



# Idaho Young Farmers & Ranchers Guidelines



## OUR VISION

“For the next generation to be prepared and empowered to lead the future of agriculture.”



## PURPOSE

**The purpose of the Idaho Farm Bureau Federation (IFBF) Young Farmers & Ranchers (YF&R) program is to engage and equip participants with opportunities to experience personal growth, gain confidence & develop leadership skills as a Farm Bureau member, farmer/rancher and citizen. Thus, facilitating educational improvement, economic opportunity, environmental awareness and social advancement.**

**This platform exposes members ages 18 to 35 to leadership roles, educational training, personal development competitions and networking. Resulting in individuals prepared for a lifelong effort in strengthening agriculture and protecting the rights, values and property of our member families and neighbors.**

# INVOLVEMENT

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## STATE YF&R

### **COLLEGIATE CHAPTERS**

Collegiate YF&R chapters bring together students from a variety of disciplines in the College of Agriculture and Life Sciences to develop them as potential future leaders in the Farm Bureau organization. Collegiate chapters offer opportunities for students to lead and be engaged; Opportunities encompass career development, leadership development, legislative action and professional networking.

### **LEADERSHIP & FUSION CONFERENCES**

The YF&R leadership conference gathers together members from across the state to develop skills in leadership while connecting with other members in an effort to strengthen programs in local Farm Bureaus and communities.

The IFBF's YF&R and P&E (Promotion & Education) programs join together for the Fusion conference designed to provide our members with opportunities to tell their stories and experiences. This conference helps members grow as leaders and as individuals, with a focus on topics such as advocacy, networking, leadership, media training, and telling the story of Idaho agriculture.

### **LEGISLATIVE & COMMODITY CONFERENCE**

The Legislative Conference provides Idaho's farmers and ranchers with the opportunity to engage more fully in agriculture issues and concerns while the Idaho Legislature is in session. Influential legislators and Idaho state department representatives interact with members to update and clarify the direction of important legislative topics.

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# INVOLVEMENT

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## STATE YF&R

### **IFBF ANNUAL CONVENTION**

The IFBF annual convention, held at the beginning of December, has the primary focus of setting policy and electing leaders of the IFBF. The three-day event consists of YF&R discussion meet finals, a series of workshops covering multiple areas within agriculture, yearly development updates from Farm Bureau leaders and ends with the House of Delegates session.

### **AFBF ANNUAL CONVENTION**

AFBF hosts an annual meeting that brings together representatives from every state. Attendees can participate in educational workshops designed to enhance leadership skills, expand business knowledge, and gain valuable insights into the trends and challenges shaping food production. The event showcases cutting-edge agricultural innovations, features inspiring speakers, and offers a trade show where participants can network, explore featured products, and collaborate with other state and county Farm Bureaus.

### **AFBF FUSION CONFERENCE**

Every other year, AFBF hosts the Fusion Conference, bringing together P&E and YF&R members from across the nation. The event gathers members and leaders from both programs to learn, share, and grow, ultimately strengthening the nations Farm Bureaus. It provides valuable networking opportunities to connect with industry leaders and experts, while inspiring members to apply new ideas and strategies on their farms.

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# COMPETITIVE EVENTS

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## STATE YF&R

### **ACHIEVEMENT AWARD**

The Achievement Award is designed to recognize Farm Bureau members that have excelled in their farming or ranching operations and honed their leadership abilities to superiority. Contestants are evaluated on leadership inside & outside of the Farm Bureau and overall growth of both their operation as a whole including finances. Judges of this event are seeking out excellence in management, growth and self-initiative.

### **EXCELLENCE AWARD**

The Excellence in Agriculture award spotlights Farm Bureau members who are agricultural enthusiasts but have not earned a majority of their income from an owned production agriculture enterprise in the past three years. Competitors are evaluated on their knowledge of agricultural issues, leadership experiences and overall achievement.

### **DISCUSSION MEETS**

This contest is designed to simulate a committee meeting where discussion and active participation are expected from each participant. Ideally, a competitor is not a persuader but instead a productive thinker who can cooperatively shed light on the topic at hand, usually related to issues in the Ag industry. This competition is ran at the high school level, collegiate level and YF&R age competitors, 18-35.

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# COMPETITIVE EVENTS

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## STATE YF&R

### **SPEECH CONTEST**

The P&E committee puts together a public speaking contest each year. The purpose of this competition is to develop agricultural leadership by providing interested youth with an opportunity to participate in agricultural public speaking activities while stimulating interest in leadership & citizenship. This contest is open to any high school student who is interested in giving a 6-8 minute speech about an agriculturally related topic of their choice. Awards for winners will be decided by the committee and IFBF staff each year.

# STATE COMMITTEE

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## STRUCTURE

### **IDAHO FARM BUREAU YF&R COMMITTEE**

The YF&R Committee of the IFBF shall be recognized as a standing committee. It shall perform and carry out its work under the approval and direction of the State board of directors.

### **STRUCTURE**

The YF&R Committee of the IFBF shall consist of the State Chair and one District Chair from each district of the IFBF. The Vice-Chair, Secretary, Treasurer and Reporter are elected from within the committee for a one year term. If the State or District Chair is married, the spouse may also participate with the committee. An individual acknowledgement form must be signed by each person serving on the committee. Each district will have only one vote on matters before the committee.

### **EX-OFFICIO COMMITTEE MEMBERS**

When the IFBF is represented on the AFBF YF&R Advisory Committee, the representatives will automatically become ex-officio members of the IFBF YF&R Committee.

### **VACANCIES**

Vacancies occurring in the State YF&R Committee shall be filled by the district Vice-Chair until the districts next YF&R election.

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# STATE COMMITTEE

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## RESPONSIBILITIES

### **COMMITTEE RESPONSIBILITIES**

- Will meet no less than nine times via video/tele communication and no less than three times a year face-to-face in a place that is acceptable and feasible by State YF&R committee members.
  - It is the responsibility for each District Chair to attend at least 75% of the scheduled committee meetings. If a district chairman misses three meetings either consecutively or throughout the year, a two thirds (2/3) vote of the State YF&R committee is required to provide a recommendation to the State Board on having the committee member/~~couple~~ removed from the State YF&R committee.
  - Members must be present or on a conference/video call to vote.
  - Provides a unified message for all State YF&R communications to be used as needed by the District and County YF&R Chairs.
  - Implementation of sub-committees.
  - Committee oversees state YF&R events, trainings and competitions
  - Represent the YF&R at national, regional and state meetings.
  - Coordinate YF&R activities with other Idaho Farm Bureau programs.
  - Coordinate state and district activities.
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# STATE COMMITTEE

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## RESPONSIBILITIES

### **STATE YF&R CHAIR**

- The State Chair shall be the presiding officer of the committee and shall have and perform such other duties as may be provided by the Board of Directors.
- Is a non-voting, advisory member of the State Board.
- Chair all meetings for the State YF&R committee.
- Present State YF&R projects to State Board of Directors for approval.
- Call regular meetings of State YF&R committee.
- Is responsible to the State YF&R committee for providing information and general procedures.

### **STATE YF&R VICE CHAIR**

- The State Vice-Chair shall act in the absence of the State Chair.
- Additional duties as may be assigned by the State YF&R committee.
- Works with district reporters to connect all YF&R districts.

### **STATE YF&R SECRETARY**

- Takes minutes of all State YF&R committee meetings.
- Submit minutes to the IFBF President & IFBF State Board.

### **STATE YF&R TREASURER**

- Oversees the State committee budget.

### **STATE YF&R REPORTER**

- Record & distribute State YF&R information, videos and photos to be shared with district reporters around the state.
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# STATE CHAIR REQUIREMENTS

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## STATE YF&R

### **QUALIFICATION**

- Must have served on the State YF&R committee to qualify for State YF&R Chair.
- Shall be a member of IFBF and be in good standing.
- Eligibility to qualify is limited to members who have not reached their thirty-sixth (36) birthday by December 31 of the year of their application.
- Have experience and/or expertise in the agricultural industry.
- Have access to the internet and email.
- Must be able to communicate effectively.

### **TERM**

The chair's term of office shall commence with the adjournment of the annual meeting and be for one (1), two (2) year term.

The State Chair will serve one two-year term, which will commence with the Annual Meeting.

### **APPLICATIONS**

To be considered for the position of State YF&R Chair, applicants must complete and submit an official application no less than sixty (60) days prior to the IFBF annual meeting.

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# STATE CHAIR

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## STATE YF&R

### **NOMINATION & ELECTION**

At the annual meeting of the IFBF, a State YF&R caucus will be held to elect a State Chair.

Each district has 4 votes. The district chairs & Vice-Chair will be voting delegates with the chair appointing the other two authorized voting delegates. If either the Chair and/or Vice-Chair are unavailable, the chair will authorize four voting delegates from within the district as representatives.

To be seated, the Chair-elect must be presented and have their nomination approved by the IFBF Board of Directors. The Chair shall be a non-voting member of the IFBF Board of Directors and serve as an advisory member only.

If there is more than one candidate, voting shall be by ballot. Each candidate shall select one (1) delegate to count the ballots.

If more than two people are nominated, the winner must receive a majority of all votes cast. All the nominees shall be voted on for the first position. The person receiving the majority vote shall be the winner. If no candidate receives a majority, the candidate with the fewest votes will be dropped from consideration, and the remaining candidate(s) will be voted on again. Voting will continue as above until one candidate receives a majority of the votes cast. The majority means fifty percent plus one (50% plus 1) of those delegates present. In case of a tie, another ballot will be taken. If there is still a tie after five (5) ballots, a coin toss will be flipped to identify the winner.

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# **DISTRICT CHAIR REQUIREMENTS**

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## **STATE YF&R**

### **QUALIFICATION**

- Must have served as a County YF&R Chair.
- Shall be a member of IFBF and be in good standing.
- Eligibility to qualify is limited to members who have not reached their thirty-sixth (36) birthday by December 31 of the year of their application.
- Have experience and/or expertise in the agricultural industry.
- Have access to the internet and email.
- Must be able to communicate effectively.

### **APPLICATIONS**

To be considered for the YF&R District Chair position, an applicant must complete and submit an official application no less than sixty (60) days before the IFBF annual meeting.

### **TERM**

A District Chair is eligible to serve no more than two (2) two-year terms for a total of four (4) years. Individuals seeking to serve as a District Chair from even-numbered districts shall apply in even-numbered calendar years, and District Chairs from odd-numbered districts shall apply in odd-numbered calendar years.

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# DISTRICT CHAIR

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## STATE YF&R

### **NOMINATIONS & ELECTIONS**

Nominees for the YF&R District Chair shall be elected at the district YF&R caucus during the IFBF annual meeting. Each County Farm Bureau will identify two (2) YF&R delegates to vote for the District Chair. To be seated, the chair-elect must be presented and have their nomination approved by the IFBF Board of Directors.

If there is more than one candidate, voting shall be by ballot. Each candidate shall select one (1) delegate to count the ballots.

If more than two people are nominated, the winner must receive a majority of all votes cast. All the nominees shall be voted on for the first position. The person receiving the majority vote shall be the winner. If no candidate receives a majority, the candidate(s) with the fewest votes will be dropped from consideration, and the remaining candidate(s) will be voted on again. Voting will continue as above until one candidate receives a majority of the votes cast. The majority means fifty percent plus one (50% plus 1) of those delegates present. In case of a tie, another ballot will be taken. If there is still a tie after five (5) ballots, a coin toss will be flipped to identify the winner.

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# DISTRICT COMMITTEE

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## RESPONSIBILITIES

### **DISTRICT YF&R**

Each County's YF&R Chair within the district will make up a district YF&R committee. The district chair shall be the presiding officer of the committee.

### **STRUCTURE**

- Will meet no less than four times a year face-to-face in a place that is acceptable and feasible by district committee members. It is the responsibility for each county chair to attend at least 75% of the scheduled committee meetings.
- Members must be present to vote.
- Must plan necessary district meetings & events.
- Facilitate a unified message for all district YF&R communications to be used as needed for County YF&R programs.
- Implement sub-committees when needed.
- Implement & promote district YF&R events, trainings & competitions.

### **DISTRICT CHAIR**

- Sit on the State YF&R committee.
  - Represent all County YF&R programs in the district.
  - Responsible to all County YF&R Chairs in the district for information, visitations and general procedures.
  - Lead quarterly district committee meetings.
  - Oversee district elections.
  - Oversee district YF&R budget.
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# DISTRICT COMMITTEE

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## RESPONSIBILITIES

### **DISTRICT VICE-CHAIR**

- Act in the absence of the District Chair.
- Additional duties may be assigned by the District YF&R Committee.

### **DISTRICT REPORTER**

- Record & distribute district YF&R information, videos and photos.
  - Work with the State Reporter to connect all YF&R districts.
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# VICE-CHAIR REQUIREMENTS

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## DISTRICT YF&R

### **QUALIFICATION**

- Must have served as a County YF&R Chair.
- Shall be a member of IFBF and be in good standing.
- Eligibility to qualify is limited to members who have not reached their thirty-sixth (36) birthday by December 31 of the year of their application.
- Have experience and/or expertise in the agricultural industry.
- Have access to the internet and email.
- Must be able to communicate effectively.

### **APPLICATIONS**

To be considered for the YF&R Vice-Chair position, an applicant should complete and submit an application.

### **TERM**

There is no term of office for the district vice-chair.

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# VICE-CHAIR

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## DISTRICT YF&R

### **NOMINATIONS & ELECTIONS**

The district Vice-Chair shall be nominated and elected at the State YF&R caucus at the annual meeting of the IFBF. Nominations will be accepted from the floor.

If there is more than one candidate, voting shall be by ballot. Each candidate shall select one (1) delegate to count the ballots.

If more than two people are nominated, the winner must receive a majority of all votes cast. All the nominees shall be voted on for the first position. The person receiving the majority vote shall be the winner. If no candidate receives a majority, the candidate(s) with the fewest votes will be dropped from consideration, and the remaining candidate(s) will be voted on again. Voting will continue as above until one candidate receives a majority of the votes cast. The majority means fifty percent plus one (50% plus 1) of those delegates present. In case of a tie, another ballot will be taken. If there is still a tie after five (5) ballots, a coin toss will be flipped to identify the winner.

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# STAFF

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## RESPONSIBILITIES

### **STAFF SUPPORT & ROLE**

To ensure effective communication, continuity, and alignment with the goals and mission of the IFBF, each State Committee will be assigned a designated staff member. Districts and counties are also encouraged to utilize support from their regional manager and other appropriate staff when needed.

The role of the staff is strictly supportive, advisory and does not hold decision-making authority over the committee's actions or recommendations; Final authority and direction always rest with the committee itself.

Staff responsibilities include, but are not limited to:

- Facilitating communication between the committee and the broader IFBF organization.
- Helping committees stay on track with timelines, goals and deliverables.
- Providing background information, policy guidance and historical context relevant to the committee's work.
- Assisting with meeting logistics, agenda preparation and minutes if requested.
- Ensuring alignment with IFBF policies, values and strategic objectives.
- Connecting committees with relevant IFBF resources, departments and contacts as needed.

It is important to understand that while staff may offer insight, direction, and institutional knowledge, they are present to support the committee's decisions, not to make them.

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# COUNTY

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## RESPONSIBILITIES

### **COUNTY YF&R**

County YF&R guidelines will be determined by county boards. State YF&R committee guidelines may provide an idea on how to establish county guidelines. It is encouraged for counties to adopt the IFBF YF&R purpose and plan in order to unite and unify YF&R throughout the state of Idaho.

### **STRUCTURE**

- Committee must recruit.
- Organize county YF&R activities such as:
  - County Discussion Meets
  - County High School Discussion Meets
  - County High School Speech Contest
  - County Events/Activities
- Promote YF&R events, trainings & competitions.
- Nominate leadership for county YF&R.

### **COUNTY YF&R CHAIR**

- Sit on the county YF&R committee, represent all YF&R in their county responsible to county board for information.
  - Lead committee meetings.
  - Oversee County YF&R elections.
  - Oversee County YF&R budget.
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# EXPENSES

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## STATE & DISTRICT

### **STATE COMMITTEE EXPENSES**

All receipts for reimbursement must be submitted to IFBF staff within 15 business days of the date on the receipt in order to qualify for reimbursement. There is a link to apply for reimbursement on our website, under the county resource page.

The IFBF will reimburse State Committee members for lodging, meals and mileage for attendance to State Committee Meetings, the IFBF YF&R conferences, IFBF annual meeting and all other authorized meetings as they pertain to the purpose of the YF&R program. Travel authorized state and/or committee meetings will be reimbursed at the current IFBF mileage rate or actual airfare when distance dictates. Mileage approved for reimbursement must be at or over an 80 mile round-trip. Rooms are reserved and centrally billed for designated YF&R conferences, committee meetings and the IFBF annual meeting. Charges other than room and tax should be paid individually at check out. When travel to or from authorized meetings requires late night travel because of distance or late adjournment, State Committee members will be reimbursed for an additional hotel night.

### **DISTRICT COMMITTEE EXPENSES**

All receipts for reimbursement must be submitted within 15 business days of the date on the receipt in order to qualify for reimbursement. Committee and districts will review a budget with staff each year, which will be presented to the State Board for approval.

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