



Purpose

The 4-H VMO Complaint Review Board exists for two primary purposes:

1. To review written complaints and determine if a violation of 4-H code of conduct, core values or other county 4-H VMO policies and procedures has occurred.
2. To make a recommendation to the county 4-H YDP staff regarding what disciplinary action, if any should be taken.

Composition of the Complaint Review Board

A complaint review board may be convened by the 4-H council president/Management Board Chair after consultation with the 4-H YDP staff if a written complaint regarding 4-H VMO policies and procedures, 4-H code of conduct, core values, or other issues deemed appropriate by 4-H YDP staff is received.

The review board may consist of the 4-H council executive committee or other appointed committee. The 4-H YDP staff serve as ex-officio members of the Complaint Review Board. Teen 4-H members should be considered as potential members of the review board. Any review board member with a conflict of interest should abstain from participating in the review process.

Duties of the Complaint Review Board

The 4-H YDP staff will ensure, through an orientation process, that the Review Board:

- Understands their purpose.
- Has a copy of the complaints under review.
- Has a copy of the 4-H core values, code of conduct, and policies and procedures in question.
- Understands that they will treat the matter as confidential.
- Will provide opportunity for each person involved to present his/her recollection of the events in writing on the Complaint Response Form within 30 days of receipt of notification of the complaint.

Reviewing the Complaint

When all involved parties have had an opportunity to submit their responses on the Complaint Response Form (within 30 days of notification), the Complaint Review Board will meet and determine if additional information or a hearing is needed. If it is determined





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that a hearing would be beneficial, all involved parties will be contacted with the hearing date and time.

At the conclusion of the review or hearing, the Complaint Review Board will deliberate and determine by vote whether the individual(s) are in violation of the 4-H code of conduct, core values or 4-H VMO policies and procedures and what appropriate disciplinary action, if any, should be recommended. Once a determination is made, the Complaint Review Board will prepare a written summary of the findings and the recommended disciplinary decision, if any. This report, along with the written record, will be submitted to the 4-H YDP staff/county director to affirm, modify or reverse the Complaint Review Board's decision.

Report of Resolution

After review by the 4-H YDP staff/county director, the 4-H YDP staff, or county director, will notify all identified parties as appropriate.

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