

****DRAFT****

Board of Agriculture Policy and Procedures for Resolutions

General

- Resolutions are policy statements by the Board of Agriculture.
- All active Board resolutions (or at least their numbers, titles, and dates) are available to the public on ODA's website.
- If it is not possible to post the text or a link to the text of resolutions on the website, then an ODA staff contact will be provided for members of the public to request a particular resolution by name, date, and number.
- If a Resolution is under review by the subcommittee and/or full Board, the website will simply state "under Board review," with an ODA staff contact listed. Draft language of Resolutions under review will not be posted as a matter of routine, but will be available with Board agendas (see below).
- Inactive Board resolutions are kept in an electronic archive but are not listed on the website and are only available to the public by request to ODA staff, or if the Board decides to re-activate a resolution through the subcommittee process.
- Resolutions may be initiated by individual members of the Board, by Board subcommittees, suggested to the Board by ODA staff, or initiated by the Board at the request of an outside party.
- Resolutions should be reviewed by ODA staff and the Board every two years to determine relevancy and changes needed.
- Board discussion of all resolutions, whether new or old, must begin in the appropriate subcommittee before being brought to the full Board for consideration.

Resolution Development and Review Process

- If it is known prior to a Board meeting that current active Resolutions are to be reviewed by a Board subcommittee, or that new Resolutions are to be proposed in a subcommittee, the subject of the Resolution(s) will be included on the subcommittee agenda(s) and posted on the website for the public when the agenda(s) are provided to the Board at least two weeks prior to the meeting.

- Posting of subcommittee agendas will contain a standard notification that subcommittee meetings are open to the public. Comments on Resolutions being discussed may be accepted and/or requested from the public by subcommittee chairs during subcommittee review of active Resolutions or formulation of new Resolutions.
- Posting of subcommittee agendas will also contain a standard disclaimer that a subcommittee may submit a draft resolution to the full Board for review and discussion at the same meeting the Resolution is first drafted in subcommittee, but that Board action on the Resolution will not occur until the Resolution is brought to the Board in final form at a future meeting.
- Subcommittees may deliberate on a particular Resolution for more than one Board meeting. Every time a subcommittee will be discussing a Resolution at a Board meeting before it is ready to go the full Board for review and action, notification to the public of that subcommittee discussion will appear on the agenda and be posted with the subcommittee agenda(s).
- When a subcommittee agenda contains notification that a Resolution will be under discussion, the most recent draft of the Resolution will be posted with the agenda.
- Drafts of Resolutions may be worked on by subcommittee members outside of subcommittee and Board meetings without public involvement.
- The first time a draft new or revised Resolution is presented to the full Board by the subcommittee, no Board action is taken. The subcommittee chair will advise the Board of any controversial issues or public comments received during subcommittee deliberations. The full Board may provide feedback on the draft Resolution, and the Board Chair may ask for comments from the public.
- If no revisions are needed to the draft Resolution, or if revisions are accepted by the full Board during discussion, the Resolution is finalized by the subcommittee and brought back to the Board for adoption at the next Board meeting.
- If the Board directs the subcommittee to do more work on a draft Resolution, the subcommittee process is repeated, and a revised draft is brought back to the next Board meeting. If the revised draft is approved by the full Board, it is finalized by the subcommittee and brought back to the Board in final form for adoption at the next Board meeting.
- If written comments are received from the public during development and review of a Resolution, those comments will be provided to the subcommittee for consideration, and the subcommittee will advise the full Board of comments received. There is no formal process for requesting written comments on Resolutions.

Summary of Public Involvement in Resolutions

- Resolutions are available to the public through the website.
- Notification of Resolutions under development/review is included with subcommittee and Board agendas posted on website
- Public can attend and provide input to subcommittee discussions of Resolutions
- Public can submit written comments on Resolutions under review
- Public can request the Board to consider creating a Resolution
- Public can comment to the full Board on a draft Resolution

