

# Committee Meetings for AAFCO

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and  
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2009 Mid-year Meeting  
Tucson, AZ – January 19, 2009

# Objectives

- Committee Purpose
- AAFCO Committee Procedures
- List the attributes of an effective:
  - Committee Meeting
  - Committee Member
  - Committee Chair
- General rules of committee operations
- Electronic voting
- Robert's Rules of Order



# AAFCO

- AAFCO is a VOLUNTEER organization, but you are not volunteers.
- You are representing your state agency, the feed industry and the end consumers.
- Your time and dedication to AAFCO are appreciated by all of the above, and most particularly, the Board.
- The work that you do as individuals has a synergistic effect of what we accomplish as a group. THANK YOU!

# Committee Purpose

- Preserve committee charge and purpose
- Provide a forum for formal discussion of pertinent committee topics
- Provide a forum for industry to provide relevant input and concerns
- Provide a forum for member recommendations to AAFCO and to conduct formal AAFCO business
- Provide relevant information to the membership and industry through annual reports in the OP

# Reporting Schedule & Procedures

- New document in the OP on page 84
- General dates and deadlines for:
  - Information in regard to meetings
  - Information in regard to the publication of the OP
  - BOD / Committee agendas
  - BOD / Committee minutes
  - BOD / Committee reports
  - BOD / Committee non-regularly scheduled meetings or conference calls

# Procedures Manual

- Section 4.2 Committee Guidelines
  - Committee Issues - A Committee should consider any topic that:
    - Provide protection for the consumer and the regulated industry.
    - Safeguard the health of humans or animals.
    - Provide a structure for orderly commerce.

# Procedures Manual

- Committee Issues (continued)
  - Justification is required to show:
    - The benefit of the proposal to humans and animals;
    - The benefit of the proposal to the consumer;
    - The benefit of the proposal to the regulated industry; and
    - The benefit of the proposal to the regulators.
  - Section 4.2 Committee Ethics
    - When acting on behalf of AAFCO, committee members should not accept gifts.

# Procedures Manual

- Section 4.3
  - Committee Spokesperson
    - A person that handles public inquiries
  - DRAFT Committee Work
    - DRAFT committee work released only with permission

# Procedures Manual

- Section 6.1 Travel Authorization Procedures & Forms
  - Make sure to make reservation as early as possible
- Section 7.1 How to conduct a meeting
  - Agendas
  - Setting up ground rules
  - Minutes
  - Additional meetings
  - Closed meetings
- Section 7.2 How to write a Committee Report

# I want to give special thanks to:

Gary German, Director  
Division of Human Resources  
ORA/FDA

Clair Allen, Director  
Division of Plant Industry  
Utah Department of Agriculture

# An effective Committee Meeting...

- A clear charge with defined objectives
- Established rules of decision making
- Established ground rules
- If necessary, information distributed prior to meeting
- An appropriate amount of time to cover the issues

# An effective Committee Meeting..

- A written agenda with time allocations
  - Must be distributed X days prior to the meeting
- Starts and finishes on time
- A responsible Chairman who facilitates discussion
- An effective scribe
- A timekeeper

# An effective Committee Meeting

- Interaction by all
- Visuals aids if possible and necessary
- Post-meeting notes distributed in a timely manner
- Includes decisions, not just discussion or off-subject banter

# An effective Committee Member...

- On time
- Participates and contributes
- Able to listen
- Listens without interruption
- Allows others to contribute

# An effective Committee Member..

- Considers others' opinions
- Values others' opinions
- Has an interest in the subject
- Is prepared
- Follows-up on assignments

# An effective Committee Member

- Open and honest, no hidden agenda
- Can see the potential of success
- Respects the leader and others
- Focuses on the issue and the situation,  
not on the person

# An effective Committee Chair...

- A good facilitator
- Understands the committee's charge
- Has vision
- Familiar with the subject
  - but knows their limits
- Accountable
  - to the President, the committee and membership

# An effective Committee Chair..

- Champions decision making
- Starts and finishes on time
- Able to keep the conversation and the committee “on topic”
  - Can enforce the ground rules
  - Ready and able to do the uncomfortable, particularly if someone is driving their own agenda or is “off topic”
- Able to involve everyone in the meeting
  - is aware and sensitive of “non-talkers”

# An effective Committee Chair

- A good listener
- Firm, but not overbearing
- Champions diversity and others' perspectives
- Champions participation
- Keeps the "peace"

# General Committee Rules...

- Chairperson
  - Assure committee charge is current and accurate
  - Use “team” concept
  - Delegate projects
  - Encourage new members
  - Use Workgroups as applicable
  - Use the BOD as a resource for direction and recruiting

# General Committee Rules..

- Take advantage of time between meetings
  - Send minutes to committee members and advisors for review
    - Make corrections and additions as necessary
    - Approve minutes
  - Follow-up with committee members on projects
  - Finish old business from previous meeting

# General Committee Rules

- Take advantage of time between meetings
  - Use electronic voting if possible
  - Line up speakers as applicable
  - Develop the next meeting's agenda as you are aware of topics
- After minutes are approved, the minutes should be posted to the website for viewing by members and advisors
- Be sure to send action items to the BOD

# Pre-Meeting Planning...

- Have agenda prepared and sent to Sharon
- Assure that the meeting location and time has not changed from what was advertised.
- Is the Audio/Video equipment pre-arranged?
- Is the room format set up to suit your needs? (floor plan, podium, microphone, screens, etc.)
- Are there enough chairs for the committee members and advisors? For spectators?
- Floor plan should separate members from spectators

# Pre-Meeting Planning

- Have all agenda items and notes ready
  - Do you need copies of anything?
  - Do you have the previous minutes ready?
  - Any other materials needed?
- Is your speaker present? Are they prepared?
  - Do they need any additional materials?
  - Speakers should present after the opening of the meeting and the approving of the previous minutes, but before conducting other business
- Contact Sharon for your meeting needs.

# Day of the Meeting...

- Be early to the meeting room
- Assign a committee member as a scribe
  - Minutes must be taken at all meetings
- Assign a committee member as a time keeper
- Assign a committee member to assure that Audio/Video equipment is in place and operating properly

# Day of the Meeting

- Be prepared, organized and confident
- Acknowledge members/advisors before acknowledging spectators
- Set the ground rules verbally to those attending
  - Who can speak
  - When / How are they acknowledged

# Post Meeting

- Thank speakers and members for their time and input
- Clean up meeting room
- Return items used during the meeting (computers, audio/video equipment, etc.)