Background
Indiana 4-H Youth Development and Indiana FFA have a long standing history of partnering together to provide 4-H and FFA members with educational opportunities utilizing competitive career development events. These competitive educational events, more commonly known as ag judging contests, are conducted at the county, area, and state levels with area being defined as Purdue Extension Areas.

Purpose of Group
The purpose of the State Ag Judging Committee is to develop policies and procedures for each contest, provided these policies and procedures do not conflict with Indiana 4-H Youth Development or Indiana FFA overlying policies and procedures. It is important to note that this group serves in advisory capacity to both the Indiana 4-H Youth Development and Indiana FFA programs.

Group Membership
Membership of the State Ag Judging Committee will be comprised of Purdue Extension 4-H Youth Development Specialists, Purdue Extension Educators, Indiana Agriculture Science and Business teachers/FFA Advisors, the Purdue University Department Head of Youth Development and Agriculture Education, the Indiana FFA Executive Director, and the Purdue Extension 4-H Youth Development Program Leader.

Voting Members – The following committee members shall have voting privileges:
- Purdue Extension 4-H Youth Development Specialist responsible for a given state contest
- One Extension Educator from each Purdue Extension Area
- One Agriculture Science and Business teacher/FFA Advisor from each Purdue Extension Area

Ex Officio Members
- Purdue University Department Head of Youth Development and Agriculture Education, or their designee
- Indiana FFA Executive Director, or their designee
- Purdue Extension 4-H Youth Development Program Leader, or their designee

Meeting Attendance – All meetings are open to the public, in particular any coach, contestant, or person with an interest in the ag judging contests.

Quorum – A quorum consists of all voting members in attendance at the annual state meeting.

Voting procedure – Items that come up between annual meetings can be decided by an electronic vote of the committee.

Length of Term – The Purdue Extension 4-H Youth Development Specialists serving on this committee will be appointed annually by the Department Head of Youth Development and Agriculture Education. The Extension Educators and Agriculture Science and Business Teachers/FFA Advisors will be elected/appointed by their respective colleagues within their Purdue Extension Area and will serve a two-year term. Even numbered Areas will be elected/appointed in even years and odd numbered in odd years.
Constituent Representation
Each voting member is to base their discussion and vote as being representative of the group they are serving and should not allow their individual bias interfere with their duties as a member of this committee.

Responsibility of Team Members
Members of this committee are encouraged to attend all scheduled meetings. If a voting member is unable to attend he/she may delegate duties to a substitute who will attend that meeting. All members are encouraged to be prepared in advance of attending each meeting in order that time can be utilized effectively. At the conclusion of each meeting, members are expected to share any transacted business and a synopsis of the meeting with the respective group they serve. All members are expected to fully understand and abide by this collaborative charter and the operating procedures of this committee.

Rule Change Deadlines

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>State Contest Dates</th>
<th>Discussion and Approval</th>
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</thead>
<tbody>
<tr>
<td>January 1</td>
<td>January 1 – June 1</td>
<td>Annual September meeting: discussion and approval</td>
</tr>
<tr>
<td>July 1</td>
<td>June 2 – December 3</td>
<td>Submitted by March 15; approved electronically</td>
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Group Structure
A Chair, Vice Chair, and Secretary will be elected from the voting membership by the voting members, with each serving a term of one-year. The Chair will be responsible for running the meetings in an orderly fashion and ensuring effective communication among committee members. The Vice Chair will run the meetings in the absence of the Chair and will assist the Chair as needed. While it is not mandatory, it is suggested that the Vice Chair assume the Chair position at the end of the term. The Secretary is responsible for documenting the business conducted at each meeting and sharing the minutes with committee members in a timely manner. A copy of the meeting minutes will be kept in each office of the Department Head Youth Development and Agriculture Education and the Indiana FFA Executive Director. Election of the Chair, Vice Chair, and Secretary will occur annually at the September meeting.

An annual meeting will be held on the second Thursday of September each year. Additional meetings may be held as deemed necessary by the Chair, Department Head, 4-H Program Leader, or FFA Executive Director. Agendas for the annual meeting must be distributed a minimum of two weeks ahead of the proposed meeting date.

While it is ideal that business items be accepted through consensus, it may not always happen. In that case, business items will be carried forward and adopted with a majority vote in the affirmative.

Committees
Each state contest will have a sub-committee that will be responsible for managing, evaluating, and visioning for that contest. Each state contest committee will be chaired by the Purdue Extension 4-H Youth Development Specialist responsible for that contest. It is suggested that the contest committee consist of both Extension Educators and Agriculture Science and Business teachers. Each subcommittee should present an estimated budget for that contest at the annual meeting.

A Finance Committee will be comprised of the Chair, Department Head, 4-H Program Leader, FFA Executive Director, one 4-H Specialist, one Extension Educator, and one Agriculture Science and Business teacher. This committee will be chaired by the Department Head. The finance committee will be responsible for recommending state contest registration fees to insure solvency of the total Career Development Event program, knowing that some of the smaller contests may barely break-even. This committee will provide oversight of the funds in an account established at Purdue University. Any single
expenditure over 10% of a CDE budget, or any single expenditure over $5000 must be approved by the State Ag Judging Committee.

Other ad hoc committees may be appointed as needed by the Chair.

It is suggested that the Extension Educator and Agriculture Science and Business teacher from each Purdue Extension Area work jointly to conduct area level contests.

**Ground Rules/Roles**

A. Committee members will attend all meetings. If they are unable to attend, they will send an appropriate designee. Notify the chair of the designee if possible.
B. Treat each other and the organizations represented in the meeting with respect at all times and put personal differences aside in the interest of a productive and successful meeting.
C. Stick to the topics on the meeting agenda; be concise and not repetitive.
D. Work as team players and share all relevant information. Focus on honesty with tactfulness.
E. Ask if they do not understand.
F. Openly voice any disagreement with other participants in the meetings, but do it in a positive way.
G. Look for mutually beneficial solutions.
H. Follow through on your commitments.
I. Share information discussed in the meeting with the organizations / constituents represented.
J. Encourage freethinking and share relevant information with the group. (There are no bad ideas.)
K. Commit to issues in which you have an interest.
L. Speak one at a time in meetings as recognized by the facilitator.
M. Everyone will participate, but none will dominate.
N. Focus on the issue/problem, not the person. (No personal attacks.)
O. Agree that is it OK to disagree.
P. Honor a two-minute time limit for statements and responses. (Don’t monopolize airtime.)

**Changes to This Collaborative Charter**

This collaborative charter may be amended at any time with a majority vote in the affirmative during a scheduled meeting of this committee. Proposed amendments to this collaborative charter must be submitted to the Chair at least 30 days prior to the meeting and must be included in the agenda distributed to the voting members. This agenda must be distributed at least 14 days prior to the meeting.

Adopted, September 13, 2013