

Starting and Maintaining a State Junior Horticultural Association

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A) Before you Begin

Organizing a state NJHA chapter is a lot of work and involves group work with many people. As a youth coordinator, you should not try to tackle it all on your own. A good way to find out some suggestions and or problems in regard to organizing a chapter is to talk to youth coordinators or officers from states with already existing organizations. These people can be approached at National Convention, by letter, or by email, and usually they are more than happy to tell about their activities and give you a few pointers on organization and projects.

After gaining a little insight into what such an undertaking involves, you should contact your state leader and let him or her know that you are interested in organizing a state chapter. It might be a good idea to have an adult, such as an extension agent, parent, 4-H leader, FFA advisor, as well as yourself to write a letter to the state leader. Continue to communicate with this leader until you are able to find out what interest exists in the state and if he or she would be willing to serve as an advisor if a chapter were organized.

Receiving the support of your state leader should be followed by stimulating interest among other young people (i.e. 4-H, FFA, Garden Clubs, etc.). After checking the amount of response or interest, you may hold a weekend retreat or seminar with horticulture judging contest and training sessions, project discussions, demonstration instruction, and organization meetings. Your state leader could ask 4-H specialist to present workshops on various horticultural related subjects. In the organization meetings, committees can be set up to discuss and investigate the constitution and by-laws, problems with projects, fund-raising, promotion, and officer nomination. Committees can use Essential Facilitation (see section D). Facilitation maintains order without the need for parliamentary procedure. All you need is a flip chart, markers and tape. The goal of Essential Facilitation is to keep the goals in sight. One would still need to appoint a liaison to report back to the main group on the committees' progress. To the whole group you could present talks about NJHA emphasizing HYCEL and various NJHA projects.

To plan the size of a seminar, you will need to work with a core of adults and young people (i.e. agriculture extension agents and specialists; FFA, FHA, and 4-H leaders, home economics agents, and 4-H members, etc.). After planning the seminar, you will need to publicize it by mailing letter and sending e-mails to leaders for distribution on their list. These mailings should and could include the following persons.

- Original contacts
- Horticulture demonstration participants
- Judging contest participants
- 4-H groups
- Active FFA high school horticulture programs
- Parents

- Leaders
- Past NJHA participants in your state

Before closing the seminar, agree on a date, place and time for another meeting. At this second meeting have the committees present their reports to the group and take a vote on the group's opinions. If the members are in favor of starting a state chapter, your work can proceed. Check with the NJHA officers about the national by-laws and draw up a rough constitution. In order to utilize all of your resources, make sure that you start developing leadership programs to educate interested members in committee operation, leadership skills and officers duties.

Present your rough constitution at the next group meeting and ask for additions or corrections. Vote on the adoption of your work and ratify it as your official constitution. *Roberts Rules of Order* should be utilized when preparing the constitution.

After the constitution is approved, elect officers according to the provision you have outlined. The number of officers may vary from state to state, but generally a President, Vice President, Secretary, Treasurer, and Reporter will be elected. Some states may also want to include districts or regional representatives as junior leaders. A state convention can be planned to be held at a state fair, 4-H round-up, or other such event. You may need to get state 4-H approval to start a state Horticulture Competition in which 4-H members would be representing the state as a 4-H team. Various contests can also be planned and donors can be sought to supply awards. To make all of this successful, a system of communication, involving good correspondence and a newsletter is essential. If many of the members of the state organization have access to e-mail starting an e- group using a free provider such as yahoo, msn, etc can be a good way to stay in contact with each other. Just make sure that if some members don't have e-mail access, they are not left out of the communication loop. It will be necessary to keep an up-to-date correspondence list to insure high levels of participation and involvement. Also it is important to begin keeping a complete history of your organization from the very beginning.

As implied here, starting an organization will take quite a bit of time and energy. Several meetings will have to be held before a state convention can ever be planned. Throughout these planning stages your state should send people to the national convention to gain more idea for your organization. Of course, the work will not be easy, and you may run into problems not covered in this handbook. However, be sure to keep up your work and in the end great rewards will come as young people in your state realize the many opportunities in NJHA and how to take advantage of them.

B) Sample State Junior Horticultural Association Constitution

Article I – Name

- This shall be called the State Junior Horticultural Association.

Article II- Purpose

- To publicize the field of horticulture.
- To help youth become aware of the careers and opportunities in horticulture.
- To help encourage proper and efficient use of horticultural products.
- To provide opportunities for the development of leadership.
- To provide opportunities for the development of qualities such as speaking before a group, making decisions, and carrying out projects.
- To beautify the environment.
- To develop individual interest, knowledge, ability, and research in relation to the field of horticulture.

Article III- Membership

Section 1- Any young person, boy or girl, who participates in one or more of the State Junior Horticultural Association (SJHA) contests and or activities and is between 15-22 years of age as of January

1, shall be a regular member of the organization.

Section 2- Any young person, boy or girl, who participates in one or more SJHA contest and/or activities and is between 5 and 14 years of age of January 1st shall be a junior member of the organization.

Section 3- Junior leaders shall be members between the ages of 15-22 who help plan activities and or perform duties for the betterment of the entire organization.

Section 4- Membership shall be open to all 4-H, FFA, and unaffiliated members.

Article IV- SJHA Officers and Junior Board Directors

Section 1- Regular officers shall consist of officers that are needed and additional ones can be added at any time. Their terms shall be one year and may run for reelection.

Section 2- Election of officers shall take place at the annual meeting (seminar). Officer nomination and applications must be completed at the seminar by the designated time and be given to the nomination/screening committee that shall conduct interview and present a slate of officers at the business meeting for a vote by the membership present. Nomination from the floor shall be permitted.

Section 3- Duties of the officers and board members all include attending planning meetings and assisting with all SJHA activities.

Article V- Affiliation

Section 1- A state meeting (seminar) or preferably two meetings shall be held each year.

Section 2- All SJHA members, prospective members, and interested adults are eligible to attend these meetings.

Section 3- A newsletter shall be published at least twice a year (June and December) to keep the SJHA membership informed of the activities. This shall be the duty of the officer who is assigned to it. Expenses shall be borne by the individual or county until the treasury is functional.

Section 4- SJHA members shall assist in raising funds for the activities of the organization.

Section 5- The activities of the SJHA shall be publicized at the state fair by a booth or other activity. The officers and board shall be responsible for this activity.

Article VI- Parliamentary procedure

Section 1- Meetings shall be followed at SJHA meeting according to the newly revised edition of Robert's Rules of Order.

Article VII- Voting

Section 1- Each member in attendance at the business meetings shall have one vote.

Article IX- Amendments

Section 1- The constitution/by-laws of the SJHA may be amended by a 2/3 majority vote of the membership at either of the two business meetings of the organization at annual meetings.

C) Running a State Organization Meeting

Tips for a chairperson:

- Never start a meeting without an agenda
- State the purpose of the meeting at the beginning and read the agenda
- Talk to the whole group, not to any one individual
- Sum up what has been said to get a decision if the meeting has been called for actions as well as information
- Recommend a committee study when the discussion shows the meeting is not coming to an agreement
- Don't argue with any speaker. The chair is the umpire, not a contestant. If you have a comment,

- get another chair to preside while you participate.
- Before closing the meeting, check results. See that nothing is omitted that should be done.
- Above all, know how to use parliamentary procedure. Study a guide like Robert's Rules of Order and know when motions require a second or are debatable, which motions have more precedence, and which decisions require a 2/3 as opposed to a normal majority. Also, realize when a speaker is out of order and ask him to re-state his business or refrain from comment.

Parliamentary Procedures

Parliamentary rules attempt to provide full, free, and orderly discussion of problems and issues which are to be settled by group action; to prevent confusion, discord, and misdirection; to enable the group to make decisions by majority vote, yet protect the rights for the minority and guard the interests of any who were absent because of illness or other justifiable reasons, to enable business to be accomplished effectively, efficiently and pleasantly.

1: To Succeed

To have a successful meeting any organization needs:

- A capable president.
- A competent secretary to record the action of the group
- A knowledgeable parliamentarian.
- An alert membership.
- Rules of order.

The president, parliamentarian, and secretary must be familiar with parliamentary procedures and see that they are observed. The president must be unbiased, giving both sides of a debatable issue equal opportunity to be heard. If the president wished to speak for or against an issue or idea, he or she must ask the vice president to assume the chair before stating his or her point. The parliamentarian rules on parliamentary procedures. The secretary keeps a record of action taken, and sees that all matters of business needing attention are brought before the organization.

2: Business

The agenda is a list of items that should come before the group. It should be prepared in advance by the secretary and president, each retaining copies.

Members of the organization are policy makers. They suggest action, debate, and decide what is to be done. A quorum must be present in order for business to be introduced. Unfinished business is that which is left pending when the previous meeting adjourned; it precedes new business.

3: I Move That...

All members should understand and use motions advantageously. A main motion introduces a principle subject for consideration. Only one main motion may be considered at one time.

Phrasing a motion, one says, "I move that..." The phrase "I make a motion that..." is incorrect.

Resolutions are main motions, usually written and prefaced by "resolved that..."

Subsidiary motions are assisting motions, and are only in order when a main motion is pending; they pave a way for disposing of or changing a main motion

It is possible to have more than one subsidiary motion pending at one time (such as an amendment). However, remember that the last subsidiary motion has the highest rank and is to be acted upon first. An amendment must be voted upon before the main motion or a motion to postpone both the motion and any attached motions.

4: Action on the Motion: A motion may be:

1. Amended by
 - A) Inserting or adding.
 - B) Substituting.
 - C) Striking out (do not use the term delete).
 - D) Striking out and insetting.
2. Referred to
 - A) A committee.
 - B) A special person (authority).
3. Postponed
 - A) Definitely- To a set time in the future (for the purpose of getting information).
 - B) Indefinitely (tabled) - so that it is usually lost and forgotten.
4. Withdrawn
 - A) By the original mover of the motion, with the approval of the second.
 - B) At any time before it is put to a vote.
5. Passed by majority vote.
6. Lost by majority vote.

5: Privileged Motions:

Privileged motions outrank subsidiary motions and main motions. They are urgent in character, dealing with the rights, privileges, and comforts of the member of the organization. Examples of privileged motions are:

- Call for orders of the day (continuing with the agenda).
- To recess (suspend business temporarily).
- To fix a time to adjourn, and place and time to reconvene.
- To adjourn (does not require a quorum).

6: Restoratory Motions:

Restoratory motions restore a question to the membership for further discussion, debate and or vote. Examples of restoratory motions are:

- To reconsider (only one who voted with the prevailing side can move to reconsider). It must be recognized on the same day or at the next calendar meeting.
- To rescind or annul (requires a 2/3 vote).
- To ratify or legalize an action which needs to be taken before the membership can approve the action (does not require a quorum).
- To take from the table (to bring up business temporarily set aside). You can do this by saying, "I move to take from the table the motion which was laid on the table." If the motion passes, a vote on the motion that was tabled is in order.

7: Debate:

Debates are the discussion by the group. Members who wish to speak must stand, addressed the chair, be recognized and then address the chair distinctly so all members may hear. A motion to limit or extend debate on a subject is used to define the length of time for discussion. Whenever a member feels that the motion has been sufficiently discussed and that debate should be stopped, he or she will say: "Question," "I move that previous question," or "I move to close debate." This motion requires a second and 2/3 vote. If the vote is affirmative, the president restates the original motion (which has been discussed) and says: "the previous question will be voted upon." The vote is then taken on the main motion. If 2/3 of the members do not vote to close debate, discussion continues until the chairperson or another member feels that both sides of the question have been examined, and the vote should then be called for on the original motion.

Remember that the handling of a motion to close debate does nothing more than to close discussion of that motion. The original motion must still be voted upon! This is a parliamentary technique, which expedites a business meeting and helps it to move efficiently this should never be used to keep a motion form sufficient discussion.

8: Lost Motion

Another technique used to lose a motion is by not having it seconded. Sometime a motion is hurriedly made which does not express the desire of the group. If it is not seconded, the motion is lost. The president simply states: "Since there is no second to the motion, the motion is lost," or "The motion is lost for want of a second." This technique also expedites business, but should be used with good taste, and judgment.

9: Committee Reports:

When a special committee or a standing committee has been requested to study a particular problem, it may be advisable to prepare a written report for the organization. A written report should be concise, clear, dated, signed, and written in the third person. Regular meeting reports are usually oral statement. Such report, which contain only statements of fact of work accomplished, require no motion for acceptance or group action. The president should thank the member reporting and the secretary may record any pertinent facts in the minutes.

If a written report requires no action, the president will say, "The report will be filed for reference." Reports which do require group action are to be handled like any other main motion.

10: When business is completed

A meeting may be adjourned up on "common consent". The president may say, "If there is no further business, the meeting is adjourned." Of course, there may be a motion to adjourn, but it is not necessary.

D) Essential Facilitation for Committee Meeting

EF [Essential Facilitation] Delivers!

Modeling EF for 4-H Youth: the California 4-H State Ambassador Program.

Each year, outstanding California 4-H youth members are selected to be statewide 4-H State Ambassadors. This group provides leadership in the development and the implementation of the Youth Leadership Summit and the 4-H State Leadership Conference. At their meetings during the year, they learn the effectiveness of the facilitated meeting and how they can use the techniques and tools in their own meetings.

Steven Worker, a Program Representative in the Statewide 4-H Office, took the EF training offered by ANR [Agriculture and Natural Resources] trainers. He works with the youth ambassadors throughout the year to help them accomplish their goals, and uses and models his facilitation training at their meetings, beginning with the orientation meeting in the fall. Worker plans and facilitates this initial meeting and introduces key Essential Facilitation techniques such as identifying outcomes, agreeing on group commitments, and agreeing on the decision making process they will use.

Worker notes that many of the youth and adult volunteers often come from a more structured format for meetings, using parliamentary procedures or Robert's Rules of Order. "The youth really develop an appreciation of the facilitated meeting versus meetings that follow parliamentary procedures," he stated. "It is easier to be creative because there aren't such structured rules and meeting formats. The group is more open to, and welcomes, ideas bouncing around. With the emphasis on group participation and the importance of each individual's input, it is much easier to reach consensus, the preferred decision making mode for the participants."

He noted that the group agrees on Group Commitments at the first meeting. Similar to Ground Rules or Meeting Agreements, the Group Commitments are for the entire year and are reviewed at the beginning of each meeting. Because they are developed by the participants, they can be used to keep them on tract at their meetings. "One of the most used reminders is to 'stay focused,' and all group members feel comfortable in referring to this commitment during the meetings. The commitments include the following items.

- Be respectful

- Be open minded
- Be open to compromise
- No trash talking
- Follow through on your commitments
- Stay focused
- Listen to everyone
- Keep in communication with each other

During the succeeding meetings, Steven enlists two volunteers from the group to be volunteer facilitators. He meets with them three weeks before the meeting to plan the agenda and determine what sections each will facilitate. During the course of the year, this means that most of the group will take the opportunity to be a facilitator.

The volunteer facilitators use other EF techniques such as brainstorming ideas, narrowing the choices by using the N/3 process, a way to identify the top choices for discussion. “The groups are so focused on collaboration and honoring each other’s ideas that when they need to make decisions among choices, they work hard to make adjustments or combine different ideas in order to accommodate as much input as possible,” Worker stated. The group comes out with a much stronger product and is more satisfied with the product and the process.

What do the teen learn about meetings from these experiences?

- The importance of meeting preparation: to have a successful meeting, it takes as much time determining the outcomes, preparing the agenda, the processes to be used, and the roles for the meeting. The teens learn that the more time you spend on preparation, the more successful and effective your meeting is. Worker commented that they are often surprised at this but see its value as their meetings run more smoothly.
- Setting up the physical environment: being aware of this helps with the communication. Worker noted that the groups want to use the hollow square most often since it facilitates better communication when all the participants can see each other.
- Visible recording of the key points, decisions, and discussions: “We use lots and lots of tape and flip chart paper,” he said. “The teens have learned that having a visible record of our thinking and agreements as we go through the meeting is useful so they don’t have to go over the same issues/ideas. In addition capturing the ideas visibly validates each member’s contribution.”
- Making decisions through consensus: The teens want everyone to be included and have his/her say so they don’t want to just vote to make decisions. They want everyone to feel that he/she was heard and contributed so they want to have the final decision to be something that all can “live with” and support.

This article was written by Patricia M. Day: Director, Program Planning and Reporting Systems Division of Agriculture and Natural Resources (ANR); University of California. It was used with the permission of the University of California.

E) Maintaining a State Organization

After a successful organization is built, a youth coordinator should make sure that it stays successful and productive. Write to your leader during the year and find out what you can do to help out. If there is no current state newsletter, then work with your leader to put one together, making sure that it reaches all of your group’s members. When the time for that convention rolls around, volunteer your time and help in any area where your leader needs you. If you are also a state officer, then your duties will already be defined, and you should be ready to execute them. The main thing to remember is to always lend a helping hand and don’t expect things to get done by themselves.

1: Fundraising

To find out what types of funding are available in your state, talk to your state leader or county extension agent about financial problems and opportunities. Follow his or her ideas or suggestions by contacting the persons, businesses, or organization that he or she names. Also, you may wish to raise your own money with fellow members of your group. This can be great team building opportunity. If this were the case, one might do any of the following.

- Sell plants, bulbs, seeds, flower arrangements, crafts, etc. at fairs or conventions
- Sell fruits and vegetables by setting up a roadside stand
- Clean up gardens for a company or organization
- Tend to flower beds and/or landscape a local nursing home, extension office, etc.

If you decide to stick with donations, here is a list of places you might contact.

- The Cooperative Extension service and/or state Department of Agriculture. These agencies sponsor youth 4-H groups and as a result might offer convention scholarships to 4-H members in your organization.
- Greenhouses
- Florist shops
- Nurseries
- Orchards
- Garden supply stores
- Banks
- Community organizations

Be sure to write thank you notes to all who contribute to your organization. This helps them to know that you appreciate their support and encourages them to donate again in the future.

2: Increasing Membership and Project Participation

After an organization has gotten started it is important to keep it growing. If you start out with ID/judging and demonstration contests, then you should branch out to include speaking contests, essay contest, and the various Young America projects. People for these contests can be drawn quite easily from existing 4-H and FFA programs. For example, look at the public speaking contests for both of these organizations; if a person is giving a talk on farm crops or horticulture production, invite him or her to your state contest to deliver his or her talk and perhaps represent your state at the National Convention. More than likely, the following year, you will find the NJHA speaking contest filled with participants. In the same way, essay contestants might be found by finding your local 4-H newsletter and seeing if anyone has written articles pertaining to horticulture or agriculture. If you don't know if your area has a 4-H newsletter, you can check with your local county cooperative extension.

Young America contestants are perhaps the easiest to find since they can be recruited by you personally. Simply talk to the younger people in your 4-H club, your local Boy Scout troop, or your local elementary school. If a large number of kids know about the contests, then chances are that they will want to participate in them. You might also enlist a teacher or 4-H leaders to help you "spread the word" about the various opportunities offered.

3: Presenting NJHA to other Groups

If you are asked to give a talk on NJHA, be sure that you are familiar with the NJHA information and plan your presentation thoroughly before you visit. Follow your preplanned outline, but don't hesitate to let discussion drift into other areas of interest. Although it is best to leave some time for discussion and questions, you should expect ahead of time that possibly no one will ask any. A good technique is to ask some questions yourself so that the youth may then be inspired to ask some of their own. When giving an informative presentation, don't get stuffy. Keep your tone of voice conversational and friendly.

A good presentation can begin with general information on the NJHA and end with comments on how the NJHA is beneficial to its members. If you have a hard time recalling the NJHA information just keep in

mind the acronym HYCEL. By remembering that this “word” stands for Horticulture, Youth, Careers, Education, and Leadership, you will be able to provide your audience with a great deal of information about NJHA.

Preparation and follow up activity can be your greatest help in giving a presentation. Know the situation for the group you are addressing. Get advance information and talk to as many people as possible when you arrive at the function. After the talk, a short thank-you note to the group would be appropriate. This serves not only to show your appreciation, but acts as a follow-up as well, reminding them of your presentation on NJHA.

Guidelines for Giving a Presentation:

- If in doubt, leave it out!
- Be a role model by not talking about others
- Make sure to include everyone
- Ask about special situations

Preparing the outline

Organizing a speech is the first step toward making it a success. Good organization and an effective speech are like children and parents; you can't have one without the other. Time spent preparing a good outline will save you time later and will result in a far better final product.

The introduction

The introduction and the conclusion are the two most important parts of any speech. A good introduction does two things: it gets the audience's attention and it states your purpose and gives the audience a clear idea of what the speech is about.

Here are some workable attention-getting devices:

- Narrative material- Open with a story, but not necessarily a joke. Your own experiences or those of people familiar to you are the best sources. Be sure the story is related to the rest of your speech. Above all, if you can't tell a story well, don't attempt to.
 - A quotation- choose an appropriate selection from poetry or literature which is pertinent to your subject.
 - A challenge- be sure that you know your audience so that you don't create bad feelings.
 - Shock treatment- lead your audience to expect you to open in one way, and then begin in a startling different manner. For example, remain silent when you're expected to be talking, then state a dramatic fact about your subject. To be effective, this method requires self-assurance, a sense of timing, and an accurate knowledge of your audience.
- After you have your audience's attention state your purpose. Give them a brief, pointed statement.

Nobody likes to wait until halfway through a talk to find out why you are giving it. Don't leave them guessing!

By all means, avoid apologetic statements such as “try to,” “attempt to” or “in the limited time allowed me.” Also avoid vague phrase like: “A few reasons,” or “A little bit about.” The statement should always be specific.

The body:

First, jot down all the points that you would like to cover, regardless if their order or degree of importance. Then by eliminating those that time won't permit you to include and by combining those that are similar, you can cut your numbers in half. Finally, arrange the remaining points under two to four main headings. Remember regardless of the attentiveness of your audience, the importance of the topic, your ability and the allotted time, the fewer main ideas you present, the more successful you will be.

The conclusion

In a well-planned speech, your audience will know when you have said what you had to say. Don't lose

them by failing to move swiftly into your conclusion. Keep your conclusion concise and interesting.

The conclusion consists of a summary and a final appeal. Be sure to restate your objective or purpose for giving the speech. Remember, in the introduction you will tell your audience what you are going to tell them, in the body of the speech you will tell them, in the conclusion, you will tell them what you told them.

Usually, the summary can be handled in several sentences that use parallelism. Have new phraseology to bring out your main discussion points; that is your last opportunity to implant them firmly in your listener's minds. Always reemphasize your main points to prepare the audience for the final appeal

Frequently, the final appeal is made to the audience's emotion. Since this is the point at which you win or lose, build your appeal around one of the five great motives that impel men to action: health, profit, reputation, power, and sentiments. Be specific. Don't let the listener go away saying, "So what? - What's all this to me?"

Helpful Hints

- Be sure that you stay within your allotted time
- Double check the effectiveness of the writing or speaking style used in the smoothness of the transitions
- Test various ways of saying the same thing and remember that short sentences are usually more effective than long, drawn out ones.
- Fill your talk with illustrations and examples; they give clarity, lift, sparkle, vitality, and conviction to your speech.
- Bring handouts. These can be obtained from the following:
 - The Executive Secretary
 - The Officer Team
 - State program leaders
 - Create your own
- Remember to cater to your audience by tailoring your message to appeal to their needs.
- Don't memorize all of your presentation. The memorization of key words and phrases is permissible and allows for a more conversational delivery.
- Be yourself. Be relaxed, have fun, and smile

4: Working with the Media

Many times as a Youth Coordinator you will be asked to appear before the media in one form or another. If it becomes your responsibility to present the NJHA picture in total, here are a few helpful hints.

- When dealing with the newspaper, you contact them, not the other way around. You'll get a lot better results and more in the paper.
- Newspapers are always interested in youth stories and events and are willing to send photographers to youth events. Make sure to tell them who, what, when, where, and why.
- Always be polite to the media- they'll tell a better story for you and be more helpful in your next activity

In addition to the promotional techniques previously mentioned, you could create table-top displays or booth exhibits for showing at county and state fairs, giving information about the NJHA, and how to become more involved in your state group. Such displays have the potential of reaching hundreds of interested youth and leaders. You could also write letters to horticulture related groups that are not currently part of your state organization and invite them to participate in your contests and activities. Even if just one more group is added each year, you are on your way to having a "going and growing" organization.