

# Maryland 4-H Animal Science Program Guidebook

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## Oversight Committee Recommendations

There are two helpful types of oversight committees - Behavioral Expectations Oversight Committee and Animal Science Code of Ethics Oversight Committee. It is recommended that both committees be formed at the beginning of the calendar year and be in place throughout the year. Committee members need to be UME volunteers and have specific signed job descriptions as a committee member.

### Behavioral Expectations Oversight Committee:

The Behavioral Expectations Oversight Committee is one that provides leadership with any incident or issues pertaining to the Maryland Behavioral Expectations that each youth signs for each calendar year. It is strongly recommended that each county have a Behavioral Expectations Oversight Committee.

### Animal Science Code of Ethics Oversight Committee:

The Animal Science Code of Ethics Oversight Committee is one that provides leadership throughout the year with any Animal Science Ethic violation issues. This committee should be comprised of a diverse group of UME adult volunteers so that all areas of 4-H are represented. There should be an odd number of committee members with a recommendation of at least nine (9). The following are recommended as possible members of this Committee:

- Specie Committee Members or Superintendents
- At least one UME volunteer who does not have animal related concentration.
- Fair Board Member
- A committee member from the Behavioral Expectations Oversight Committee.
- The 4-H educator or staff member only serves as an ex-officio member and has no voting rights.

The Oversight Committee should have the overall responsibility and authority to rule in the case of violations of any and all rules and regulations pertinent to 4-H projects in relation to the Animal Science Code of Ethics at county 4-H events, activities, rules/regulations. In the event that one of the Animal Science Code of Ethics Oversight Committee members has a conflict of interest, they will excuse him or herself from any meetings and/or decisions related to the particular incident.

It is recommended that you put in place a reporting/protest procedure for those who wish to register a complaint against a fellow 4-H member. An example reporting/protest procedure is provided below.

#### Sample Reporting/Protest Procedure:

All protests must be submitted **in writing** to the supervising 4-H Extension Faculty/Staff **within 24 hours** of the occurrence. The protest must detail the concern and the names of witnesses. Written protests must be accompanied by a certified check/money order/cash for \$150. If the complaint is sustained the accused party will incur the cost and the \$150 will be returned to the complainant. Anonymous protests will not be accepted. Judging procedures will not be interrupted for protest investigation and depending upon the basis of the protest, a decision may be withheld until a complete investigation is completed. Department Superintendents and the 4-H Educators are exempt from the complaint fee. Protests from a particular department will eliminate that department from participation in the oversight process.

Once a protest has been filed, the oversight committee will convene as soon as possible. All proceedings from the meeting will be properly documented. Witnesses, the individual filing the protest, accused individual (parent/guardian needs to accompany a 4-H member) and/ or respective Superintendent(s) may be requested to meet with the Oversight Committee to discuss the incident.

#### Sample Appeal Procedures:

If an exhibitor wishes to appeal a decision, he/she must present the appeal in writing to the 4-H Extension Faculty/Staff within 24 hours following the ruling of the decision. The reasons that prompted the appeal must be clearly stated and supported by facts. A deposit of \$100 for the first appeal by an exhibitor on an issue must accompany the appeal. Each subsequent appeal must be accompanied by \$500. The deposit will not be returned unless the appeal is sustained.

The written complaint is read and reviewed by the Oversight Committee. The Oversight Committee then will review the rules and regulations pertaining to the incident and/or 4-H Animal Science Code of Ethics. The Oversight Committee will make a ruling. The decision will be the final determination of consequences.

#### Sample Statement of Consequences:

In the event that the committee needs to impose consequences, a list of possible consequences is listed below.

- Expulsion of the exhibitor as well as any exhibits/animals (if appropriate) to be shown by the exhibitor in all 4-H shows and competitions at and/or in connection with the current fair or event.
- Forfeiture of all Fair premiums and awards.
- Loss of eligibility to continue project for the remainder of the year.
- Loss of eligibility for an animal or animals to be tagged as Maryland 4-H projects.