

AAFCO

**The Association of
American Feed Control Officials, Inc.**

PROCEDURES MANUAL

Updated April 2009

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"No social or economic piece of legislation can be effectively enforced unless it is viewed and supported with some sympathy and understanding by the responsible members of the regulated industries."

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AAFCO

HISTORY, PURPOSE AND PHILOSOPHY

Prepared by the Regulatory Philosophy Task Force (Earl Haas, Paul Bachman, Eli Miller, Nick Neher and Paul Raynes)
Adopted in 1990

Feed regulation has a long, colorful and sometimes controversial history. Thanks to a few historical sketches, the events of the early days of AAFCO and feed regulation have been preserved.

Early commodity regulations started with laws governing weights and measures. These regulations were formulated out of a need to protect consumers and honest merchants from unfair and deceptive practices. A penalty structure was also established to act as a deterrent, with capital punishment being the extreme. Regulations governing the quality of human food were the first to be established with feed regulations following sometime later.

Feed Regulation changed with the times. The quality of early mixed feeds containing whole grains could easily be determined by the consumer through the use of sight, smell and sometimes taste. Later, when feeds were made with ground grains the consumer could no longer determine product quality by such simple methods. The consumer then needed assistance from someone who could assure him the feedstuff met certain standards. As beneficial components, such as protein and fat, were discovered, they soon became the yardsticks by which feeds were judged and as more nutrients were discovered they too became standards of measurement.

PURPOSE & FUNCTION OF AAFCO

In 1909 when control officials first convened as a committee, certain objectives were established. The first objective was for the control officials to be prepared to answer industry's questions with carefully considered composite opinions. Other aims included the preparation of a uniform feed bill; formulation of fair and equitable definitions, regulations and resolutions; acceptance of new feed ingredients and establishment of proper labeling requirements. Careful consideration before acting was an established policy of the founders as they were quick to realize that until the Association had established a degree of prestige and authority it could not afford adverse publicity.

Among the purposes set for itself by the young Association was the project of formulating and distributing a set of uniform definitions covering all feed ingredients, together with their proper labeling. From the start, the Association has made concerted efforts to work with industry in every way possible, while realizing their primary duty of protecting the consumer.

The foundation for expressing the modern day purpose of AAFCO has already been established by control officials of the past. One of the most eloquent statements

expressing the purpose of AAFCO can be found in the most basic document of the AAFCO organization, the By-laws. Support of this statement is reaffirmed by inclusion in this document as follows:

The purpose of the corporation shall be to establish and maintain an Association through which officials of any state, dominion, federal or other governmental agency on the North American Continent, and employees thereof charged with a responsibility in enforcing the laws regulating the production, labeling, distribution, or sale of animal feeds or livestock remedies may unite to explore the problems encountered in administering such laws, to develop just and equitable standards, definitions and policies to be followed in enforcing such laws, to promote uniformity in such laws, regulations and enforcement policies, and to cooperate with members of the industry producing such products in order to promote the effectiveness and usefulness of such products.

Other expressions of purpose can also be found in the AAFCO Official Publication and after thoroughly considering their merit, it was determined that the following is also worthy of inclusion in this document:

A basic goal of AAFCO is to provide a mechanism for developing and implementing uniform and equitable laws, regulations, standards, definitions and enforcement policies for regulating the manufacture, labeling, distribution and sale of animal feeds; resulting in safe, effective, and useful feeds. The Association thereby promotes new ideas and innovative procedures and urges their adoption by member agencies, for uniformity.

Building from this foundation certain key elements supporting the structure of AAFCO became apparent as cornerstones of the Association. Foremost is the Association's ability to provide a forum for people with common interests to express their opinions, and basic among these interests is the promotion of uniform feed regulations. Existence of this forum provides AAFCO members with a platform for deliberation and ultimately establishing policy.

When making decisions, AAFCO acts as a deliberate body, formulating policy through a series of discussions and votes, thus eliminating rash decisions made when emotions are high. A deliberating body cannot construct the best policy unless information is received from all quarters; therefore the AAFCO forum allows for input from any interested party. Despite its deliberations, AAFCO serves as one of the quickest ways of bringing about uniform policy change.

Individual members can look to AAFCO for guidance when establishing their jurisdictional laws and regulations. The models and standards established by AAFCO have evolved over many years and continue to be modified in order to remain applicable. When establishing these models and standards, it is incumbent upon AAFCO to make them equitable.

Standards of reference are also established whereby members and others can cite an official source for information on certain subjects such as ingredient definitions and official terms. When possible, AAFCO also promotes the establishment of appropriate feed testing methodology.

AAFCO also serves as the final decision maker when parties disagree on which way an AAFCO policy issue should be decided. This is crucial because without a final authority many AAFCO decisions would never be finalized. Decisions which are eventually finalized are arrived at using the democratic process.

AAFCO is also in a position to train regulatory officials in the rigors of feed control. This is accomplished mainly through the annual Administration & Management of Feed Laws Seminar.

Since AAFCO plays such a large role in developing regulatory guidelines, it is the duty of the organization to compile and disseminate this information. This is best handled through distribution of the annual Official Publication, which in many jurisdictions is truly official because of direct reference in a law.

Members of AAFCO are allowed an equal voice in the decision making process because any member from any jurisdictional delegation is allowed to be heard. Larger delegations, however, cannot overwhelm smaller delegations because of the one vote per jurisdiction rule.

Since AAFCO cannot flourish without wide member participation, it encourages administrative leaders to support their regulatory personnel in AAFCO activities through monetary as well as moral support.

Inevitably, once models and standards are established there will be differing interpretations of them. AAFCO has a vital role to play here also, since it is the authority whose counsel can be sought to interpret the intent and spirit of the established models and standards. Enforcement of laws and regulations is most effective if administered uniformly and equitably. Often, enforcement involves more than one jurisdiction. AAFCO encourages and is sometimes indirectly involved in cooperative enforcement activities.

AAFCO PHILOSOPHY REGARDING FEED REGULATION

The most important aspect of feed regulation is to provide protection for the consumer as well as the regulated industry.

Successful marketing of a product typically includes claims of content and performance. It could be argued that a product which does not live up to its claims would soon drop from the marketplace because it would not sustain repeat sales. However, subtle deviations from label claims may not be readily apparent and may result in health or production losses before use of the offending product can be discontinued. Therefore, a means of monitoring feed products to verify label claims needs to be established. Feed regulations can fulfill this need if they are established to include provisions for evaluating products for nutrient content, efficacy and safety.

Consumers are concerned about what they are purchasing and label disclosure can serve to inform them about product content. Armed with information about competing products, the consumer can make an informed purchase decision.

Feed regulations must be established which include the required, optional and prohibited label information. Unsubstantiated performance claims can be just as misleading to an unwary consumer as unsubstantiated nutrient claims, therefore a need exists for including prohibited label information in the regulations. Labeling must also direct the consumer in proper use of the product. Directions may be as simple as naming the species for which the feed is intended or providing a lengthy explanation of the feeding rate. Feed regulations should include the minimum parameters which need to be met in order for a product to be considered adequate for its intended use.

Feed regulations also serve to protect the feed industry from unfair competition and deceptive practices. Feed regulations need to be universally applied so each regulated party is required to follow the same rules. Any person who violates the rules must be brought into compliance or as a last resort eliminated from the marketplace. Feed regulations should also include a means by which those in violation of the regulations are known to the public, including other industry members.

Feed regulations by themselves serve no useful purpose unless accompanied by a means of enforcement. Enforcement provisions must allow for the authority to verify compliance with the regulations. Punitive actions for non-compliance must be provided for in the regulations and need to be severe enough to act as a deterrent, yet not be crippling when imposed.

Enforcement of regulations must be conducted by an independent and neutral group. Regulatory agencies must not have a vested interest in the outcome of enforcement and must not be accused of over zealous or complacent regulating.

Wide surveillance of the industry, using the same investigatory and enforcement powers, will result in greater efficiency. Supporting isolated pockets of enforcement authority will tend to fragment the regulatory process and result in inefficient and costly programs. Ideally, feed regulations will become universal and uniform throughout the world. With the shrinking world economy, through trade agreements and third world development, this is no longer an unrealistic goal.

A major function of feed regulation is to safeguard human and animal health. A list of substances acceptable as feed ingredients must be established including their designated names and definitions.

Standards should be set for substances determined to be unsafe in feed. When the unsafe substance is naturally occurring, the standard could be incorporated in the feed ingredient definition by establishing a maximum allowable level.

On site inspection authority should be made available to the feed control official to help assure production of safe products. Feed regulations must include the authority to conduct inspections and obtain samples for the purpose of detecting unsafe levels of substances, including the observation of conditions which may lead to feed contamination, and the authority to require correction of these conditions, if necessary. Products containing unsafe levels of substances or labeled in such a way as to be potentially unsafe should be kept from distribution. Such products may not only be harmful to the animals being fed but may also pose a contamination threat to the human food supply. Label requirements should be set which will help assure safe and effective use. Products determined to be nutritionally inadequate for their represented purpose should also be kept from the marketplace, thus helping safeguard animal health.

Another important function of feed regulation is to provide a structure for orderly commerce.

Feed regulation acts as a framework for simplifying and stabilizing a complex and diverse industry, which, in turn, becomes an economic benefit to society by helping to establish an efficient system. In general, feed regulations help prevent chaotic conditions in the marketplace.

Feed regulation is not without cost. The cost to benefit ratio must be realistic and attainable. A tightly controlled feed industry may benefit society by guaranteeing the quality of each pound of feed sold, but the cost of such a program would be prohibitive. Conversely, a loosely controlled feed industry may be regulated with little cost but may result in unreliable or unsafe products. Determining the proper level of regulation between the two extremes is a most difficult task.

ORGANIZATION

Membership

Each state, province, dominion, district, territory, republic, commonwealth or federal agency shall pay dues annually for voting membership.

Active Members

The following categories of persons are eligible for active membership in the Association:

1. The officers charged by law with execution of the state, province, dominion, district, territory, republic, commonwealth, and federal laws regulating the production, labeling, distribution, and sale of animal feeds and livestock remedies.
2. The heads or chiefs of experiment stations, departments of agriculture, bureaus, divisions, sections, and laboratories and employees thereof charged by law with the examination of animal feeds and livestock remedies.
3. Research workers employed by state, province, dominion, district, territory, republic, commonwealth or federal agencies who are engaged in the investigation of animal feeds, livestock remedies or their component parts.

Voting

Each state, province, dominion, territory, republic, commonwealth, and federal agency engaged in regulating or investigating animal feed or livestock remedies and pays annual dues as prescribed in Article VI of the By-Laws, shall designate one member as a voting representative of that State or Agency. That representative, or designated proxy, shall be entitled to vote for the election of officers and directors and such other matters relating to the management of the Association as are submitted to the membership for vote.

Meetings

The Annual meeting shall be held at least once each year at a time determined by the Board of Directors, usually August. The Mid-year meeting is generally held in January.

Definitions

Tentative definitions of ingredients may be used only if there are no official definitions.

Tentative definitions remain in tentative status until official status is recommended by the investigator and/or the Ingredients Definitions Committee. Ingredient definitions may be challenged due to changes in manufacturing processes and facilities, causing product and regulation change.

Official Rules under the Model Feed Bill

New rules become effective upon acceptance by the Association members, unless otherwise indicated. They will appear in the Official Publication as a part of the Model Feed Bill and Regulations.

Deadline Dates for Action

In order to inform Association members, industry and other interested parties of proposed action, the following are dates for submissions to Board:

December 15 (Mid-Year Meeting)
April 1 (Seminar)
June 15 (Annual Meeting)

Official Publication

The Official Publication is to be printed annually under the direction of the AAFCO editor and made available to the membership and other interested parties, no later than January of each year. The editor should provide the publication to the printer no later than October 15. To meet this schedule, deadlines must be met as follows:

Roster of investigators and committees, including industry advisors July 15
Annual Meeting speeches Sept 1
Roster of Annual Meeting attendees from host Sept 1
Request for address changes Sept 1
Annual Meeting photographs Oct 1
Board Report and committee and investigator reports Oct 1
Photographs for **next** year's Annual Meeting (from host) Oct 1

The Official Publication is the only reference available to members of the industry, feed control officials and other interested and concerned persons for listing of feed ingredients, stating their use in feeds and limitations or restrictions imposed on their use. This publication also includes a list of names and addresses of state and federal regulatory officials, Association By-Laws, Model Bill and Regulations, Pet Food Regulations, Animal Waste Regulations, Association policies, Analytical Variations and feed terms, medicated feed labeling, drug assays and non-medicated feed compliance program feed additives and GRAS substances, committee and investigator recommendations, association action and proceedings of the Annual Meeting. The publication is printed annually and is available for sale in January of each year. Copies may be obtained by contacting the Assistant Secretary-Treasurer to place an order if an order form has not been received.

OFFICERS AND BOARD OF DIRECTORS

The Officers and Board of Directors are requested to be present at all Board meetings to conduct the business of the Association. Board meetings are usually scheduled at, but not limited to, the following Association activities:

- Mid-year Meeting
- Feed Administrators Seminar
- Annual Meeting
- FDA/AAFCO Briefing and Planning Conference

Officers of the Association are elected at the Annual Meeting. The President and President-Elect are nominated following advancement through the Directors' terms. The Secretary-Treasurer position is also elected, but generally remains with the individual elected for consecutive years in order to provide continuity and stability to the Association.

PRESIDENT

The President is the principal executive officer of the Association and presides at all meetings of the members and the Board of Directors. As an agent of the Board, the President supervises and controls all of the business and affairs of the Association. The person in this position normally does not serve as a committee or task force chair.

General Operating Procedures

- Meet with the new Board following the annual meeting to plan the year's activities.
- Represent the Association at other related agriculture/industry organization meetings when invited to participate on their programs.
- Keep the Association informed of the activities of the president's office throughout the year.
- Evaluate and approve or disapprove AAFCO member requests for travel on official Association business using Association funds.
- Coordinate with the Assistant Secretary-Treasurer expenditures of Association funds.
- Appoint or replace committee chairs, members and fill vacancies as they occur.
- They are encouraged to write a letter before the midyear and annual meeting, updating the membership on AAFCO business.

PRESIDENT-ELECT

The President-Elect performs the duties of the President in the absence of the President or in the event of the President's inability or refusal to act. When so acting, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect serves as a member of the Board of Directors and performs such other duties as may be assigned by the President or Board. The person in this position normally does not serve as a committee or task force chair.

- Perform the duties of President, if the president is unable to do so.
- Assist the President and Board in projects assigned to the position.
- Propose a list of incoming committee chairs, committee members, industry advisors, investigators, and task forces for the Annual Meeting at which he assumes the duties of president. The proposed list shall be prepared for Board review by April, immediately preceding the Annual Meeting at which the President-Elect becomes President.
- Serve as the committee coordinator and is vice-chair of the Ingredient Definitions Committee. The President-Elect is responsible for proofreading each committee report before the Annual Meeting to eliminate conflicts before the Board meeting and presentation to the members. When clarity on a report is needed, the President-Elect informs the committee chair of the problem and requests clarification before the information is presented to the Board. If conflicts cannot be resolved prior to the Board meeting, the committee chair is requested to attend the Board meeting where discrepancies will be pointed out for discussion and resolution. The President-Elect must be well enough acquainted with the background of all proposed changes, and other matters, to answer questions (e.g., reason for and need of change, problems presently being encountered, how change will help, what has happened in the past, where the committee recommendation may be in error, etc.). This is extremely important to avoid the necessity of postponing action until the following year because of confusion and to expedite Board meetings. Communication between the AAFCO Assistant Secretary-Treasurer and President-Elect is crucial in performing these tasks.
- Remain accessible to committee chairs, investigators, industry and consumer groups for assistance, directions and advice.

SECRETARY-TREASURER

The Secretary-Treasurer is an Officer and serves as a member of the Board of Directors. The Secretary-Treasurer is expected to attend all scheduled Board meetings and is responsible for continual contact with the Board.

General Operating Procedures

- Maintain close communication with the President, President-Elect and Assistant Secretary-Treasurer.
- Receive and refer requests for information to the appropriate officer, director, committee chair or investigator.
- Perpetuate a trustworthy and sound rapport with the Association's Board of Directors and members, regulated industry, consumers and other stakeholders.
- Maintain a current website for the Association as directed by the Board.
- Perform other duties as assigned by the President or Board.

BOARD OF DIRECTORS

There are three members designated as directors. A new director is elected at each Annual Meeting. Generally, the selection is made by the nominating committee after a thorough review of qualified individuals; however, nominations may be made from the floor. Each director is expected to attend all scheduled Board meetings. The other members of the Board of Directors are the President, President-Elect, Secretary-Treasurer and Immediate Past President.

General Operating Procedures

- Hold a regular meeting during and immediately following the Annual Meeting. Provide the time and place of any additional regular meetings of the Board.
- Call a special meeting of the Board by or at the request of the President or any two directors.
- Review and present together with recommendations to members of the Association for action, any proposed new definitions or changes (except editorial changes), new legislation, regulatory principles, or amendments which have been referred.
- Authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by the By-Laws, to enter into any contract or to execute and deliver any instrument in the name of the Association.
- Determine the manner of Association payments and determine who shall sign all checks, etc.
- On the recommendation of the Assistant Secretary-Treasurer, select banks or other depositories in which to deposit Association funds.
- Fill vacancies on the Board of Directors, for the balance of the term.
- Any action which may be taken at a meeting of the Board may be taken without a meeting if consent is in writing, setting forth the action so taken, shall be signed by all members of the Board.

ASSISTANT SECRETARY-TREASURER

The Assistant Secretary-Treasurer is responsible for continual contact with the Board and the Association members. Essential information must be collected, disseminated, and recorded. It is important that the Assistant Secretary-Treasurer is aware of all activities of the Association and be prepared to respond to inquiries and requests for referral.

General Operating Procedures

- Maintain close communication with the President, President-Elect and Secretary-Treasurer.
- Receive and refer requests for information to the appropriate officer, director, committee chair, or investigator.
- Perpetuate a trustworthy and sound rapport with the Association Board of Directors and members, regulated industry, consumers and other stakeholders.
- Record and distribute minutes of Board meetings to the Board in a timely manner and publish a summary of Board activities from each meeting on the AAFCO website.
- Prepare and have posted to the AAFCO website, to inform members, the regulated industries and related associations and consumer groups of proposed and completed actions for the Association, regulatory issues, committee involvements and other news of interest.
- Facilitate collection of information, to be posted to the Secure Section of the AACO website, to inform members of regulatory activities and Association endeavors.
- Participate in planning, organizing and conducting the Midyear and Annual meetings. This includes selecting sites, scheduling committee and other meetings, negotiating room rates and food and beverage needs with hotels and assisting hosts of the Annual meeting in creating successful meetings.
- Order the presidential plaque and Distinguished Service Awards so as to have them available for the annual meeting; check for accuracy and correct if necessary.
- See that members notices are duly given in accordance with the provisions of the By-Laws or as required by law.
- Receive committee and investigator reports to be presented to the Board and confer with the President-Elect to assure these are available to the members and related industries prior to final review by the Board for recommendation to Association members.
- Schedule items to be considered by the Board.
- The headquarters' office of the Association shall be maintained at the office of the Assistant Secretary-Treasurer. Retain pertinent records of the Association (e.g. bound copies of the Official Publication, history, etc.) Have these documents microfilmed as necessary and/or placed in secure storage at Association expense.
- Serve as custodian of the corporate records and of the seal of the Association and see that the seal of the Association is affixed to all documents, the execution

of which is duly authorized in accordance with the provisions of the By-Laws. Corporate records should be maintained in secure storage at Association expense.

- Serve as editor of the Official Publication. This includes a Board of Directors report, committee recommendations, amendments, Board actions and Association member actions. Send sections of the publication to section editors for their review.
- Receive and distribute the Official Publication, QA/QC Manual, Laboratory Manual and Pet Food & Specialty Pet food Labeling Guide. This includes processing all orders, collecting payment and following up on delinquent accounts, maintaining a list of purchasers, mailing order forms, extending credit, maintaining appropriate inventories of supplies, dealing with foreign establishments, arranging for storage space for the Official Publication, replacing books lost in the mail and sending complimentary copies to life members and other requested by AAFCO members or other interested parties, when it is deemed to be in the best interest of the Association.
- Prepare, forward statements and collect payment for AAFCO Annual membership dues from the designated official in each state, province or federal agency.
- Receive AAFCO check sample program fees and provide a copy of the completed list of program participants to the chair of the Collaborative Check Sample Committee.
- Periodically review receipts and project expenditures in order to maintain maximum funds in interest-bearing accounts while providing an adequate balance in the Association's regular checking account.
- Receive and promptly pay all bills incurred by the Association. Obtain approval from the Board, President, or committee chair prior to payment when such approval is required.
- Receive travel expense vouchers which have been approved by the President and promptly reimburse the traveler. Maintain an ongoing summary of travel expenses incurred by the Association and present copies of the summary to the Board at scheduled meetings.
- Maintain all fiscal records pertaining to the Association, including ledgers, bank records, receipt records, deposit and expenditure records, correspondences, various corporation reports and tax reports.
- Prepare quarterly reports summarizing the Association finances for review by the Secretary-Treasurer and presentation by the Assistant Secretary-Treasurer at Board meetings for deliberation of necessary action. Prepare an annual summary of the Association finances for review and presentation to the Board at the Annual Meeting.
- Prepare all Association reports and forms as necessary, such as corporation registration forms, income tax reports, quarterly withholding reports (income tax, FICA, Employment Security) and other applicable state and federal reports as required.
- Perform other duties as assigned by the President or Board of Directors

COORDINATORS, COMMITTEES AND INDUSTRY ADVISORS

Coordinators may be established by the Board of Directors. They report directly to the Board of Directors.

Committees may be established by the Board of Directors and members appointed by the president, with the advice of the Board. Industry advisors may be appointed to serve on select committees. Committees may have regularly scheduled meetings at the Mid-year and Annual meetings. Priorities and goals should be established at the Annual Meeting. These are to be submitted to the President-Elect after the Annual Meeting.

In general, committees are composed of AAFCO members. Size of the committee may depend on the duties of that committee and interest in participating in that committee. Advisors representing industry or consumer groups, trade associations, etc., may be named for some committees. It is usually a good idea to keep the number of advisors to the same number of committee members or less. In accordance with Article II of the AAFCO By-Laws, industry advisors cannot vote.

Committee advisors are chosen as industry representatives from various groups. Typically, advisors represent an industry group, association or educational facility. Individuals not representing a group, association or educational facility may not be appointed as an advisor to a committee. Exceptions to this are at the discretion of the AAFCO Board of Directors.

An agenda for each committee should be prepared by the chair prior to each meeting and sent to committee members, committee advisors and the AAFCO assistant secretary-treasurer. This should be done well enough in advance so that the assistant secretary-treasurer can publish the agendas prior to the meeting.

Please review the article on how to conduct a meeting in section 7, General Information.

A copy of the "Committee Issues" guidelines may be found in section 7, General Information. Committees are to use this as a basis on conducting business.

An annual committee report, in electronic format, is due to the assistant secretary-treasurer no later than June 15th of each year. A copy of this report should also be sent to all committee members and advisors.

COMMITTEE GUIDELINES

Committee Issues

Committee chairs, members and investigators should use the following criteria to determine if an issue or a proposed/suggested change needs to be addressed by this Association. The criteria are applicable to all AAFCO investigators and the following committees: Collaborative Check Sample, Communications, Environmental Issues, Feed Labeling, Feed Manufacturing, Ingredient Definitions, Inspection and Sampling, Laboratory Methods and Services, Long Range Planning, Model Bill & Regulations, Pet Food, and States-Industry Relations. At this time, the other Associations committees do not address issues or changes impacted by these criteria. Committees listed should use the following criteria if presented with an issue or change as appropriate. Task forces and working groups are charged by the Board or the President.

Does the issue or change:

1. Provide protection for the consumer and the regulated industry.
2. Safeguard the health of humans or animals.
3. Provide a structure for orderly commerce.

An issue or proposed change should meet at least one of the three criteria to be considered by a committee/investigator. Committee chairs and their members determine whether an issue or proposed change meet the criteria. Committee chairs may seek guidance from the AAFCO Committee Coordinator (President-Elect) for issues that do not meet any of the above criteria prior to becoming a committee/investigator project.

All proposals submitted by a petitioner for issues or changes to be addressed by a committee/investigator should be presented with a justification stating:

1. The benefit of the proposal to humans and animals;
2. The benefit of the proposal to the consumer;
3. The benefit of the proposal to the regulated industry; and
4. The benefit of the proposal to the regulators.

An amendment to the AAFCO Model Bill and Regulations should only be made when it improves the clarity, design or intent of the statute or regulations, addresses a change in technology or enhances any of the three main criteria.

Committee resources are not intended to address industry competitive based marketing concerns.

COMMITTEE ETHICS

The following policy is applicable to all AAFCO members when acting on behalf of the Association. Committee chairs, members and investigators should not accept gifts, meals, beverages, trips, tickets for events, etc. from any individual, company or

association when representing or acting on behalf of this Association. The policy also applies to the Board of Directors, Officers, and Employees of this Association. This policy does not apply to incidental beverages or meals at industry functions/meetings where AAFCO members are requested participants or speakers. This policy does not apply to industry functions/meetings or receptions when the individual is representing his/her own organization. Participation in those situations should be conducted under the criteria and standards established by that member's organization. AAFCO members may contact the AAFCO Board of Directors if they have questions regarding the applicability of this policy.

COMMITTEE SPOKESPERSON

Each committee, sub-committee, task force or working group should identify a spokesperson to handle inquiries from industry, media and the public. AAFCO investigators are the spokesperson for their particular area of expertise. While the spokesperson may not always be the chair of this group, the person should be an AAFCO member. This individual is responsible for all inquiries and the release of committee work.

DRAFT COMMITTEE WORK

All committee work that is not completed should be marked with the word, "draft". Draft committee work is to be released only with the permission of the spokesperson of the applicable group. Members, advisors and other individuals assigned to participate in this Association's functions are permitted to share committee work within their own organizations with the understanding that "draft" committee work may not be released without the permission of the committee spokesperson.

FEED SAFETY COORDINATOR

Purpose

Track completion of the feed safety committee work in progress and provide ongoing support for feed safety communications and feed safety issues referred by the Board of Directors.

General Operating Procedures

- Identify and serve as the focal point coordinating the work of committees, task forces, working groups and subcommittees involved in feed safety issues.
- Serve as an active communication channel for all chairs of the committees working on feed safety issues. This may include but is not limited to, arrangements of conference calls or meetings with the chairs of related committees to discuss issues to be coordinated or resolved.
- Identify common feed safety related issues committees are working on to avoid duplication of efforts or to recommend new areas of exploration that may complement tasks being done by other committees.
- Provide needed support, or advise the President-Elect of the support needed by each committee working on feed safety issues.
- Facilitate the committees working on feed safety by staying on target with regard to the AAFCO Strategic Plan and advise the Board of Directors on deviations.
- Keep the Board of Directors abreast of feed safety progress and/or issues to be resolved.
- Make recommendations to the Board of Directors/President-Elect if there is a need to create a new task force/committee, or disband existing groups whose missions have been accomplished - related to feed safety.
- Meet with the Board of Directors at least once a year to give a written progress report on major feed safety issues and comment on the status and effectiveness of the coordinator's position.
- When the Board of Directors or a committee becomes aware of a new issue or topic related to feed safety, they should communicate with the feed safety coordinator.

AUDITING COMMITTEE

Purpose

Review the financial paperwork of the Association to ensure that the paperwork is in proper order.

Membership

Membership is composed of at least two AAFCO members. The newest Board director serves on this committee. No industry representatives serve as advisors to this committee.

General Operating Procedures

- Examine appropriate records of the Association, such as ledgers, bank statements, tax returns, and travel expenditures to ensure that the Association records are being properly kept.
- Meet at the Annual Meeting and examine appropriate records of the Association for the previous fiscal year ending June 30. These records shall be provided to the committee by the AAFCO Assistant Secretary-Treasurer. Upon completion of the examination, the committee shall report its findings to the Board and to the Association.

BY-LAWS COMMITTEE

Purpose

Receive, review and suggest changes in the AAFCO By-Laws in order to maintain the by-laws to best serve the needs of AAFCO.

Membership

The committee is composed of a chair and two or three AAFCO members. No industry representatives serve as advisors to this committee.

General Operating Procedures

- Meet during the Mid-Year and Annual meetings, if there is business to conduct.
- Receive written correspondence to communicate suggested changes from members, including those who are not able to attend committee meetings. Any AAFCO member may propose a change in the by-laws by submitting it in writing to the committee chair. Although not required, it is recommended that copies of the proposed changes be sent to the AAFCO President by the persons suggesting the changes.
- Receive suggestions and recommendations from the Board.
- Submit committee report for Annual meeting.
- Notify the Assistant Secretary-Treasurer well in advance of the Annual Meeting of any proposed changes so that required notification can be made to the members.

COLLABORATIVE CHECK SAMPLE COMMITTEE

Purpose

Provides laboratory quality control tools to regulatory and industry laboratories engaged in the analysis of feeds and give regulatory officials indices of the accuracy of the analytical methods.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee. The committee employs a consultant to manage statistics and computer software. A laboratory is contracted to prepare and distribute samples.

General Operating Procedures

- Operate check sample program to provide reference points for individual laboratories and to evaluate assay methods.
- Provide statistical analyses suitable for analysts to use in monitoring their performance and method evaluation.
- Provide to the Board of Directors estimates of the accuracy of the more widely used assay methods and recommend analytical variations (AV's) for use as guidelines in assessing the acceptability of products appearing to be marginally acceptable.
- Encourage the use of the most effective methods of analysis.
- Meet during the Mid-year and Annual meetings and as needed during the AOAC International meeting. All participants in the check sample program from regulatory, manufacturers, research and private service laboratories are invited to take part in the meetings, help plan sample schedules and give guidance to the programs.
- The committee responds to the directions of the president in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Submit committee report for Annual meeting.

COMMUNICATIONS COMMITTEE

Purpose

Disseminate information to the AAFCO membership, industry and other interested parties through brochures, publications and other means.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Increase awareness of ongoing activities and special projects of AAFCO for members, industry and other interested parties while encouraging active participation in those activities.
- Assist in uniform interpretation of laws, regulations and policy statements by disseminating confidential reports to regulatory officials regarding these issues.
- Meet during the Mid-year and Annual meetings.
- Encourage AAFCO members to contact the committee with information throughout the year.
- The committee responds to the directions of the president in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Submit committee report for annual meeting.

E-COMMERCE COMMITTEE

Purpose

Identify potential problems and solutions associated with electronic commerce and the needs of the association's members with regard to electronic commerce to include but not limited to: Feed products registration; tonnage reporting and fee payments; licensing of firms; development of forms for the above activities; advertisement of unregistered products and unlicensed firms; inappropriate claims for product safety and effectiveness.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Provide a forum for discussion and solicit input from feed industry, consumer groups and regulatory officials.
- Coordinate a Surf Day with participation from states in an attempt to bring firms distributing commercial feed into compliance with applicable FDA and state regulations.
- Determine if AAFCO could play a role in facilitating uniform electronic submission of application for registration, licensing, labeling and legal distribution of commercial feed.
- Responsible for formalizing and updating the Enforcement Guidelines and other enforcement documents.
- The committee responds to the directions of the president in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Meet during the Mid-year and Annual meetings.
- Submit committee report for annual meeting.

ENFORCEMENT ISSUES COMMITTEE

Purpose

Develop and promote uniformity in enforcement policies and actions to ensure animal feeds are safe and effective for intended use.

Membership

Membership is composed of AAFCO members. No industry representatives serve as advisors to this committee.

General Operating Procedures

- Provide a forum for discussion of enforcement issues by regulatory officials.
- Solicit input from feed industry, consumer groups, university scientists, veterinarians and regulatory officials.
- Coordinate efforts with regulatory officials to determine enforcement priorities and strategies.
- Responsible for formalizing and updating the Enforcement Guidelines and other enforcement documents.
- Meet during the Mid-year and Annual Meetings.
- Submit committee report for Annual Meeting.

FEED ADMINISTRATOR'S SEMINAR COMMITTEE

Purpose

Plan and present the annual Feed Administrator Seminar. In addition, the committee is responsible for administering the AAFCO Feed Control Seminar Scholarship program.

Membership

Membership is composed of AAFCO members. No industry representatives serve as advisors to this committee.

General Operating Procedures

- Secure a facility for the seminar with adequate meeting and sleeping rooms, eating facilities and recreational opportunities. A "retreat" setting is preferred.
- Establish registration fees and other costs of the seminar.
- Invite state feed control officials to the seminar by providing guidelines and application information.
- Provide scholarship guidelines to state feed control officials. Notify scholarship recipients of scholarship awards. Funding for travel of scholarship recipients is the responsibility of the state agency unless other funds are secured.
- Prepare a seminar program which promotes the philosophy, purpose, structure and functioning of AAFCO; teaches the concepts of the Model Feed Bill and Regulations; stresses the importance of uniform administration and management of feed laws and feed control programs on a national basis.
- Secure speakers for program.
- Meet during the Mid-year Meeting to develop a list of topics for upcoming seminar.
- Submit committee report for Annual Meeting.

FEED CONTAMINANTS COMMITTEE

Purpose

Evaluate and identify the need for regulatory policy and actions to ensure that feed contaminants are considered in the quest for safe and effective feeds.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Provide a forum for discussion of feed contaminant issues and solicit input from feed industry, consumer groups, university scientists, veterinarians and regulatory officials.
- This committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the Committee Guidelines.
- Meet during the Mid-Year and Annual Meetings.

FEED LABELING COMMITTEE

Purpose

Evaluate labeling requirements set forth by the Model Feed Bill & Regulations to determine modifications needed to more effectively serve purchasers of commercial feed and feed manufacturers.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Provide a forum for discussion and solicit input from the feed industry, consumer groups, university scientists, veterinarians and regulatory officials.
- Coordinate efforts with the industry and other concerned groups to determine labeling needs for commercial feeds.
- Offer recommendations for updating the Model Feed Bill & Regulations.
- Meet during the Mid-Year and Annual Meetings.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines"
- Submit committee report for Annual Meeting.

FEED MANUFACTURING COMMITTEE

Purpose

Work cooperatively with FDA and the feed industry and stakeholders in developing effective federal and state regulation and define processes to prevent, eliminate or minimize the potential for chemical, microbiological or physical contaminants that may pose a risk to human or animal health.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Meet during the Mid-year and Annual Meetings.
- Submit committee report for Annual Meeting.

INGREDIENT DEFINITIONS COMMITTEE

Purpose

Review investigators' reports, serve as a peer review group for all proposed new and revised definitions of feed ingredients and recommend Board action on them.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Study proposals submitted by the individual investigators to assure all pertinent concerns are addressed before submitted to the Board with recommendations for action.
- Distribute proposals, along with any pertinent information, to the committee members for review and comments. The chair summarizes the information received and either formulates recommendations to the Board or returns the proposals to the investigator for additional research in the event there are unanswered concerns. In the event that the Board returns a proposal to the committee, the chair of the committee is responsible for advising the committee and the appropriate investigator of the Board's action and for obtaining an acceptable conclusion to the Board and membership concerns.
- Meet at the Mid-Year and Annual Meetings.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Submit committee report for Annual Meeting.

INSPECTION & SAMPLING COMMITTEE

Purpose

Work cooperatively with FDA and the feed industry in development of effective inspection and sampling procedures and promote uniform application of those procedures.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Develop and maintain AAFCO Inspector's Manual and Professional Agricultural Inspector's Manual.
- Develop, implement and maintain training materials for inspector training.
- Prepares recommendations approved by the committee for Board consideration.
- Meet during the Mid-Year and Annual Meetings.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Submit committee report for Annual Meeting.

LABORATORY METHODS & SERVICES COMMITTEE

Purpose

Encourage a "climate of excellence" among feed control laboratories by promoting effective communication, better qualified personnel, reliable equipment and accurate methodology.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Participate as partners with FDA and AOAC International in the support, organization and conduct of a feed methodology forum at the AOAC International Annual Meeting, or other suitable place.
- Organize and conduct surveys determining aspects of interest for the participating population of laboratories.
- Provide an interface with AOAC International method validation programs and the requirements of AAFCO and regulated industries.
- Meeting during the Mid-Year and Annual Meetings.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".

LIFE MEMBERSHIP COMMITTEE

Purpose

Honor deserving feed control officials who have retired and are not involved in any way with the regulation, manufacture, distribution, or sale of commercial feeds.

Membership

The Assistant Secretary-Treasurer conducts the duties of this committee.

General Operating Procedures

Send notice to AAFCO membership requesting nominations for qualified individuals. Review nominations to determine if nominee has performed meritorious service to the Association and meets the following criteria:

FIRST:

- (1) The candidate may be proposed by the member agency of which the candidate was employed during his or her tenure as a feed control official.
- (2) The candidate may be proposed by a standing committee or special committee appointed by the President to evaluate life membership candidates.
- (3) The Board of Directors may on its own motion nominate candidates for life membership.

SECOND:

- (1) The candidate shall have completed a minimum of eight (8) years active committee, investigator, seminar, task force or officer service; or a minimum fifteen (15) years in a member agency with semi-active or indirect service to the Association.
- (2) The candidate shall have terminated his or her tenure as a feed control official and shall not have accepted a position in any feed control regulated business, trade or professional association servicing the animal feed industry.

THIRD:

- (1) The Board of Directors shall, when considering a candidate for life membership, evaluate the merits under which prior memberships were awarded; avoid awards which tend to disenfranchise the values of life membership; disregard personal friendships, personalities and social factors and protect the honor of Life Membership.

FOURTH:

- (1) The proponent of a candidate for life membership shall provide a resume outlining the candidate's term of employment, service to the Association, and contribution to animal feed control, basis for leaving feed control arena and a current mailing address and telephone number. Present resume of qualifying individual to the Board of Directors for approval. Prepare award to be presented and published in the Official Publication.

LONG-RANGE PLANNING COMMITTEE

Purpose

Provide recommendations to the Board as to emerging trends affecting the feed industry and AAFCO.

Membership

Membership is comprised primarily of AAFCO past presidents. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Provide input regarding the strategic plan and monitor AAFCO progress in achieving identified objectives within the plan.
- Suggest modifications or additions to the plan periodically at the request of the Board.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Meet during the Mid-Year and Annual Meetings.
- Submit committee report for Annual Meeting.

MODEL FEED BILL AND REGULATIONS COMMITTEE

Purpose

Provide timely and sound recommendations to the Board so that fair and just model legislation and regulatory principles are maintained by AAFCO. The recommendations may be adopted or used as guides by control officials responsible for enforcement of laws regulating the production, labeling, distribution, and sale of commercial feed.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

Review and evaluate all requests for new or revised legislation and regulatory principles. All requests should be in writing and must meet the guidelines as set forth in the "Committee Issues" document. Render opinions on matters pertaining to compatibility of requests with existing legislation and regulatory principles. Provide interpretation of existing legislation and regulatory principles when requested. Inform the Board of federal and state legislation of particular interest to AAFCO. Operate according to the following procedures:

- The Chair distributes a list of matters to be considered with pertinent information to the committee members;
- The members review and evaluate the material and provide their comments to the Chair;
- The Chair summarizes the comments and formulates recommendations to the Board;
- Periodically the Chair prepares a list of items the committee has under consideration and provides this list to the President, Board and chairs of other committees that may be involved.
- On matters regarding clarification of legislation and regulatory principles, which do not require committee involvement, the chair may respond in writing directly to the inquirer and provide the President with a copy.
- Meet during the Mid-Year and Annual Meetings.
- Submit committee report for Annual Meeting.

NECROLOGY COMMITTEE

Purpose

Inform the membership of the death of an associate and appropriately remember the deceased associate at the Annual Meeting.

Membership

The Assistant Secretary-Treasurer conducts the duties of this committee.

General Operating Procedures

- Send notice to AAFCO membership requesting information on deceased members.
- Prepare eulogy to be read at the Annual Meeting and printed in the Official Publication.

NOMINATING COMMITTEE

Purpose

Select individuals qualified to hold positions as officers or serve on the Board of Directors. Submit in writing to the secretary and Board of Directors, a slate of officers naming candidates.

Membership

The committee is composed of the last three past presidents, with the past president who has been out of office for the greatest length of time serving as chair. If three past Presidents are not available to serve, other members shall be appointed to the extent necessary to constitute the three members of the committee. At no time shall a member of the AAFCO Nominating Committee be anyone that is not a State, Provincial or U.S. Territory feed regulatory official. No industry representatives serve as advisors to this committee.

General Operating Procedures

- Select candidates to serve on the Board of Directors. The criteria is to have been an active member on committees, chair of a committee, and participation in scheduled meetings.
- Mid-Year vacancies shall be filled in accordance with Article IV, Section 2 and Article V, Section 6 of the AAFCO By-Laws.
- A President shall serve only one term except under unusual circumstances justifying a longer term. The decision shall be made by the Board (excluding the President) and the Nominating Committee. Only after these two bodies have reached full agreement shall the President's name be submitted to the membership for a vote to succeed in the office.
- Nominations may be made from the floor by any member during the election of officers at the Annual Meeting.

PET FOOD COMMITTEE

Purpose

The Pet Food Committee is delegated the responsibility for interpreting, maintaining and recommending revisions to the Official Pet Food Regulations, which are the standards for uniformity in legislation, regulatory principles, and definitions concerning pet foods. Label reviews are performed by the committee to encourage the uniform interpretation of pet food regulations.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Endeavor to promote honesty and fair competition within the pet food industry through uniform application of the Official Pet Food Regulations.
- Work with state control officials and the pet food manufacturers for accurate, legal, and non-misleading labeling of pet food products.
- Maintain liaison with the Pet Food Institute and other industry associations to promote cooperative efforts in developing new policies or regulations when necessary.
- The committee responds to the directions of the President in whatever form received. All other requests for action should be in writing. All requests must meet the guidelines as set forth in the "Committee Guidelines".
- Meet during the Mid-Year and Annual Meetings.
- Submit committee report for Annual Meeting.

STATES-INDUSTRY RELATIONS COMMITTEE

Purpose

Serve as a forum to advance new ideas, assist in resolving pertinent problems, promote better understanding, and serve as a model of government and industry cooperation.

Membership

Membership is composed of AAFCO members. Industry representatives may serve as advisors to this committee.

General Operating Procedures

- Provide a mechanism for resolving problems between state feed control officials and industry.
- Conduct an "Open Forum" session at the Mid-Year and Annual Meetings to discuss topics of interest for future consideration. All interested persons are invited to attend and present their views and comments.
- Contact major trade and consumer organizations for possible issues.
- Submit committee report for Annual Meeting.

INVESTIGATORS

Purpose

An investigator is appointed by the president for each category of feed ingredients to establish and maintain a current listing in the AAFCO Official Publication including the classification, definition, and restrictions applicable to the product.

General Operating Procedures

- Provide a focal point among industry, state officials, AAFCO and FDA for uniformly defining and listing feeds and feed ingredients and advising interested and concerned persons regarding the use of the ingredients.
- Define a specific product as accurately as possible without incorporating product specifications.
- Strive for a concise and complete definition, giving a common or usual name that is readily understood, which will eventually be an official definition to be used by ingredient manufacturers, feed manufacturers and regulatory personnel worldwide.
- Receive requests for amending or adding to the AAFCO listing of definitions. Determine from the person making the request the purpose, need, safety, etc. of the product. Check with industry, other control officials, other investigators, governmental agencies and others that may have input regarding the topic.
- Make contact early in the year so that requests for official or tentative definitions may be reviewed and proposed for adoption at the Annual Meeting.
- Receive initial definitions for new products from individuals, ingredient manufacturers, associations, regulatory agencies or the investigator.
- Research the products and proposed definitions and submit recommendations to the Ingredient Definitions Committee.
- Investigator recommendations are considered only at scheduled Board meetings. Therefore, it is very critical that all proposals are made to the Ingredient Definitions Committee by March 31.
- New definitions remain in a tentative status for one year. If neither the Ingredient Definitions Committee nor the investigator receives objections during this interim, the Ingredient Definitions Committee will recommend that the tentative definition be moved to official status.

ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS, INC.

Investigator Report and Recommendation for: _____

Submitted by: _____ Date: _____

- ACTION: _____ New Tentative Definition
 _____ Tentative Definition to be made Official
 _____ Editorial Change
 _____ Delete Official Definition
 _____ Other: _____

Definition Number: _____ Name: _____

(Text/Description):

Remarks:

Deadline Date:

- _____ June 15, _____ for consideration at Annual Meeting
_____ December 15, _____ for consideration at Midyear Meeting

Submit report and recommendations to:

Shannon Jordre, Chair
Ingredients Definition Committee
FDA/CVM, HFV-235
7519 Standish Place
Rockville, MD 20855

Recommendation of Ingredients Definition Committee: Remarks: _____ Accept as Requested _____ Accept as Amended _____ Do not Accept _____ Table until _____

AAFCO TRAVEL PROCEDURES

AAFCO realizes the importance of having effective meetings and this requires committee chairs, investigators, members of the Board of Directors and others to attend. However, sometimes persons serving in these positions are unable to attend meetings without outside financial assistance because of a lack of available travel funds in their agency. AAFCO has a long tradition of assisting control officials, to the extent possible, in attending meetings when it is deemed to be in the best interest of AAFCO to do so.

A control official should request funds for travel from AAFCO only if their agency is unable to provide funds for travel. The official should seek partial travel funds from their agency. Additionally, when requesting AAFCO travel funds, the official should minimize expenses.

Authorization Process

- The President is responsible for approving all travel requests. The President may consult with the Board in certain circumstances when it is necessary or advisable. The President must be aware of the current financial condition of AAFCO by keeping in close contact with the Assistant Secretary-Treasurer.
- All travel requests must be submitted to the AAFCO President on the current approved AAFCO travel request form well in advance of the meeting. Approval must be obtained before the travel begins.
- Committee chairs, Board members, and other Association officers may make their requests directly to the President.
- Committee members must submit their requests through their committee chair, which must approve the travel before forwarding the request to the President. The chair should justify the requests by explaining why the members' presence is in the best interest of AAFCO.
- The President shall promptly approve or reject all requests and send a copy to the person requesting approval, the committee chair (if appropriate), and the Assistant Secretary-Treasurer and place copies in the President's file. A copy is to be attached to AAFCO Expense Travel Vouchers after the approved travel has been completed.

Allowances and Receipts

1. Room costs will be reimbursed on an actual-cost basis. A receipt is required.
2. Food, including tips, will be reimbursed on an actual-cost basis, itemized by meal each day.
3. Auto travel will be reimbursed at the official's state rate. The claim should show origin and destination points and total mileage. If automobile instead of air travel is chosen, then the less expensive mode of transportation will be reimbursed.
4. Air fare should be the lowest available, which may require advance purchase, staying over Saturday night, tourist fare or other restrictions. A receipt is required.

5. Taxi, limousine or other transportation will be reimbursed at actual cost. A receipt is required if over \$15. Separate justification must be made for rental cars.
6. Registration fees are refunded as charged. A receipt is required.
7. Other expenses on behalf of AAFCO may be considered for payment. In these cases, receipts and justification must be provided.

Travel Expense Voucher:

1. A properly completed current AAFCO Travel Expense Voucher must be submitted to the President, along with all appropriate receipts as previously outlined.
2. The President shall check the voucher and receipts and compare to the travel request for to insure accuracy and appropriateness. Upon approval, the President shall sign the travel expense voucher and send the original with receipts to the Assistant Secretary-Treasurer for payment.
3. The Assistant Secretary-Treasurer shall promptly reimburse the approved travel expenses. The Assistant Secretary-Treasurer shall retain a copy of the approved travel expense voucher and travel request.

General Travel Policies:

1. The Board of Directors attend the FDA/AAFCO Briefing and Planning Conference in Rockville, MD at AAFCO expense, if necessary.
2. The President or Board may appoint members of AAFCO to represent the Association at industry, governmental and other meetings at AAFCO expense when it is deemed in the best interest of AAFCO. Likewise, the President may reject requests for reimbursement for expense to any meetings for which prior approval was not given.
3. All requests for reimbursement must be made within **30 days** of travel completion.
4. Travel advances, mainly to cover transportation, are available upon request.

Name: _____ Title: _____

State Organization: _____

Address: _____
Street Address City State Zip Code

AAFCO Position: _____

To the President of the Association of American Feed Control Officials,
I respectfully request reimbursement of travel expenses to attend:

Description and Purpose of Travel: _____

Dates: From _____ To _____ Total Number of Days: _____

Estimated Expenses:

Mode of Transportation: _____ Cost: \$ _____

Hotel: Cost/night: \$ _____ @ _____ nights\$ _____

Meals: Cost/day: \$ _____ @ _____ days\$ _____

Note: only actual meal costs and hotel expenses will be reimbursed. No per diem costs will be paid.

Other Expenses: (Please provide a description and cost)

_____\$ _____
_____\$ _____
_____\$ _____

Total Estimated\$ _____

Advance Requested? ____ YES ____ NO \$ _____

Approval Recommended: _____
Name AAFCO Position

Note: If the request is for a committee member, it is the responsibility of the committee chair to submit a separate request for each individual to the President for final approval.

APPROVED: _____
AAFCO President

Date: _____

HOW TO CONDUCT A MEETING

Use Agendas

Each meeting should have an agenda. It should be sent to committee members, advisors and the assistant secretary-treasurer. The agenda for the Mid-year and annual meetings will be published on the *AAF*CO web site (www.aafco.org). If an agenda has not been developed before a meeting, the chair should ensure one is made available at the beginning of the meeting.

- A. Agendas should include the following information:
 - 1. The agenda topics (including a sentence or two that defines each item and why it is being discussed).
 - 2. The presenters (usually the person who originated the item or the person most responsible or knowledgeable about it).
 - 3. A time guideline (the estimated time in minutes needed to discuss each item).
 - 4. The item type and whether the item requires discussion or decision or is just an announcement.

- B. Agendas usually list the following activities:
 - 1. Warm-ups: short (five to ten minute) activities used to free people's minds from the outside world and get them focused on the meeting.
 - 2. A quick review of the agenda. Simply start each meeting by going over the agenda, adding or deleting items, and modifying time estimates.

Setting Meeting Ground Rules

At the beginning of the committee meeting, the committee chair sets the ground rules for the meeting. This would include letting everyone know how comments will be received, i.e., comments only from committee members; time limit for comments; comments from spectators of meeting, etc.

Take Minutes

Designate an individual to record each item discussed, listing important discussion topics and final action or disposition.

Draft Next Agenda

Assignments for follow-up activities (what? by whom? due date?). Review items on the Action Item List

Evaluate the Meeting

Determine if specific goals for meeting were met and how to improve.

Additional Committee Meetings

Committees may request permission to hold meetings in addition to the Mid-year and

Annual meetings. These requests are to be submitted in writing to the Board of Directors with justification for the meeting. Justification should include requested attendees and costs for the meeting.

Committee business may be conducted in many ways, not just via face-to-face meetings. Committees are encouraged to utilize the telephone, fax and e-mail system to conduct business between formal meeting times.

Closed Meetings

Closed meetings are for control officials only and must be approved by the Board of Directors prior to the meeting. When requesting permission to hold a closed meeting, justification must be submitted in writing by the committee chair to the Board of Directors. The Board will then determine if the justification warrants a closed meeting.

HOW TO WRITE A COMMITTEE REPORT

Introduction

Mention dates and locations of previous meetings.

General Information

Outline general information you wish to be recorded for posterity, such as topics of discussions and/or concerns. This information can be gleaned from the minutes of the committee meetings and the agendas. Please be brief and to the point.

Future Items

List topics to be continued or initiated for the next year.

Action Items

List only recommendations to be considered by the AAFCO Board of Directors and brought before the association members for vote. Be clear and concise in the action items.

Format of Report

All committee reports are to be submitted electronically to the assistant secretary-treasurer in Word format with **no** macro's contained within the report. Any items to be considered by the Board of Directors should be listed at the beginning of the report so as to not be missed.

AWARDING HONORARIUMS

Honorariums may be awarded to deserving individuals, with a vote of the Board of Directors. A member of the Association or a Board member may make the recommendation. The recommendation should be accompanied by justification qualifying this award along with a suggested amount.

Items to be considered in selecting honorariums:

- 1) Will the AAFCO member continue the services provided to the organization if a monetary reward is not received?
- 2) Will AAFCO receive the quality of services from a nonmember if the services are contracted out?
- 3) Can AAFCO obtain through contract the amount and quality of services from an outside source at the same or less value?
- 4) Did the individual provide a service above and beyond regular state involvement, that otherwise may have been costly to the Association?

It should be noted that many associations employ staff due to the fact that **no** member is willing to accept the responsibilities necessary to maintain a profitable and informative service organization.

Individuals who historically receive honorariums are those who provide the Association with operational activities; items not connected with committee or task force assignments. Such activities must occur in order for the committees, task forces, investigators and the Board to operate.

An honorarium may be awarded to any individual who has provided an outstanding service to the Association.