

**Maryland Farm Bureau, Inc.  
Maryland Farm Bureau Women's Leadership Committee  
Operating Procedures**

**Article I**

**Section 1.** This body shall be known as the Maryland Farm Bureau Women's Leadership Committee of the Maryland Farm Bureau, Inc.

**Purpose**

**Section 2.** The Maryland Farm Bureau Women's Leadership Committee shall:

- 1.) Assist in an active, organized way in carrying forward the programs of the Maryland Farm Bureau, Inc.
- 2.) To promote, protect and represent the business, economic, social, educational and spiritual interests of farm families of Maryland.
- 3.) Provide a means whereby the rural women of Maryland may participate in national and international councils of women.

**Membership**

**Section 3.** The members of the Maryland Farm Bureau Women's Leadership Committee shall consist of the membership of the twenty-three (23) county Farm Bureau Women's Committees.

**Article II**

**Officers**

**Section 1.** The Officers of the Farm Bureau Women's Leadership Committee of the Maryland Farm Bureau, Inc. shall consist of Chairperson, 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairperson, Secretary and Parliamentarian.

**Section 2.** The Executive Committee of the Farm Bureau Women's Leadership Committee of the Maryland Farm Bureau, Inc. shall consist of Chairperson, 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairperson, Secretary, Parliamentarian, and the six District Directors.

**Section 3.** The Board of Directors of the Farm Bureau Women's Leadership Committee of the Maryland Farm Bureau, Inc. shall consist of a Chairperson 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairperson, Secretary, Parliamentarian, a Director from each of the six districts and 23 county chairpersons. District Directors shall be nominated from the counties in their district alphabetical order. If and when a county cannot name someone to serve, they will automatically forfeit their turn. The districts are as follows.

District 1 – Allegany, Frederick, Garrett and Washington counties;

District 2 – Carroll, Howard and Montgomery counties;

District 3 – Anne Arundel, Calvert, Charles, Prince George's and St. Mary's counties;

District 4 – Baltimore, Cecil and Harford counties;

District 5 – Caroline, Kent, Queen Anne's and Talbot counties;

District 6 – Dorchester, Somerset, Wicomico and Worcester counties.

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The nominations and election of such persons to the Board of Directors from Districts 1, 3 and 5 shall be in even-numbered years, and those in Districts 2, 4 and 6 in the odd-numbered years at the annual meeting of the Maryland Farm Bureau Women.

**Section 4.** The Secretary and Parliamentarian shall be appointed at the Maryland Farm Bureau convention by the Chairperson following the close of the convention, and they shall serve for a term of one year. The Chairperson may appoint a Secretary or Parliamentarian from within or without the membership of the board.

**Section 5.** The District Director is the liaison from the counties of her district to the Board of Directors, and should contact counties before meetings for any concerns. They are voting delegates at the convention. Each district director shall serve as chairman of a subcommittee.

### **Article III**

#### **Meetings**

**Section 1.** The annual meeting of the members and House of Delegates of the county Farm Bureau Women shall be held at the same place and in conjunction with the annual meeting of the voting delegates of the Maryland Farm Bureau. The governing body of the Farm Bureau Women's Leadership Committee of the Maryland Farm Bureau shall be the House of Delegates to be composed of delegates elected from and by the respective member county organizations. In addition to the Maryland Farm Bureau Women's Leadership Committee, each member county organization shall be entitled to one (1) voting delegate for each forty (40) regular members or fraction thereof, based on the official records of the corporation as of June 30<sup>th</sup>. Alternate delegates with like qualifications shall be elected at the same time and shall have privileges of the voting delegate when authorized to vote in that capacity. The Farm Bureau Women's Leadership Committee shall be entitled to six (6) voting delegates to the Maryland Farm Bureau Annual Meeting, one from each Farm Bureau Women's district in addition to MFB directors representing the Farm Bureau Women's Leadership Committee. The second Vice Chairperson is the alternate in the absence of any voting delegate.

**Section 2.** The Farm Bureau Women's Leadership Committee shall meet quarterly or as needed for the year. They shall prepare a plan of action for the year's activities.

**Section 3.** Special meetings for county chairpersons or leadership training may be called at times and dates determined necessary by the Board of Directors.

**Section 4.** A majority of the elected representatives represent a quorum to carry out official business.

**Section 5.** If a county chairperson cannot attend a meeting, the county has the right to send a county representative to the meeting with the same voting rights as the county chairperson.

## Article IV

### Elections

**Section 1.** The Chairperson shall appoint a Nominating Committee composed of retiring District Directors. At the Maryland Farm Bureau Convention, this committee shall present a slate of officers. The Chairperson shall be elected for a term of two (2) years in odd numbered years and shall assume office immediately upon conclusion of the Maryland Farm Bureau Convention at which the election was held. The 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairperson shall be elected annually for a term of one (1) year and shall assume office immediately upon conclusion of the Maryland Farm Bureau Convention at which the election was held. Other nominations for Chairperson and Vice Chairperson may be made from the floor.

### Qualifications for Office

**Section 2.** Nominees for Chairperson and Vice Chairperson shall have served as county Chairperson, District Director, Secretary or Parliamentarian for a period of not less than six (6) months.

### Term of Office

**Section 3.** No elected officer can serve more than four (4) consecutive years in that elected office.

### Vacancy of Office

**Section 4.** Should a vacancy occur, the succession of elected officers shall be by natural progression, the resulting vacancy or vacancies of the lower office shall be filled by the Board of Directors, at the next Maryland Farm Bureau Women's Leadership Committee meeting. The succeeding officer shall serve in this position for the remainder of the unexpired term.

## Article V

**Section 1.** The Chairperson shall preside at all meetings of the Farm Bureau Women's Leadership Committee and perform such other duties as are incidental to her office; and shall serve as a voting member of the Maryland Farm Bureau Board of Directors. She will serve as a non-voting Ex-Officio member of the Farm Bureau Women's Leadership Committee Board of Directors for one (1) year following her completion of office. The Chairperson shall serve as a voting delegate for the Maryland Farm Bureau Executive Committee.

**Section 2.** The First Vice Chairperson shall perform the duties of the Chairperson in her absence and perform such duties as may be delegated to her by the Chairperson. She will serve as the second voting director for the Farm Bureau Women's Leadership Committee on the Maryland Farm Bureau Board of Directors.

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**Section 3.** The second Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and First Vice Chairperson and perform such duties as may be delegated to her by the Chairperson.

**Section 4.** The Secretary shall keep accurate records of all meetings and handle all correspondence of the Farm Bureau Women's Leadership Committee and shall perform all such duties as the Chairperson shall delegate.

**Section 5.** The Parliamentarian should be familiar with the rules governing this organization and should aid the Chairperson by finding the section in the Operating Procedure or rules in the accepted book of Parliamentary Procedure when so instructed.

#### **Article VI**

**Section 1.** This Operating Procedure may be amended by the voting delegates at any annual meeting of the House of Delegates of the Maryland Farm Bureau Women's Leadership Committee by the majority of those present.

#### **Article VII**

##### **General Expense Reporting**

**Section 1.** All expenses must be submitted within 30 days.

**Section 2.** An expense report must be filled out and there must be a receipt for each expense.

#### **Article VIII**

##### **Maryland Farm Bureau Women's Leadership Committee Expense Budget and Guidelines**

**Section 1.** Mileage of the current IRS rate per mile, roundtrip, is available to members of the Women's Leadership Committee. The quarterly meetings and one Executive Committee planning meeting are included.

**Section 2.** At the Maryland Farm Bureau Convention, expenses for the Executive Committee will be paid by the Farm Bureau Women's Leadership Committee Budget. This includes the registration fee and half the double occupancy rate, but no meals are included.

**Section 3.** At the American Farm Bureau Convention, the chairperson and 1<sup>st</sup> vice-chairperson are voting delegates, and half the double occupancy rate, airfare and registration are provided. Air fare and a Maryland delegation group plan is included. The Board of Directors of the Maryland Farm Bureau Women Leadership Committee must approve all other expenses.

**Section 4.** At the American Farm Bureau Multi-State Conference and the American Farm Bureau National Women's Conference, the Chairperson and 1<sup>st</sup> Vice Chairperson will represent Maryland. Half the double occupancy rate, registration and travel will be provided.

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**Section 5.** For the Country Women's Council meetings, Maryland Farm Bureau Women's Leadership Committee has one (1) vote. The Chairperson expenses will be paid as provided in the budget. If the chairperson is unable to attend, expenses will be offered to the 1<sup>st</sup> Vice Chairperson, 2<sup>nd</sup> Vice Chairperson, District Director, County Chairperson or Maryland Farm Bureau member, in that order, with final approval from the Board of Directors of the Maryland Farm Bureau Women's Leadership Committee.

**Section 6.** Expenses will be subsidized for any leadership training that is offered, with approval from the Board of Directors of the Maryland Farm Bureau Women's Leadership Committee.

**Section 7.** Ag in the Classroom summer workshop donation will be given on a yearly basis, according to the budget for that year. A representative will attend the annual, Maryland Ag Education Foundation fundraiser dinner, paid by the Farm Bureau Women's Leadership Committee.

**Section 8.** A representative will attend the Washington Drive In, sponsored by the Maryland Farm Bureau. The Farm Bureau Women's Leadership Committee will pay expenses.

**Section 9.** A representative will attend the Maryland Agriculture Dinner, sponsored by the Maryland Ag Council. The Farm Bureau Women's Leadership Committee will pay expenses.

#### **Article IX** **Fund Raising**

**Section 1.** The funds collected at the bazaar at the Maryland Farm Bureau Convention will be equally divided between Ag in the Classroom and the Country Women's Council.

**Section 2.** A special fund will be established for the Farm Bureau Women's Leadership Committee to use for educational purposes. Yearly fundraisers will be planned and decisions on how the funds will be used will be determined on a yearly basis, by the Board of Directors of the Maryland Farm Bureau Women's Leadership Committee.

**This Operating Procedure and Financial Guidelines were revised and voted on at the Maryland Farm Bureau Convention, December 2007.**