BY-LAWS OF UNIVERSITY OF IDAHO ONEIDA COUNTY
4-H/FFA MARKET ANIMAL SALE COMMITTEE

ARTICLE I– NAME

This organization shall be known as the University of Idaho Oneida County 4-H/FFA Market Animal Sale Committee.

ARTICLE II– ORGANIZATION

The committee shall be organized under the supervision of the University of Idaho Cooperative Extension System faculty and staff and managed by the officers elected from within the county.

ARTICLE III– MISSION STATEMENT

The mission of the committee is to make sure 4-H and FFA youth acquire knowledge, develop life skills, and form attitudes that will enable them to become self-directing, productive, and contributing members of society through the real life experience of market animal production.

ARTICLE IV – FUNCTIONS

Section 1: Committee Functions

A. To assist in providing educational opportunities for 4-H & FFA members participating in Oneida County Fair market animal projects.
B. To promote the 4-H/FFA market animal program in Oneida County.
C. To advertise the sale and actively solicit program support.
D. To receive input concerning market animal participants and act upon that input.
E. To assist in planning, conducting and evaluating 4-H/FFA market animal activities.
F. To ensure that no discrimination takes place and that all youth in Oneida County have the opportunity to participate in the market animal program.

ARTICLE V – MEETINGS

Section 1: Regular Meetings

Regular meetings shall be held in January, April, July and October at a time and place to be determined. Meetings are open to anyone interested in the 4-H/FFA market animal program.

Section 2: Special Meetings

Special meetings may be called by the committee President or Extension staff as needed.

Section 3: Agenda

Any committee member, 4-H or FFA member, advisor or parent wishing to discuss an issue at a Committee meeting shall notify the President, Secretary, or the Extension staff, prior to the meeting to be included on the agenda.

Section 4: Rules

A. Recommended rule changes may only be voted on once during the 4-H year (October 1 – September 30).
B. Rules recommended for change must be discussed at the October meeting and voted on in the January meeting in the new calendar year.
C. Rule changes that are made must stay in affect for one 4-H year.
D. Outcomes of individuals with extenuating circumstances will be determined by committee with guidance from Extension faculty.

ARTICLE VI- MEMBERSHIP

Section 1: Voting Membership

A. Voting members must be currently enrolled as a 4-H leader, FFA Advisor, parent of a member of 4-H/FFA or member of the community.
B. Voting members must attend two (2) meetings in the last 12 months in order to vote on rule changes, elect officers and vote on committee business.

Section 2: Non-voting, Extension Office Membership

Extension Faculty and staff

Section 3: Quorum

A quorum shall consist of five (5) qualified voting members.

ARTICLE VII- OFFICERS

Section 1: Officers

A. Officers shall be President, Vice-President, and Secretary
B. Officers shall not succeed themselves in consecutive terms more than once unless there is a unanimous vote by the committee.
C. Officers are elected from the committee members.

Section 2: Election of Officers

A. The Vice-President should be willing to become the President.
B. The Vice-President and Secretary will be elected yearly.
C. Officers will be nominated at the meeting in October and elected at the first meeting in January by ballot of those in attendance. When more than two members run for one office, a runoff election of the two candidates for the most votes will occur.
D. A Treasurer will be appointed by a majority of committee member votes. It is not an elected position.

Section 3: Vacancies in Term of Officers

In the event of a vacancy in any elected office, an immediate election will be held to fill the remainder of the term of office.

Section 4: Duties of Officers

A. The duties of the President shall be to:
   1. Preside and conduct meetings.
   2. Establish committees.
   3. Work with vice-president and species chairs to establish floor buyers and prices for sale
   4. Ensure arrangements have been made prior to the fair for packers, auctioneers, clerks, runners and transportation.
   5. Oversee market animal weigh-ins.
   6. Confer with secretary and extension staff to develop agendas for the meetings.
   7. The president cannot make any motions and can vote only to make or break a tie.

B. The duties of the Vice-President shall be to:
   1. Preside in the absence of the president at meetings and weigh-ins.
   2. Supervise various committees appointed.
   3. Assist president in pre-sale duties.
   4. Advertisement
   5. Become president the following year.

C. The duties of the Secretary shall be to:
   1. Be responsible for taking minutes at all meetings.
   2. Send minutes to agent in charge of committee within two days following the meeting.
   3. Take roll at meeting.
   4. Keep updated committee member's list.
   5. Assist in preparation of sale program.
   6. Assist vice president with advertisement.

7. Assist with agenda preparation.
8. Provide previous meeting minutes to president to present at current meeting.
9. Assist at fair shows as needed.

D. The duties of the Treasurer shall be to:
1. Carry out pre-sale correspondence and prepare advertising materials.
2. Prepare sale program.
3. Get sale supplies and materials ready.
4. Clerk at sale
5. Send invoices and posters to buyers after the sale.
6. Pay bills.
7. Send checks and statements to exhibitors.
8. Prepare a financial report after the sale and report to the committee.

E. The Duties of the Extension Staff
1. Make sure the facilities are secured for all committee activities and events.
2. Make sure judges have been contracted.
3. Assist the Species chairs in contacting packer buyers.
4. Make sure floor buyers are secured.
5. Provide educational activities and events.
6. Assist the President and Secretary with agenda preparation.
7. Prepare the sale program.
8. Oversee disbursements
9. Set weight classes
10. Make sure the show is clerked and sale order is completed after the show

F. The Duties of the Species chairs
1. Present potential judges to the committee. When a judge is selected by the committee contact Extension office about hiring
2. Assist at beginning and final weigh-ins, for the entirety of that species
3. Attend and help during the show at the fair including lining up classes
4. Contact packer buyers, oversee the delivery of animals and barn clean-up
5. Identify announcers, ring stewards and ribbon runners for the show at the fair
6. Work with president and vice-president to determine floor buyers and prices
7. Delivery of animals and clean-up after the sale
8. Species chairs shall consist of no fewer than one person

ARTICLE VIII- BY-LAWS

Section 1: Review

A. The Committee will review by-laws annually and submit any proposed changes in writing to the committee membership at the October meeting.

B. By-laws shall be amended by a two-thirds majority vote of the quorum at the January meeting only.

ARTICLE IX – SALE DAY PROCEDURE

A. 60 days' pay policy- requiring business/ representatives to pay within 2 billing cycles before 10% service charge is added to every additional month past 60 days. Including add-on gifts to youth.

B. Buyer Registration policy – each buyer will fill out a buyer number form stating who is the business representative authorized to buy at the sale for a business, business address and billing information. Numbers will be assigned for the lifetime of the Oneida County Sale.

C. Turnback Policy- Buyer keeping an animal from the sale or bought from the turn back table MUST pay for that animal the same day as the sale before animal can leave the premises.

ARTICLE X – PARLIMENTARY PROCEDURE

The current edition of Roberts' Rules of Order shall be used as a standard procedure for conduct at all meetings.

ARTICLE XI- MEETING DATES AND TOPICS

January	Election and installation of officers. Vote on amendments to by-laws. Recommend judges. Appoint species chairs. Vote on rule changes. Items for Fair Board consideration.
April	Discuss marketing and advertising. Discuss awards and sponsors. Make sure judges have been contacted. Sale dedication nominations.
July	Make sale assignment. Report on awards and sponsors. Species chair reports. Review advertising. Finalize all market animal plans.
October	Species chair reports. Review Sale and suggest changes. Review of Treasurer's report. Review fair book and suggest changes. Review by-laws. Submit names for approval for committee elections.

Amended January 27, 2025.

ARTICLE XII- APENDX APPROVED RULES

A. Showing Livestock- 4-H/FFA youth are only permitted to enter one showmanship class and one quality class in one species. Youth may show a different animal in showmanship than quality if youth is the owner of both animals in that species. January 12, 2022.

B. Livestock Judge- Livestock judge will be pick by Extension Educator and Sale Committee President and remain anonymous till day of show. Judges will only be used for 1 year and not asked back for at least 5 years. January 12, 2022.

C. **Sale Order** -The sale order will be chosen by the Livestock judge. The top 20 will be chosen from Blue Ribbon animals only. No red ribbon animals are allowed back for sale order even if there are less than 20 blue ribbon animals. After the top 20 are chosen the remainder blue ribbon animals will be put in a random generator and placed in sale order. Then the same with red ribbon animals. January 26,2023

D. **Add-on Rule**- Youth that have a livestock project which dies within last 1/3 to Fair weigh-in date for their species will be eligible for Add-on's providing a spare is not available for that youth. In the event of death (injury, disease, or natural causes) or sickness making them ineligible to show FFA Advisor or 4-H/Extension office staff must inspect animal within 24hours to be eligible for Add-on's list. Any youth that suffers from a mental or physical health condition (example: Covid) prevents them from being able to show in Fitting & Showing and/or the Quality show will be eligible for add-ons provided a note from a doctor is presented to the livestock sale committee. Youth must still complete all other 4-H or FFA project requirements (record book and meeting or class requirements). January 25, 2024.

E. **Personal use animal release from sale**- Those buyers (such as families), that buy animals for personal use or to keep, do not go to the designated packing or floor buyer. Be allowed to take ownership Saturday after the sale with a check out time of 7-9pm. There will be a designated volunteer for checking animals out to match tags to paperwork. Special requests for an animal to leave sooner will be approved by Sale Committee President only. January 23, 2025.

Amended January 27, 2025.