



4-H Unit Virtual Management & COVID-19: Bylaws & Meetings, Officer Elections and Financial Responsibilities

Purpose:

As a result of COVID-19 and current shelter in place orders for California, 4-H chartered units, clubs and VMOs, are continuing to find alternative options to uphold their obligations as a chartered 4-H units in CA. This document provides information for 4-H staff, volunteers and clubs to approach managing such 4-H unit obligations as navigating Bylaws for virtual meetings, handling business, conducting officer elections and additional monthly unit financial tasks.

**Guidance from the State 4-H office is subject to change and will continue to adjust in accordance with information and guidelines released by UCOP, CDC, and other state agencies; please check <http://4h.ucanr.edu/> frequently for the latest updates.*

Bylaws & Unit Virtual Meetings:

Topic	Considerations	Interim Solution & Resources
4-H Units continuing to hold 4-H meetings virtually.	4-H Units follow Robert's Rules of Order to govern their meetings.	Due to the circumstances and restrictions of COVID-19 in CA, virtual meetings (even though they are not currently explicitly approved in all bylaws documents), are a current solution for 4-H units. 4-H units do not need to amend their bylaws to conduct virtual meetings. See also: Leading Virtual Meetings
	All membership of the 4-H Unit must be notified in advance of the meeting and the virtual platforms available.	Staff and 4-H Volunteers will coordinate members and families without email so they receive USPS mail invitations for 4-H membership. Staff and VECs can run 4hOnline shared report: "Family records with no email". Will identify families to coordinate with in the club.

Officer Elections:

Topic	Considerations	Interim Solution
<p>4-H Units holding officer elections during Shelter in Place orders.</p>	<p>The membership of the 4-H unit has been properly notified of the election date and method for distance voting of all eligible voting members.</p> <p>Entire 4-H Unit membership, including primary members, is provided opportunity to connect to the meeting to watch and learn the election process.</p>	<p>Staff and 4-H Volunteers will coordinate to identify email invitations for 4-H membership as well phone or mail invites for those who have no email.</p>
	<p>Need to identify a distance voting method by which all voting members of the 4-H unit are provided access to participate in the voting of officer elections.</p>	<p>Recommended option: Staff and 4-H Unit volunteers identify an internet balloting system to use in combination with balloting by mail.</p> <p>See examples below</p>
	<p>Security: Voting method must be able to verify that only those who are voting members of the 4-H unit are submitting a vote.</p>	<p>Option 1: Voice Vote Using Zoom, Phone, Email and Mail-in Ballot:</p> <ul style="list-style-type: none"> - Each member in the zoom room must state their name prior to voicing their vote. - 4-H Unit members' participating by phone state their name by verbal voice vote. - Any paper ballots submitted must be received by the day of the election. - Email Ballots: a fillable form can be emailed to voting membership. The form must contain the name of the voting member, signature and date and be sent back to a central email by the day of the election. <p>****In Option 1, when connecting by virtual platform, there cannot be anonymous voting given the voice vote component. Zoom polling does not align to this format.</p> <p>Option 2: Elections are conducted entirely by mail-in ballots.</p> <p>Suggest including a pre-addressed and stamped envelope for return ballots.</p> <p>The following applies to both Option 1 & 2:</p>

		<p>- In light of the Shelter In Placer restrictions, there is no opportunity for nominations from the floor. 4-H Units need to inform the membership if they intend to run for an office, this and candidate statements needs to be submitted by the 4-H Unit specified deadline. This would be completed before ballots are sent out.</p> <p>**Exception to use of polling in zoom: If a club:</p> <ol style="list-style-type: none"> 1. The club membership has no primary aged members enrolled. 2. The club is able to verify that all members can access and will register to attend the meeting via zoom. <p>County Example: 4-H Club Virtual Election Project in Sonoma County (see CT post from Diego Mariscal)</p>
<p>Alternative: 4-H Units may wish to delay holding officer elections until later summer (e.g., July or August)</p>	<p>4-H Units should assess which 4-H officers may be aging out of 4-H, and if they can continue to fulfill their roles until the delayed election date.</p>	<p>- Coordinate to ensure that there are enough of the required officers available to fulfill all the necessary roles. e.g., a VP may be able to step into President's role temporarily as needed and 2nd VP can fill the role of 1st VP.</p>

4-H Unit Financial Responsibilities:

Topic	Considerations	Interim Solution
<p>4-H Units reviewing monthly bank account statements and reconciling expenses.</p>	<p>The 4-H staff in each county office have established local procedures for managing the timely delivery of mail.</p>	<ul style="list-style-type: none"> • 4-H staff will coordinate with 4-H Unit Treasurer Advisor to ensure the bank statements continue to be reviewed and sent to 4-H account signers. • Staff can either email a redacted bank statement or mail a hard copy. Bank statements sent may include additional delays permitting frequency of staff access to their county offices.
<p>Writing 4-H Unit Checks:</p>	<p>Policy requires that 2 unrelated signers, provide signature to each check written.</p>	<p>Option 1: Signer #1 signs the check(s) and mails the check(s) with supporting documentation to signer #2. Signer #2 signs and mails check(s) to recipient(s). Both signers</p>

		<p>will submit for reimbursement of all postage costs incurred during shelter in place orders.</p> <p>Option 2: Signer #1 signs the check(s) and takes a redacted photo of the check with all account or routing number information removed and the supporting documentation. The photo and documentation are emailed to signer #2 for review and approval. The original photo must be deleted from the device used to take picture. Signer #2 will reply and include county staff in email. All emails must be kept with financial records to support the check having 1 signer. Signer 1 may submit for reimbursement related postage costs incurred.</p> <p>Note: Option 2 is only an interim solution during the COVID-19 shelter in place order.</p>
<p>Depositing 4-H unit funds received</p>	<p>Policy establishes that cash and checks received should be deposited within 1 week of receiving.</p> <p>Counties will be in different phases of re-opening.</p> <p>Handling funds should be in alignment with current UC ANR Safety Standards for Resuming In Person Activity and the UCANR approved Location Safety Plan in place for each county office.</p>	<p>Given the constraints of COVID-19, the amount of time to deposit funds has been extended to 21 days from the time of receiving.</p> <p>If checks payable to the 4-H unit or VMO are sent to the county office, staff will mail the funds to the unit for deposit.</p> <p>If checks payable to the UCCE (via UC Regents), staff will coordinate the deposit to UC income account.</p> <p>Staff frequency of permitted office visits will determine how often they will be able to gather items and mail to the unit's account signer to coordinate deposit at the bank.</p> <p>Example:</p> <ul style="list-style-type: none"> - Wear single-use gloves for any hard copy documents or cash/check handling. - Allow mailed documents to stay sealed for a day before handling.
<p>4-H End of Year Reporting: 4-H Financial Reporting</p>	<p>Virtual Completion of: Form 6.2 Annual Inventory Report Form 6.3 Annual Financial Report</p>	<p>4-H Unit or VMO Treasurer download the forms (or staff can mail them paper copies to complete). Treasurer will email or mail to 4-H county staff and the peer review committee.</p>

<p>End of Year Reporting: 4-H Financial Peer Reviews</p>	<p>4-H Unit peer review committee consists of 2 adult volunteers and 2 youth (Staff can be a substitution for an adult).</p> <p>4-H VMO peer review committee consists of at least 3 adult volunteers (Staff can be a substitute for one adult).</p> <p>All committee members must review the following documents: Unit Budget Receipts for all income** Monthly 4-H unit ledger reports Fundraising proposals Reconciled Bank Statements Check request forms Canceled & voided checks, deposit slips** Inventory Report Copy of Checkbook register**</p>	<p>ALL items must be available for review by the committee.</p> <p>It is not feasible, nor secure for the asterisked items to be duplicated and/or shared on a zoom call as required for the peer review committee's review. Many other documents may also not yet be stored electronically for digital sharing.</p> <p>Peer Review committees have from July 1, 2020 – Sept. 15, 2020 to meet and conduct their peer reviews, then submit to the county office.</p> <p>Per the UC ANR COVID-19 Safety Standards, it is recommended that peer review committees, especially those of VMOs with significant financial transactions to review, are done at a designated location that permits safe, social distancing and aligns to each UC ANR county's location-specific approved health plan.</p> <p>Example:</p> <ul style="list-style-type: none"> - Wear single-use gloves for any hard copy documents or cash/check handling. - Allow mailed documents to stay sealed for a day before handling
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