



# 4-H Ontario Policy Manual

## Appendix B – Ontario 4-H Council Board Procedures

### i. Nominations, Election & Resolution Procedures

In accordance with the Ontario 4-H Council bylaws, elections will be held annually for the positions of Council Board of Directors and Council President.

In accordance with these bylaws, the Board of Directors shall appoint a Nomination Committee consisting of three (3) persons. These persons may be Directors or non-directors. The Nomination Committee may then prepare a slate of candidates from the list of incoming Association Representatives for the director positions and receive additional nominations from the floor during the Annual General Meeting.

Item	DESCRIPTION
<p><b>Board Director Nomination and Election Process</b></p>	<p>The Association Representatives shall elect from amongst themselves 5 directors annually who with five (5) currently serving Directors, the President and Past President, form the Board of Directors.</p> <p>Current Board of Directors appoints a nominating committee at the Inaugural Board of Director meeting.</p> <p>This Committee works with the designated Council staff person to ensure that the nomination process is communicated to all Association Representatives and local 4-H Associations.</p> <p>Nominations will be received starting November 15 and continue to be received up to the last call for nominations during the election portion of the Annual Meeting agenda.</p> <p>An election chairperson will be appointed and will preside over the elections.</p> <p>All nominees will have the opportunity to address the voting delegates of the Annual General Meeting (Association Representatives) at the closure of nominations.</p> <p>Each nominee for Director will be allowed to submit a one-page biography accompanied with photo to be included in the CAM delegate packages. Additional campaign efforts shall be the responsibility of the nominee.</p>
<p><b>President Nomination and Election Process</b></p>	<p>The Association Representatives shall, at the Annual General Meeting each year elect a President from a slate of candidates presented by the Board of Directors.</p> <p>The Nominating Committee will seek from the current Board of Directors, a slate of candidates for the position of President.</p> <p>Deadline for nominations for President shall be January 10<sup>th</sup> for presentation at the January Council Board Meeting.</p> <p>Each nominee for President will be allowed to submit a one-page biography accompanied with photo to be included in the CAM delegate packages. Additional campaign efforts shall be the responsibility of the nominee.</p>
<p><b>Resolution Process</b></p>	<p>Resolutions are one method that 4-H Associations can use to express their opinion on a specific issue to other participants in the Ontario 4-H program. Resolutions can <u>recommend</u> changes to bylaws; actions to be taken by the Council Board of Directors, or changes to the 4-H Program and its policies.</p> <p>The Board of Directors of the Ontario 4-H Council gives careful consideration to all resolutions. The Ontario 4-H Council has a responsibility to the 4-H program as a whole and on occasion may not support a resolution due to specific concerns (e.g.</p>



# 4-H Ontario Policy Manual

Section 5.1 - Appendices

Appendix B – Ontario 4-H Council Board Procedures

Revised: August 18, 2018

Item	DESCRIPTION
	lack of funds). The Board of Directors will respond to all 4-H Associations after a final decision has been made on all resolutions.
<b>What is a Resolution?</b>	A resolution is a formal agreement for action by a legislative body or public meeting. The proposal in a resolution that is placed before a meeting for consideration should be clear and concise. Resolutions should deal only with one subject so as not to cloud or confuse the proposal being considered.
<b>The Form of a Resolution Statement</b>	<p>A resolution has three parts:</p> <ul style="list-style-type: none"> <li>• The Body;</li> <li>• The Motion or Proposal for consideration or action; and</li> <li>• Relevant Background Information to support the resolution being made.</li> </ul> <p><b>The Body</b> of the motion being considered is used to describe the circumstances in a clear, concise and factual manner and to establish the needed action on the proposal. The descriptive part of the resolution should begin with “<b>WHEREAS</b>” and should describe</p> <ul style="list-style-type: none"> <li>• What the problem is;</li> <li>• Why action is needed; and</li> <li>• What the possible outcome could be if the problem is not fixed.</li> </ul> <p><b>The Motion or Proposal</b> defines the action being called for in a motion. It should define what action is required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The motion or proposal is the only part of the resolution that is subject to debate once it is placed before a meeting. The motion or proposal should begin with “<b>THEREFORE BE IT RESOLVED THAT....</b>”</p> <p><b>Relevant Background Information</b></p> <p>Relevant background information (a position paper) should be provided with any resolution to ensure that it receives prompt and effective consideration. Relevant background information should include:</p> <ul style="list-style-type: none"> <li>• The source or originator of the resolution;</li> <li>• The names of movers and seconders;</li> <li>• A contact person who can respond to inquiries ( include phone numbers);</li> <li>• Background information such as newspaper clippings, relevant legislation or policy and personal examples where available;</li> <li>• Any action to be taken;</li> <li>• A statement of action expected from the Ontario 4-H Council, and</li> <li>• How the resolution might change Ontario 4-H Council policy.</li> </ul>
<b>Guidelines for Writing Resolutions</b>	<ul style="list-style-type: none"> <li>• The resolution must be typed</li> <li>• The resolution must be structured properly</li> <li>• The resolution must state the mover and seconder (who must be volunteers in</li> </ul>



# 4-H Ontario Policy Manual

Item	DESCRIPTION
	<p>good standing)</p> <ul style="list-style-type: none"> <li>• The resolution should also be accompanied by background information or a position paper giving additional rationale for the resolution, and the name and addresses of a contact person for correspondence.</li> </ul>
<p><b>Improper Resolution Issues</b></p>	<p><b><u>Resolutions submitted to the Ontario 4-H Council SHOULD NOT:</u></b></p> <ul style="list-style-type: none"> <li>• Be a forum for airing personal grievances</li> <li>• Deal with persons or personalities</li> <li>• Address issues that can be better dealt with at a local 4-H Association level.</li> </ul>
<p><b>Resolution Process- Ontario 4-H Council Annual Meeting</b></p>	<p>Resolutions <u>must</u> be received at the 4-H Ontario office at least 120 days prior to the date of the Annual Meeting.</p> <p>The Ontario 4-H Council Board of Directors appoints a Resolutions Committee. This committee has been given the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Review submissions for clarity and to determine the appropriateness to the Ontario 4-H Council.</li> <li>2. Return resolutions to 4-H Association(s) where additional information or clarification is required/ necessary as well as those deemed inappropriate because of issues that the Ontario 4-H Council has no control over. The committee will individually discuss these issues with the submitting organizations.</li> <li>3. Circulate resolutions to all local Association Representatives and Presidents in advance of the Annual General Meeting, notifying them that these resolutions will be considered.</li> <li>4. Oversee the Resolutions Process at the Ontario 4-H Council Annual Meeting.</li> </ol>

## ii. Operating Reserve Procedures

The general purpose of the operating reserve fund [or contingency fund] is to help to ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to continuously carry out its mission.

Item	DESCRIPTION
<p><b>Contingency Fund Statement of Purpose</b></p>	<p>The Ontario 4-H Council Board of Directors Policy B-BO-17 MUST address the following objective(s):</p> <ol style="list-style-type: none"> <li>1. To enable the organization to sustain operations through delays in payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations;</li> <li>2. To promote public and funder confidence in the long-term sustainability of the organization by preventing chronic cash flow crises that can diminish its reputation and force its leaders to make expensive short-term, crisis-based decisions,</li> <li>3. To create an internal line of credit to manage cash flow and maintain financial flexibility.</li> </ol>



## 4-H Ontario Policy Manual

Section 5.1 - Appendices

Appendix B – Ontario 4-H Council Board Procedures

Revised: August 18, 2018

Item	DESCRIPTION
<b>Designated Reserve Fund Balance</b>	Refer to Policy Section 4.1.2 Board Operations, Policy B-BO-17
<b>Use of Board-Designated Contingency Fund</b>	<p>The Executive Director may access the contingency fund as long as sufficient accounts or grants receivable are available to repay such usage within six (6) months' time. The Executive Director will notify the 4-H Ontario Executive, and usage will be acknowledged in writing. Any funds borrowed from the Contingency Fund for longer than 90 days will be paid back through a prescribed repayment schedule/method.</p> <p>Approval of any such usage and the proposed repayment schedule shall be requested by the Executive Director from the Executive Committee. If approved by the Executive Committee, such disbursement shall be reported at the next full Board meeting.</p> <p>At any time that borrowing from the Contingency Fund is outstanding, the status of the borrowing and payments made against the proposed repayment schedule will be reviewed at the regularly scheduled Finance meetings.</p> <p><b>NOTE:</b> The Contingency Fund will be listed separately in the net assets section of the organization's statement of financial position as "Board - Designated Contingency Fund" and longer-term borrowings from the reserve will be shown as a liability – "Due to Operating Reserve" – in <u>internal</u> financial reports.</p>