

AAFCO

The Association of American Feed Control Officials, Inc.

PROCEDURES MANUAL

Updated April 2009

June 2014

Revision 2 – June 25 – RDW:

Incorporates sections forwarded by Ken Bowers
Redistributes retitled committees and sections in alphabetic order
Proposes new organization of some Coordinators previously called
committees

Updates most purpose statements to align with 2014 OP

Has several open questions remaining

Is not in final format and is not very pretty textually.

AAFCO

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

PROCEDURES MANUAL

"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."

Table of Contents

	<u>Page No.</u>
AAFCO	
History	1
Purpose	1
Philosophy	4
ORGANIZATION	
Membership	6
Active Members	6
Voting	6
Meetings	6
Definitions	6
Model Feed Bill & Regulations	7
Deadline Dates for Action	7
Official Publication	7
OFFICERS AND BOARD OF DIRECTORS	
Introduction	8
President	9
President-Elect	10
Secretary-Treasurer	11
Board of Directors	12
Assistant Secretary-Treasurer	13
COORDINATORS, COMMITTEES AND INDUSTRY ADVISORS	
Introduction	15
Committee Guidelines	16
Feed Safety Coordinator	18
Auditing committee	19
Strategic Affairs By-Laws Subcommittee	20
Collaborative Check Sample Committee	21
Current Issues & Outreach Committee	
Education & Training Committee	
Communications Committee	22
E-Commerce Committee	23
Enforcement Issues Committee	24
Feed Administrator's Seminar Committee	25
Feed Contaminants Committee	26
Feed Labeling Committee	27
Feed & Feed Ingredient Manufacturing	28
Ingredients Definitions Committee	29
Inspection & Sampling Committee	30
Laboratory Methods & Services Committee	31
Necrology & Life Membership Committee Coordinator	32 & 35
Long Range Planning Committee .now Strategic Affairs Committee	33

Model Feed Bills & Regulations Committee	34
Necrology Committee.....	35
Nominating Committee	36
Pet Food Committee.....	37
States-Industry Relations Committee	38
 INVESTIGATORS	
Introduction.....	39
Report & Recommendation Form	40
 TRAVEL PROCEDURES	
Authorization Procedures	41
Travel Request Form.....	43
Travel Expense Form	44
 GENERAL INFORMATION	
How to Conduct a Meeting	45
How to Write a Committee Report.....	46
Awarding Honorariums	47

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. Strategic Affairs Finance Subcommittee.
- 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.

INSERT NEW TEXT:

Board of Directors Meeting Timelines

The AAFCO BOD typically has four in-person meetings per year: the annual meeting, the FDA briefing, the midyear meeting, and the Feed Administrator’s Seminar;. In addition, the BOD regularly convenes conference call meetings. In order to inform Association members, industry advisors and other interested parties of the ongoing management of the Association in a timely manner, timeframes have been established for provision of information in the following tables:

Table 3 – BOD Pre-Meeting Deadlines and Responsibilities

Business Days	Activity	From	To
---------------	----------	------	----

25	Provide consolidation of outstanding committee recommendations from scheduled meetings, conference calls, etc.,	DRAMF	BOD
15	Provide items for inclusion in the agenda	BOD members	President
10	Provide draft BOD agenda including a list of items to be discussed / actions to be considered / votes to be taken based on the previous BOD meeting, submissions from Committee Chairs, requests from industry, and from previously submitted committee reports.	DRAMF	President
7	Provide final BOD agenda	President	BOD members
5	Post BOD agenda	DRAMF	AAFSCO website

Table 4 – BOD Post Meeting Deadlines and Responsibilities

Business Days	Activity	From	To
5	Provide draft minutes of BOD meeting including actions taken and items requiring follow-up.	DRAMF	BOD
10	Provide suggested changes/improvements to draft minutes of BOD meeting.	BOD	DRAMF
15	Provide updated minutes for approval.	DRAMF	BOD
	Approve minutes.	BOD	DRAMF
20	Post approved minutes.	DRAMF	AAFSCO website
	BOD meeting action items to Committees.		Respective committee chairs

RDW Recommendation: Remove, or Retain as Contingency, if this position is ever to be reactivated.

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

AAFCO Procedures Manual
Updated May 2009-15 Updated June 17, 2014

Explanation: _Strike is language to be removed.

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 Midyear 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.~~

INSERT NEW COPY: Approved FINAL February 4,, 2014

Functional Collective Terms for AAFCO Working Structure

(Version 2, edited January 19, 2011 (Roger Hoestenbach); Version 3, September 17, 2013 (R.D. Waltz); Version 4, October 9, 2013 (Linda Morrison); Final Draft Version, December 16, 2013 (Linda Morrison & R.D. Waltz); accepted and approved by SAC, January 10, 2014. FINAL February 4, 2014.

Advisors – May be requested by the President to represent industry/trade and consumer groups on AAFCO committees, task forces, or working groups. Following all nominations, the President, with the advice of the Board, may accept representatives. The President may also choose to appoint other individuals. Generally, the President and Board take into consideration the individual's demonstrated expertise on a given subject matter, their willingness to work with others in AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices, or other pertinent questions. The number of advisors is usually limited by the size of the committee. In accordance with the By-Laws, advisors cannot vote.

Committees - May be established by the Board of Directors. Members of Committees are appointed by the President, with the advice of the Board. 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. Committees are composed of AAFCO members. Size of the committee may depend on both the duties of the committee and interest in participating in that committee's charges.

Coordinators - Are generally individuals, or small groups appointed by the President that serve in place of a standing committee when the role that needs to be filled is either very limited in scope or would function less effectively as a larger committee. (e.g., *Feed Safety Coordinator*)

Expert Panels – May be convened at any time, by a Committee, Task Force, or Investigator if deemed necessary to assist in the provision of advice. The terms of reference and duration of the panel shall be set out when the Panel is created. If the AAFCO Board has not expressly identified any experts in specific fields of expertise, then the Committee/Task Force/ Investigator is encouraged to make their own selection based on most knowledgeable persons that can be identified. The experts are not limited to academia but expert panelists should not have corporate financial interest for, or against, the proposal.

Investigators - Are generally individuals that serve in place of a committee within the limited scope of a category of ingredients for the purpose of coordinating the development or modification of Official Definitions and/or Terms used to describe the ingredients. Investigators are generally appointed by the chair of the Ingredient Definitions Committee (IDC) and also serve as *de facto* members of the IDC.

Subcommittees - Are made up of committee members, and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence, and work tends to be a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to address the needs of the committee function. Advisors may be asked to provide input into the subcommittee makeup.

Task Forces - Are utilized to fulfill a need for “specific charges”, within a specific and limited time, both of which are established at the time of appointment. Task Forces are appointed by the President and serve at the discretion of the Board of Directors. Membership of a Task Force focuses on expertise in the area to be addressed, and may include any individual needed to function within its charge. (e.g., *the Canine and Feline Nutritional Expert Task Force*)

Working Groups - May include AAFCO Members, Advisors, Academia, or others, as needed to function within its charge. Working Groups are “task specific” and are appointed by a committee chair, coordinator, or investigator to address a specific issue. Working Groups have a limited life span and purpose, both of which should be addressed at the time of appointment. Working Groups (e.g., *Sugar Working Group*) serve at the discretion of the appointing individual.

Committee Agenda Management

An agenda for each committee should be prepared by the chair prior to each meeting and sent to committee members, **and** 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~~ **can be published** 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~~ **for** conducting business.

Committee Annual Report Management

~~Any designated appointed working structure group having been appointed by a committee chair, including any expert panel, any subcommittee, or any working group, must provide to the committee chair an update of their charge and progress made in the past year, in electronic format, due at a time chosen by the committee chair, but prior to June 14. It is the responsibility of the appointed working structure to present an annual report to the chair whether or not specifically solicited by the chair.~~

~~An annual committee report, including at the time of submission, if appointed, any expert panel annual update reports, any subcommittee update annual reports, or any working group annual update reports, 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 by the committee chair or the chair’s designee, to all committee members and advisors.~~

COMMITTEE GUIDELINES

~~AAFCO Procedures Manual
Updated May 2009 16 Updated June 17, 2014~~

~~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, **Current Issues and Outreach**, Environmental Issues, **Education and Training**, **Enforcement Issues**, Feed Labeling, Feed **and Feed Ingredient** Manufacturing, Ingredient Definitions, Inspection and Sampling, Laboratory Methods and Services, Long Range Planning, Model Bills & Regulations, Pet Food, and States Industry Relations **Strategic Affairs**. At this time, the other Association’s committees do not address issues or changes impacted~~

~~by these criteria. Committees listed should use the following criteria if presented with an issue or proposed 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 Bills 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.~~

INSERT NEW LANGUAGE

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 following criteria are applicable to all AAFCO investigators and committees if presented with an issue or change.

Does the issue or change affect:

1. safeguarding the health of humans or animals?
2. the protection of consumer(s) and regulated industry?
3. the structure for orderly commerce?
4. the functions of the Association?

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

Justification must be provided with all proposals for consideration by a committee/investigator. Proposals should include the following:

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
4. The benefit of the proposal to the Association

An amendment to AAFCO Model Bills 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 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.~~

INSERT NEW

Committee Spokesperson

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

~~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.~~

INSERT NEW TEXT

Draft Committee Documents

All AAFCO documents developed by committees, sub-committees, task forces, working groups or investigators that are not completed should be marked with the word, "draft". Draft documents are to be released publicly only with the permission of the applicable Chairperson. Members, Advisors and other individuals assigned to participate in this Association's functions are permitted to share draft committee documents within their own organizations with the understanding that draft documents may not be publicly released without permission.

INSERT NEW TEXT

Committee Work Timelines

AAFCO committees typically meet two times per year: at the annual meeting and at the midyear meeting. If additional committee meetings are necessary, the Chair may schedule meetings and/or conference calls. If additional meetings are planned and financial support is needed from the Association, a proposed budget (including meeting venue and travel costs), meeting rationale, attendees and proposed agenda must be prepared and submitted to the President for approval.

In order to inform Association members, industry advisors, and other interested parties of ongoing Committee Work in a timely manner, timeframes have been established for provision of information to Committee members and advisors as well as the Designated Representative of the Association Management Firm (DRAMF) in the following two tables:

Table 1 – Committee Pre-Meeting Deadlines and Responsibilities

Business Days	Activity	From	To
45	Committee special requests (e.g., additional space, extra meeting time)	Committee Chairs	DRAMF
30	Provide new or modified feed ingredient definitions to allow for proper review and proposal for adoption at scheduled Ingredient Definitions Committee (IDC) meetings.	AAFCO Investigators	Chair of the IDC
25	1. Provide additional* committee reports, including recommendations, for consideration by the Board of Directors (BOD) and Association 2. Provide meeting agenda 3. Identify A/V needs, including teleconference needs, if any	Committee Chairs	DRAMF
20	Post Committee meeting agendas	DRAMF	AAFCO website
10	Send meeting announcement (including notice of voting, Committee reports)	DRAMF	Association members and advisors

* Committee reports are due 45 business days after the meeting. Therefore, only additional committee activities/reports are needed prior to the next meeting.

Table 2 – Committee Post-Meeting Deadlines and Responsibilities

Business Days	Activity	From	To
45	Provide approved committee reports including minutes and recommendations for consideration by the BOD	Committee Chairs	DRAMF
50	Post committee report including minutes and recommendations for consideration by the BOD	DRAMF	AAFCO website

Committee Meetings - Operating Procedures

AAFCO is committed to providing a forum for respectful, professional discussion. All discussions should be professional and relevant to committee business. Any member or advisor who behaves in a manner disruptive to committee business may be subject to removal as a member or advisor of the committee.

Robert’s Rules of Order may be used but are not required.

Committee chairs may call open or closed meetings for the conduct of business.

Closed meetings shall be of two types:

- a) Those at which industry advisory groups are requested to present views of their associations and
- b) Those at which control officials only shall formulate recommendations for presentation to AAFCO.

Chairs shall use discretion when inviting industry advisory groups to closed meetings. In general, invitations to make formal presentations at closed meetings shall be restricted to trade organizations that provide committee advisors to AAFCO.

Individuals, associations, or groups interested in having their views presented at closed meetings shall submit a written request providing a description of the topic to be reviewed in advance of the closed committee meeting with the assurance that the committee will take such views into consideration.

Even where issues are originally discussed in closed meetings, additional opportunities for discussion at (a) open committee meetings and/or (b) AAFCO general sessions will be provided for any committee recommendations to ensure that the operations of AAFCO are transparent and that industry has the opportunity to provide comments.

COORDINATORS

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.

NECROLOGY & LIFE MEMBERSHIP COMMITTEE COORDINATOR

Purpose (Necrology)

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

Purpose (Life Membership)

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 (Necrology)

- 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.

General Operating Procedures (Life Membership)

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

a
w
a
r
d
e
d
;

a
v
o
i
d

a
w
a
r
d
s

w
h
i
c
h

t
e
n
d

t
o

d
i
s
e
n
f
r
a
n
c
h
i

se the values of life ershiMEMBERSHIP; 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.

INSERT NEW :

Life Membership

To qualify for life membership in the Association of American Feed Control Officials a candidate must have met the following criteria or have performed meritorious service to the Association or to the principals of animal feed control determined by the AAFCO BOD to be the equivalent of these criteria:

(1) The candidate shall have completed a minimum of eight years (8) active committee, investigator, seminar, task force or officer service; or a minimum of fifteen years (15) tenure 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.

Nomination Procedure:

The proponent of a candidate for life membership shall provide a resume outlining the candidate's term of employment, service to the Association, contribution to animal feed control, basis for leaving feed control, a current mailing address and telephone number.

The candidate may be proposed by:

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

Assessment of Life Membership Nominations:

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 past, present and future of the honor of Life Membership.

Notification of New Life Members:

Life member nominees approved by the BOD, shall be notified in writing, by the President, within 10 days of the decision and will be included in the list of Life Members in the next version of the OP.

PROPOSED – RDW
NOMINATING COMMITTEE
COORDINATORS

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.

COMMITTEES

AAFCO 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.~~

Purpose (2014 OP)

To support regulatory, industry, and commercial feed laboratories by providing a proficiency testing program that is compliant with international guidelines at nominal cost to laboratories. To monitor the use and performance of analytical test methods and to provide information to other AAFCO committees as required. To provide feed testing laboratories with performance-monitoring procedures that are common requirements of accreditation and produce well-defined testing materials to be used for method validation and quality control.

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.

AUDITING COMMITTEE

THIS SECTION NEEDS TO BE COMPLETELY REVISED – Assign to Finance Committee???

Purpose

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

RDW Proposed: Review on an annual basis the financial records, filings (IRS, other) and annual fiscal procedures of the Association; to coordinate with and assist the Federation of Animal Science Societies (FASS) to gain and ensure compliance with state and federal laws, by conducting an annual internal audit; and to assist the Board in protecting assets through monitoring and comparison with approved budgets. The audit committee shall coordinate with FASS the completion of an in-depth audit by a hired, competent CPA person or firm once every three years, or otherwise as deemed necessary by the committee or the Board.

Membership

Membership is composed of at least ~~two~~ **three** 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.

~~COMMUNICATIONS COMMITTEE~~ **CURRENT ISSUES & OUTREACH COMMITTEE**

Purpose

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

Purpose (2014 OP)

To provide a forum for the discussion of new ideas as well as ongoing problems, promote understanding and cooperation between government and industry, and disseminate relevant information to AAFCO members, the regulated industry, and other interested parties through an appropriate method.

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.

~~STATES-INDUSTRY RELATIONS COMMITTEE~~ **CURRENT ISSUES & OUTREACH COMMITTEE**

RDW Comment: Needs reviewed – where are these activities otherwise captured?

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.

E-COMMERCE COMMITTEE

RICHARD TENYCK: DOES THIS ROLL INTO ANY VERBAGE THAT YOU WANT TO CAPTURE WITH FEEDBIN?

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.

EDUCATION & TRAINING COMMITTEE

Purpose (2014 OP)

Work with committees and the board of directors to identify education and training needs and approaches. Serve as a point of integration for training approaches with other national organizations (e.g., FDA, IFPTI, FSPCA) as needed. Act as a resource to identify appropriate training methods and coordinate the organization of training material developed by the respective committees for effective educational approaches in support of regulators and regulated industry training*. (*Note: Technical training material development remains the responsibility of the subject matter expert committee.)

Membership

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

General Operating Procedures

INSERT NEW TEXT FROM OP:

AAFCO's Training Endorsement Policy

The AAFCO BOD must approve AAFCO sponsorship or endorsement for any workshop, seminar, training course or other educational offering prior to the use of its name or use of the AAFCO seal, regardless of the hosting entity or the purpose of the event. Any request for the use of the AAFCO name or seal must be directed to the Chair of the Education and Training Committee, who in turn, will forward to the BOD with a recommendation for consideration and action. Host entities may include, but are not limited to the following: state agencies, committees, industry groups, and AAFCO Committees. Training events may include, but are not limited to AAFCO's Basic Inspector Training Seminar, Advanced Inspector Training Seminar, and the Feed Administrator's Seminar, or other trainings related to the regulation and processing of feed and feed ingredients.

Such requests should be placed in writing and should include a description of the following:

- An overview of the training content including a draft agenda;
- Why or how the program content is relevant to AAFCO;
- Delivery format (in-person, satellite, on-line, written materials, etc.);
- Level of involvement, if any, of AAFCO membership in program development;
- Level of involvement, if any, of AAFCO membership in program presentation;
- Intended audience, including anticipated benefit to attendees, including AAFCO members;
- Anticipated fees for attendees;
- Other anticipated sponsors and endorsers;
- Requests for AAFCO support, if any (e.g., financial, in-kind, or otherwise);

- Expectations for use of AAFCO name and trademark in promotional materials, including anticipated timeframes for use; and
- Full financial disclosure, including the intent for profit, which may include a preliminary budget.

The Education and Training Committee and the BOD shall give consideration to all requests and would view as favorable those requests that:

- Offer educational benefit to AAFCO members or the regulated industry,
- Anticipate significant participation by AAFCO members,
- Provide AAFCO and its members the opportunity to provide input on course content, or
- Complement, reinforce, or otherwise support other trainings offered or sponsored by AAFCO.

The Education and Training Committee and the BOD should carefully consider the commercial and financial interests of those hosting a program to ensure that it presents no conflict to the regulatory role of AAFCO and its members.

Approvals of an AAFCO endorsement for educational activities will be made effective for specific events and only for a specific time period. If a training is postponed or rescheduled for a time period not considered, an additional endorsement request will need to be made to AAFCO. All training endorsement requests must be forwarded to the AAFCO President at least 90 days prior to the proposed training. Training requests may be made up to one year in advance for events requiring more advanced planning. The AAFCO trademark, name or seal shall not be used on training or promotional materials unless approved by the BOD. Approval for an AAFCO endorsement does not require a vote of the general membership.

All committees considering training need to provide cost/budget estimates to the secretary/treasurer to allow for funds to be set aside in the AAFCO budget process for the ensuing year by May 1st.

In order to inform Association members, industry advisors and other interested parties of upcoming training in a timely manner, timeframes have been established for provision of information to the Chair of the Education and Training Committee, BOD and DRAMF as identified in the following two tables:

Table 5 – Pre-Training Deadlines and Responsibilities

Business Days	Activity	From	To
90	Submit training request that contains the information identified above	Training Proponent	Education and Training Committee (ETC) Chair (or designate)

85	Based on criteria established by the ETC and approved by the BOD, recommend whether the training request should be approved or not	ETC Chair	BOD
80	Discusses ETC Chair Recommendation and accepts or rejects the proposal	BOD	DRAMF
75	Provide BOD recommendation	DRAMF	ETC Chair
70	Communicate BOD decision	ETC Chair	Training Proponent
65	Provide final budget and obtain approval	Training Proponent	BOD and Secretary Treasurer
50	Provide final agenda including confirmed presenters. Send meeting announcement. Identify A/V needs, including teleconference needs, if any.	Training Proponent	DRAMF
45	Send meeting announcement and agenda for posting for AAFCO members	DRAMF	AAFCO website
25	Closing date for application to AAFCO for funding support for trainees and presenters, e.g., scholarships	AAFCO members	DRAMF
15	Confirm funding support for trainees. Deadline for accepting materials for printing (should request electronic version for posting to AAFCO website where possible)	DRAMF Presenters	Trainees DRAMF
5	Ships printed materials and other supplies required	DRAMF	Training site

Table 6 – Training Post Meeting Deadlines and Responsibilities

Business Days	Activity	From	To
10	Provide Evaluation Report and recommendations to improve future training. *Post presentation materials	Training Proponent DRAMF	ETC Chair and the BOD AAFCO website
30	Provide final financial report	DRAMF	Training Proponent, ETC Chair and BOD

*Some materials may be proprietary

**PROPOSAL – RDW:
EDUCATION & TRAINING
FEED ADMINISTRATOR'S SEMINAR SUBCOMMITTEE**

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.

ENFORCEMENT ISSUES COMMITTEE

Purpose

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

Purpose (2014 OP)

Provide a forum for the discussion, promotion, and development of uniform enforcement policies and actions by AAFCO members. This committee usually meets in closed session, for AAFCO members (regulatory) only.

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 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.~~

Purpose (2014 OP)

Review labeling requirements set forth by the Model Bills and Regulations Committee to determine modifications needed to more effectively serve purchasers of commercial feed and feed manufacturers; and maintain Feed Labeling Guides.

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 & FEED INGREDIENT 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.~~

Purpose (2014 OP)

Working cooperatively with the Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers, and other relevant domestic and international stakeholders, develop science- and risk-based regulations. Such regulations would support the implementation of effective inspection and compliance strategies as be useful in providing education and information to stakeholders. The overall goal is to minimize the presence of chemical, microbiological, and physical hazards in animal feeds to the levels necessary to protect human and 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.~~

Purpose (2014 OP)

Serve as a clearing house for the development of feed ingredient definitions and provide and maintain a mechanism for the organization and distribution of information regarding ingredients and their use.

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.~~

Purpose (2014 OP)

Work cooperatively with feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, to develop effective inspection and sampling procedures and promote the uniform application of those procedures for feed and feed ingredients; evaluate, update, and maintain the AAFCO Inspectors Manual.

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.~~

Purpose (2014 OP)

See the OP

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 Guidance

MODEL FEED BILLS 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.~~

Purpose (2014 OP)

Provide timely and sound recommendations to the Board so that fair and just model bills and regulations are maintained and advocated by AAFCO regarding the production, labeling, distribution, and sale of commercial feed and production of noncommercial 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.

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.~~

Purpose (2014 OP)

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.

~~LONG RANGE PLANNING COMMITTEE~~
~~STRATEGIC AFFAIRS COMMITTEE~~

Purpose

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

Purpose (2014 OP)

Provide advice and support to the Board regarding strategic direction, planning, tracking, and implementation of related Association activities and stability including oversight of financial planning for strategic advice and financial stability; advise and maintain the By-Laws to the best serve the Board and needs of 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.

STRATEGIC AFFAIRS BY-LAWS SUBCOMMITTEE

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.~~

INVESTIGATORS

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 AAFCO 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.

INSERT NEW TEXT:

AAFCO Guidelines for Electronic Voting

This guideline is to be used by AAFCO members for the purpose of conducting normal Board, workgroup, taskforce, committee, or other assigned AAFCO group business by electronic vote using the internet or e-mail outside of scheduled in-person meetings. These procedures are not intended to be used for electronic voting of the entire membership. All circumstances requiring the use of an electronic vote outside of these guidelines must be approved by the AAFCO Board of Directors. Voting activities not conducted in accordance with these guidelines may be subject to review and determined to be null and void by the BOD.

For the BOD, only the President or President-Elect may preside over an electronic vote; for committees and all or other groups, only the Chair or Co-Chairs/Vice-Chairs may preside over an electronic vote. In the following guidelines, the presiding person will be called the Chair.

All voting members and advisors must be included in any proceedings involving an electronic vote.

Any voting member of the Board/Committee/Group may propose a motion by email.

Any voting member may second the proposed motion, except the person making the motion.

- No discussion shall occur before the motion has been seconded and the Chair has initiated a discussion period.

- If within the next two business days, another voting member has not seconded the motion, then the member who has made the motion shall contact the Chair to determine any future action.

The Chair will assign a member to record the dates and the names of those members who moved and seconded a motion, and keep minutes of the proceedings throughout the e-vote period.

Once the motion has been seconded:

- Within two business days of the motions "second", the Chair will initiate a discussion period of a duration commensurate with the complexity of the motion. During the discussion period, no e-voting shall occur. Any e-vote submitted before the Chair calls for an e-vote will be considered as null and will not be counted;

- In the case of Committee items, the Chair shall extend the motion and the opportunity for discussion to the industry advisors.

It is expected that committee advisors will be notified by the Chair of any electronic voting by the members and have opportunity for input.

All discussion comments shall be submitted by e-mail to all persons involved.

Once the discussion period has ended:

- The Chair shall resubmit the motion (including amendments, if any) in writing within an e-mail to all voting members.

- The Chair will call for an e-vote within a specific reasonable deadline, not to exceed seven business days.

The e-vote shall remain open for a period of time commensurate to the number and availability of the members, not to be less than one-half of one business day and not more than seven business days. For e-votes lasting four days or more, the Chair will send a reminder of the e-vote to all members two business days before the deadline. If

at any time during the open e-vote period a majority vote is reached, the e-vote can be concluded and the results announced by the Chair.

Any member that will not be available during the discussion or e-voting periods may give proxy to another member and notify all others of such proxy. When a member e-votes by proxy, he/she shall so indicate that on the e-vote ballot.

The Chair will notify all members the results of the motion and the e-vote.

- A motion passes if half of the voting members plus one approve the motion. The Chair does not vote, except if there is a tie or to cause a tie. All members are encouraged to respond with one of three options: Aye, Nay, Abstain

The voting will stop at the end of the e-voting period. Any e-vote submitted after that time will not be counted.

The Chair shall determine the course of action if the motion fails.

Records of e-votes will be compiled by the Chair and listed in the minutes of the next regularly scheduled meeting.

All motions will be sent to the BOD with voting results to be considered as an Action Item, except in the case of the passing of minutes. In the case of minutes, list all recommendations to be considered by the BOD and brought before the Association members for vote.

- All minutes passed and approved can be posted to the AAFCO website. Minutes passed electronically will not be available for corrections or additions at any other time or meeting. All voting is final.

The Chair will send to the BOD a record of the dates of all actions, the names of those members who moved and seconded a motion, minutes of the proceedings throughout the e-vote period, all members participating and voting, and the results of the vote.

INSERT NEW:

Official Publication Timelines

The Official Publication (OP) 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 1 of each year. Updates to the printed OP must be provided to the OP editor no later than October 1, including:

- (a) Membership approved changes from the BOD reflective of Association approved actions
- (b) Membership approved changes from Section Editors; and
- (c) Updated committee member and advisor contact information.

The editor should provide the publication to the printer no later than November 15.

The online version of the official publication will be updated after each membership vote. Association management firm together with section editor will be responsible for ensuring accuracy of revisions within 10 business days of membership vote.

INSERT NEW:

Official Publication Edit and Removal Policy

Prior to requesting revisions to or removal of an item from the OP, the proposed changes to the OP must have been discussed at an open meeting of the Committee responsible for the section of the OP being revised. The proposed revisions will be subject to a Committee vote and after approval will be submitted to the BOD as a Committee Recommendation. The Committee Recommendation will be discussed as an agenda item at the next available BOD meeting. If accepted by the BOD, the Committee's Recommendation to edit or, remove an item from the OP, along with the Board's recommendation, will be put to a vote by the general membership. For modifications originating from the BOD, the recommendations will be posted on the AAFCO website for a minimum of 60 days prior to a being put to a vote by the general membership. An acceptance of any action as a result of the vote will be noted in the next publication of the OP. Editorial or minor changes that do not change the content or meaning are not required to be posted or put to a vote.

A consolidation of changes in the last year will be listed in the front of the OP.

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.

WORKING INSERT FROM OP 80-87 – NEW MATERIAL 2014 – VIA KEN BOWERS

Committee Guidelines
Section Editor - Ken Bowers, KS