. She represents the N. Ky Area on the Kentucky State 4-H Advisory Group  
SIGNED: Kathy R. Byrnes  
County President or Agent Kenton Co. FCS Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

# KEHA Leadership Academy Proposal

The KEHA Board has approved a proposal to establish a program to train, mentor and guide the KEHA membership to support the mission of volunteerism and leadership now and into the future. Designed by a committee consisting of KEHA Board members, the academy includes a curriculum of appropriate topics, a format for training and a delivery environment to optimize the experience for the participants. This proposal is presented to the KEHA voting delegates for consideration for approval at the business meeting to be held May 15, 2019.

## Proposed Time Line

May 2019 - Proposal presented to Voting Delegates for approval at the Business Meeting at the KEHA State Meeting

May-October 2019 - Promote Program and Recruit Applicants

October 1, 2019 - First Class Application Deadline

November 1, 2019 - First Class Selection Announcement, waiting list created

December 1, 2019 - Commitment Letter and Training Fee (\$50) Deadline

December 15, 2019 - Waiting List Applicants notified (as needed)

March 2020 - First Academy Training Conference

## Candidate Selection

Interested KEHA members will submit a Leadership Academy Application to her/his area KEHA president by October 1, 2019. The area officer team (minus any members applying for the academy) will review all nominations, score using the provided rubric and determine selections for the area by November 1, 2019. Names of two candidates and one alternate per area will be considered to attend. Candidate and alternate names will be forwarded to the designated state contact. These candidates will then receive a letter from the Academy Team requiring a \$50.00 fee payment and a signed commitment form to be returned by December 1, 2019. Applicants on the waitlist will be informed of their status by January 1, 2020. Six weeks before the academy training, a pre-conference packet will be sent to the candidate, with work to be completed before the training.

## Curriculum Topics

The Leadership Academy curriculum will focus on the following topics:

- KEHA History
- Understanding Personality and Generational Differences
- Leadership Characteristics
- The Basics of Teamwork
- Communication Skills
- Parliamentary Procedure
- Diversity and Cultural Competency
- Organizational Assessment

Curriculum materials will primarily be from the Kentucky Extension Leadership Development curriculum and a new curriculum in development focused on “soft skills”. Trainers will primarily be University of Kentucky Extension specialists and state staff, with potential to include one or two contracted leadership educators. Member of the Leadership Academy Team will provide activity support during the conference and serve as mentors to participants.

## Conference Time Table

The training is tentatively slated to begin midday on a Wednesday and end midday on Friday. The target location is a Kentucky State Park. The agenda will require a two-night stay for participants and instructors/team leaders, along with meals and refreshments. Exact dates have not yet been set, but the training will be scheduled in March 2020.

## Conference Costs

Conference costs will include double-occupancy rooms, meals and meeting space. A budget has been developed based upon a survey of pricing from three Kentucky state parks (Rough River State Park, Dale Hollow State Park, Blue Licks Battlefield State Park), as well as the Lake Cumberland 4-H Educational Center. The total cost will also include teaching materials expenses, a curriculum notebook for participants, pre-conference work, and supplies for exercises and activities. The \$50.00 participant fee will be utilized to offset a small portion of the cost. A tentative budget is outlined below.

Item of Expense	Cost Per Person (if applicable)	Projected Total Cost
Curriculum Binder	\$50	\$1,500
Training Speaker Fees and Speaker Gifts		\$1,000
Lodging (2 nights with double occupancy; 35 total room nights)		\$3,500
Meals (Lunch 3 days, breakfast 2 days, dinner 2 days, breaks)	\$130	\$4,550
Facility Rental		\$600
Miscellaneous Training Supplies		\$350
<b><i>Projected Total Cost</i></b>		<b><i>\$11,500</i></b>
<b>Academy Income</b>		
Participant Fee	\$50	\$1,500
<b><i>Net Expense to Fund</i></b>		<b><i>\$10,000</i></b>

### Participant Payback

Within 30 days of attending the Leadership Academy training, participants will develop a plan to provide the 40 hours of “payback” and submit the plan to the Leadership Academy Committee. The plan should list activities to be completed and the schedule of completion. A template will be provided. The following list represents activities acceptable for the plan that demonstrate advancement in leadership within the organization.

- Teach leadership development sessions and workshops at the club, county, area or state levels.
- Advance your leadership position within KEHA (i.e. if you have only served as a club officer but fill a county officer role following training; if you have only served as a county officer but fill an area officer role following training; etc.).
- Chair a committee or lead membership recruitment and retention efforts in your county.
- Coordinate the observance of KEHA Week in your county.
- Establish and mentor a new club in your county.
- Establish or enhance officer training in your county or area.
- Teach a learning session at the KEHA State Meeting.

- Promote KEHA membership through media in your county or area (newspaper, radio, television).
- Work with your local Extension agent or office to establish or enhance a county social media presence.
- Serve on the county Family and Consumer Sciences Extension Advisory Council, County Extension Council and/or County Extension District Board.

Twelve months after the Leadership Academy training, each participant will submit a report of payback hours to the Leadership Advisory Committee. A reporting form will be provided.

### Expected Outcomes

The goal of the Leadership Academy is to strengthen leadership skills for emerging leaders within the Kentucky Extension Homemakers Association. By offering an opportunity for members to enhance and build leadership skills, the committee anticipates increasing the pool of leaders available to hold county, area and state level elected and appointed positions within KEHA. In addition, trained participants will have increased knowledge and ability to market the organization to potential new members, provide leadership to Extension councils and boards, represent KEHA with partner organizations, and serve as leaders within their home counties and communities.

### Funding Request for Voting Delegate Consideration

The KEHA Board has approved a \$10,000 funding request for consideration by the voting delegates. KEHA Standing Rules require any unbudgeted expenditure in excess of \$4,000 be approved by the voting delegates. If approved, the \$10,000 allocation will support offering the Leadership Academy as a pilot during the 2019-2020 KEHA year.

As noted in the 2017-2018 year-end financial statement, KEHA ended the fiscal year with a profit of \$19,612.63. Of this total, only \$4,000 was included in the current fiscal year budget. Under authority provided by the standing rules, the board has allocated \$1,000 for 4-H support and \$1,500 for marketing. Therefore, \$13,112.63 of the 2017-2018 profit is unallocated at this time and available to fund this \$10,000 request.

## **KEHA ANNUAL MEETING**

### ***VOTING DELEGATES ROLE AND RESPONSIBILITIES***

Each county holding membership in the Kentucky Extension Homemakers Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2) Annual dues of the KEHA are payable by December 15 of each year to the KEHA State Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the KEHA. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, information packets will be sent to each county office via the University of Kentucky email system. Copies should be provided to each voting delegate when received by the county. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the credentials (roll call) committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any) and their county. An example would be, "Madame President, I am Jane Doe, Alpha County Voting Delegate." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the KEHA State Parliamentarian.