

Oregon State Board of Agriculture Resolution Procedures

Title: Board of Agriculture Policy and Procedures for Resolutions

Number: 000

Effective Date: 06/15/2023

Workgroup: Allen, Lopez, Orem, Santamaria, Zielinski

Next Review Date: 00/00/2026

Date of Last Review/Revision: 06/15/2023

ODA Staff Contact: Karla Valness

Original Resolution Date: 06/07/2018

Board Chair: Luisa Santamaria

Signature on file, 06/15/2023

General

- This document is intended to provide a clear process for establishment and review of Board resolutions.
- Resolutions are policy statements by the Board of Agriculture.
- All active Board resolutions will be available to the public on ODA's website including an ODA staff point of contact.
- If a Resolution is under review 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. Information is provided on how the public may provide comments on resolutions under Board review.
- 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.
- Resolutions will be reviewed on a routine basis by ODA staff and the Board to determine relevancy and changes if needed.

Resolution Development and Review Process

- Resolutions may be initiated at the request of individual members of the Board, or by ad hoc working groups of Board members who volunteer to address a specific issue, or may be suggested to the Board by ODA staff, or initiated by the Board at the request of an outside party.
- Drafts of Resolutions may be worked on by ad hoc working group members outside of Board meetings without public involvement. Any ad hoc group that is formed must be limited to 5 members or less to avoid creating a quorum.
- If it is known prior to a Board meeting that an active or proposed resolution will be brought to the full Board, it is made available on the website to the public with materials provided to the Board for the meeting.
- At the meeting, the Board will be advised by staff of any controversial issues and/or comments received about a proposed resolution, and the public may provide comments at the meeting on the proposed resolution during public comment periods designated on the agenda.

- If no revisions to the resolution are requested by the Board after discussion and hearing public comment, or if revisions are made and accepted by the Board at the meeting, the resolution may be adopted.
- If the Board requests that more work be done on the resolution, the revised resolution will be posted on the website with the Board meeting agenda including the statement “under Board review” and instructions on how to provide public comment.
- A revised draft of the resolution will be brought to the Board at its next meeting, which the Board may adopt, or send through the revision process again. This process may be repeated until the resolution is adopted.
- Resolutions will not be active until the Board votes on the final text of the resolution.

Summary of Public Involvement in Resolutions

- Resolutions are available to the public through the website.
- Drafts of resolutions under review by the Board are posted on the website with the Board meeting agenda.
- The public may provide verbal and/or written comment on the resolutions under consideration by the Board.
- Members of the public can request the Board to consider creating or modifying a resolution.