

NASDA Policy Development and Implementation Procedure

Approved by Board of Directors, December 5, 1997

Policy Development Procedure

POLICY STATEMENTS —

Policy statements express the basic beliefs and objectives of NASDA across the broad spectrum of agricultural issues of interest to the membership. They serve as the basis for legislative and regulatory activities of the Washington office staff.

Policy statements do not expire — individual sections may be added, revised, or deleted from time to time as circumstances require. The general policy committees consider and recommend changes, with the full membership voting to adopt committee recommendations.

ACTION ITEMS —

Action Items call for specific actions to be taken addressing the concerns of NASDA, its affiliate organizations or other constituents. They are reviewed and acted upon by the policy committee with jurisdiction over the subject matter. A full membership vote is not required. Action Items take the place of what has been typically thought of as NASDA's traditional "resolutions." Action Items are NOT resolutions, but items that need immediate attention or action by a committee. Action Items are NOT statements of policy, but the action(s) requested should be consistent with NASDA's beliefs and objectives as stated in the broader general policy statements described above.

If the Action Item is counter to approved policy, or is not addressed in a policy statement, an amendment to the appropriate policy statement that addresses the intent of the Action Item but is broadly worded to handle similar situations in the future, should be considered.

Examples of Action Items are: instructions to a committee to send a letter to Congress or the Administration on a particular topic, or a suggestion to a committee that a task force be created to research a particular issue and develop a policy statement.

NASDA members wishing to amend policy statements or submit Action Items are encouraged to call the NASDA office to discuss their ideas and receive assistance.

COMMITTEES — Roles and Responsibilities

(1) The Board of Directors shall, from time to time, establish by resolution the general policy committees of NASDA along

with a statement describing the subject matters within the jurisdiction of each committee. Notice of the committees established shall be provided to all Members. (See Attachment - Committee Jurisdiction)

(2) To the extent practicable, members of the general policy committees shall be appointed by the President based upon the preferences expressed. Only NASDA members may serve on committees, however, consistent with the requirements of the bylaws, members may be represented by a proxy at any committee meeting. Every effort shall be made to ensure that each committee shall have at least one member from each region. In such cases as there is no member representing a region on a committee, the President shall request the president of the affected region to appoint a representative to such committee.

General policy committee chairs and vice chairs shall be appointed by the President. Committee or task force chairs may not serve as vice chair of any other policy committee or task force. The chair and vice chair on each committee should be from different regions if possible.

3) General policy committees shall meet as necessary throughout the year as determined by the chair or requested by the Board of Directors. Meetings may be in-person or by conference call. Committees shall meet after the regional meetings held in conjunction with the mid-year and annual meetings.

4) The duties of the general policy committees shall be as follows:

a) Recommend amendments, revisions or new sections to policy statements.

b) Review amendments, revisions and new sections to policy statements proposed by individual member states, regions, or affiliate organizations.

c) Assist the NASDA staff to carry out approved policy.

d) Establish subcommittees or task forces as needed to focus on specific subjects.

e) Consult with the Board of Directors on the establishment of priority issues and projects for the staff.

f) Consider and act on Action Items submitted by individual member states.

(5) The chair (or his/her designee) of each general policy committee shall report to the full membership on all proposed amendments, revisions and new sections to policy statements which are referred to the committee or initiated by it. A log shall be kept of all proposed amendments to policy statements and Action Items submitted.

(6) The Board of Directors shall monitor committee activities and shall meet with the committee chairs at the beginning of the mid-year and annual meetings to determine the priority issues and projects of the association for the following six month period.

Process to Amend Policy Statements:

(1) Proposed amendments to any policy statement must be submitted not later than 15 days before the start of either the mid-year or annual meeting. Proposed amendments may be submitted by individual members, regional associations, affiliate organizations, or general policy committees. Amendments shall be on a form prescribed for such purpose.

(2) All proposed amendments submitted by the deadline will be referred to and reviewed by the appropriate general policy committee prior to the start of either the mid-year or annual meeting. A roster of all proposed amendments submitted and actions taken by committees shall be sent to all members prior to the start of either the mid-year or annual meeting.

(3) Following the general policy committee meetings, proposed policy statement changes will be distributed to all members (using the “strike-through (old) and bracket/italicize (new)” format) prior to the business session.

(4) Final amendments to the policy statements must be submitted by the deadline set by the Board of Directors prior to the business session of either the mid-year or annual meeting. Amendments shall be on a form prescribed for such purpose. Any such amendments submitted by the deadline will be deemed timely submitted and will not require special consent by the membership for consideration. Amendments submitted after the deadline shall require the consent of two-thirds of the members present for consideration.

(5) No amendments to policy statements shall become final until voted upon and approved by the full membership except that, as circumstances may necessitate, the Board of Directors, by a 2/3 majority vote (a quorum being present), is authorized to approve policy relating to such issues in the interim. In such event, the membership shall be notified of the policy decision as soon as is practicable.

(6) Majority: Notwithstanding Article IV, Sec. 6 of the Bylaws, a majority affirmative vote of the members present (or proxies) registered for the annual or mid-year meeting and entitled to vote shall be required for passage of any question. Amendments relating to the consolidated policy statements shall require a two-thirds (2/3) vote. (Note: Quorum of at least 28 must be present.)

BOARD OF DIRECTORS — Roles and Responsibilities with respect to policy development:

- Establish Committees
- Establish priorities in consultation with committee chairs
- Allocate resources
- Monitor committee and staff activities
- Approve policy in interim periods

The Board may reject any policies/proposals which are not germane to the purposes and affairs of NASDA. In such cases, membership shall be informed. The Board shall also present those additional resolutions which, by tradition, are of a memorial or recognition nature, or in good etiquette, and are appropriate for the Association at the time and place of its properly scheduled membership meetings.

AFFILIATE ORGANIZATIONS— Roles and Responsibilities

In order to provide technical expertise and advice to the committees on policy matters the general policy committees are encouraged to ask the various affiliate organizations to participate in the NASDA policy development process by directly communicating their concerns to the committees. This may include but is not limited to:

- 1) communicating on existing NASDA policy
- 2) suggesting new policy for consideration
- 3) suggesting consideration of positions regarding legislation.

The NASDA policy committees may consider a structure that involves the affiliate organizations in the policy development process (e.g. a technical advisory committee, task force, etc.) in a way that the committee may decide is appropriate.