



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 Safety Standards for Resuming In Person Activity for Stage 2, 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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