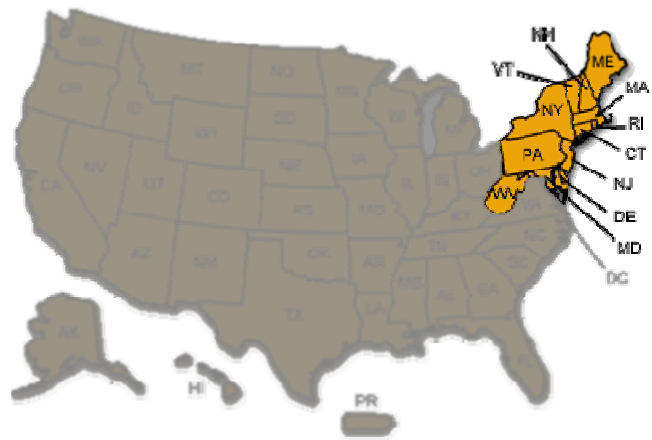


# **EASTERN PLANT BOARD**



## **PROCEDURES MANUAL**

**(updated April 2009)**

**This manual is intended to provide guidance for the operation of the Eastern Plant Board (EPB) in accordance with the provisions of the organization’s Constitution and By-Laws. The current Secretary-Treasurer will revise the manual as needed with concurrence by the EPB Executive Committee. This manual and other information can be found on the National Plant Board (NPB) Website: <http://nationalplantboard.org>**

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## **DUTIES OF THE EPB PRESIDENT**

- I.** Provides overall coordination and leadership for the Eastern Plant Board (EPB), acting as a key contact regarding plant protection and quarantine issues of regional significance that may arise.
- II.** Acts as the EPB liaison with the National Plant Board (NPB) and serves on NPB Board of Directors (BOD).
- III.** Serve as Chair of the EPB Executive Committee. The past President shall serve on the Executive Committee.
- IV.** Annual Meeting Duties:
  - 1) At current year's meeting**
    - a.** Call to order and opening remarks
    - b.** Conduct EPB Business Meeting
    - c.** Adjourn meeting
  - 2) April – December**
    - a.** Establish meeting date for next year's meeting (preferably the first week in April, otherwise the last week of March depending on the availability of the conference center. This should be taken care of immediately after returning from the EPB meeting). Done through cooperation with the host states EPB representative.
    - b.** Get Executive Committee approval of meeting dates.
    - c.** Remind host state re: meeting dates.
    - d.** Assist host state in obtaining facilities and funding (sponsors).
    - e.** Program committee appointed and sends letter to EPB members requesting meeting topics.
  - 3) January – February**
    - a.** Ask host state to invite Commissioner/Secretary to make welcoming address and to participate.
    - b.** Finalize with host state meeting facilities, location, tour, etc.
    - c.** Send out letters to sponsors asking for their support for current year's meeting (if you choose).
    - d.** Send letter to President and Executive Secretary of NPB, inviting participation at meeting and topic to be discussed.
    - e.** Send letter to partner agencies requesting appropriate participation at meeting (see Appendix A.)
    - f.** Send list of proposed items that APHIS staff should discuss. (This info from Board members' answers on meeting topics)

**4) February – March**

- a. Select committee members for appointment (nominations, awards & necrology, auditing, executive, resolution, and any other special committees).
  - Contact proposed members for their concurrence before appointing to a committee.
  - Provide guidance to committees as to what they need to do.
- b. Email EPB members regarding program agenda.
- c. Send tentative program to Board members and other participants.
- d. Assist HIS President and CAPS group with program details (agenda) and encourage participation at HIS and CAPS meetings.
- e. Finalize agenda and distribute (mail or email, and send for posting on NPB Website) programs – encourage participation.

**5) April**

- a. Conduct meeting.
- b. Follow basic agenda (see Appendix B. or use prior year's agenda)

**DUTIES OF THE EPB VICE-PRESIDENT**

- I. The vice-president shall assume the duties and powers of the president in the president's absence and will perform such other duties as the president or Executive Committee may direct.
- II. Serve as Chair of the both the Agenda and Resolutions Committees
- III. Serve on the EPB Executive Committee
- IV. Serve on the NPB Board of Directors
- V. Serve on the NPB annual meeting Agenda Committee

**DUTIES OF THE EPB SECRETARY-TREASURER**

- I. Serve on the EPB Executive Committee
- II. Establish a commercial checking account/or CD in a local bank with the balance of the EPB funds received from the previous secretary-treasurer. Arrange for the President and/or the Vice –President to also be able to write checks on the account.
- III. Upon receipt of annual dues request from the National Plant Board, send an invoice in the form of a letter (Appendix C.) on EPB letterhead (Appendix D.), to each of the EPB member states, requesting payment of dues.

- IV.** Send a copy of the attendance roster and commercial sponsors including addresses, from the previous annual meeting, to the member state hosting the next annual meeting, for planning purposes.
- V.** Prepare and present a secretary-treasurer's report to the EPB at its annual meeting, including a complete accounting of the funds handled during the previous year. Fiscal records should be made available to the auditing committee at the time of the annual meeting.
- VI.** Record the minutes of the EPB annual meeting for publication in the annual proceedings. Post the Annual Proceedings on the Website and notify members.
- VII.** Record the minutes of any executive committee meetings held during the year for the record and distribute to executive committee members.
- VIII.** Immediately after the annual meeting, send copies of the resolutions passed at the meeting to all EPB members, and to persons or organizations indicated in the resolutions.
- IX.** Also, following the annual meeting, prepare a list of new officers and send it, along with the resolutions, to all EPB members, the NPB Executive Secretary and the presidents of each of the other regional plant boards.
- X.** Handle the fiscal transactions of the EPB.
- XI.** Handle correspondence, records management and other miscellaneous duties required of the secretary-treasurer. This includes preparing final amended versions of the constitution and bylaws and distributing a copy to each member.
- XII.** Update the EPB procedures manual as needed. Distribute amended versions to each member state.
- XIII.** Handle the preparation and distribution of EPB award certificates and plaques, as necessary, based on actions of the awards committee at the annual meeting.
- XIV.** Turn the EPB files and balance of EPB funds over to the new secretary-treasurer after the minutes of the meeting in which the new secretary-treasurer was elected, have been prepared and distributed.

### **NOMINATING COMMITTEE GUIDELINES**

- I.** President selects committee chair with concurrence on two other committee members during January – February prior to EPB meeting.
- II.** The chair and committee will review several previous years' lists of officers and delegates and review EPB by-laws before finalizing proposed list of officers and delegates.
- III.** Proposed officers and delegates will be contacted for agreement to serve.
- IV.** Committee responsibilities can be accomplished prior to EPB meeting (preferred) or during the meeting.
- V.** Committee recommendations will be presented by the chair at the committee report time of the EPB meeting for suggested approval by the entire EPB.

### **RESOLUTION COMMITTEE GUIDELINES**

- I.** The vice-president is appointed chair of the resolution committee.
- II.** The chair should poll EPB members before the annual meeting to get information on issues for resolutions.
- III.** The chair should obtain a copy of the Central Plant Board resolutions to determine if any of these issues are of concern to the EPB.
- IV.** The chair should have rough drafts of letters and/or resolutions before the start of the meeting. If this isn't possible, time can be set aside to work on these after hours.
- V.** Resolutions are submitted at EPB business meeting.
- VI.** The committee should feel free to invite other EPB members to attend resolution committee meetings to give input.

### **AUDITING COMMITTEE PROCEDURES**

- I.** Balance the checkbook and statement book (ledger) to determine that the entries are the same and that each balances.
- II.** Have the source of each money transaction clearly labeled.
- III.** Have copies of bills and canceled checks available if the Auditing Committee chooses to verify a specific entry. (There are very few transactions, so this should not be too difficult).

## EXECUTIVE COMMITTEE PROCEDURES

- I. Consider and act upon matters pertinent to the interest of the EPB, which arise between regular EPB meetings.
- II. Advise the members thereon.

## AWARDS COMMITTEE GUIDELINES

- I. The awards committee will solicit nominations from the EPB members for the following awards:
  - 1) NPB *Carl E. Carlson Distinguished Achievement Award in Regulatory Plant Protection*
  - 2) NASDA Honor Award, *James A. Graham Award for Outstanding Service to Agriculture*
  - 3) PPQ Deputy Administrator's Safeguarding Award
  - 4) PPQ Deputy Administrator's Promising Practices Award
  - 5) PPQ Deputy Administrator's Outstanding Achievement Award
- II. Award submission guidelines are posted on the NPB Website:  
<http://www.nationalplantboard.org/policy/awards.html>
- III. The President of the EPB will submit these names and the paperwork detailing the contributions and accomplishments of the nominee to the appropriate organizations before the deadline each year.
- IV. The member(s) proposing an award will work with the nominee to record his or her contribution and accomplishments as dictated by the rules governing the awards and will send them to the President of the EPB in a timely manner.

### **EASTERN PLANT BOARD TRAVEL POLICY**

The following policy applies to reimbursement for travel by board members to meetings concerning the business of the EPB and not covered by the NPB.

- 1.) Requests for reimbursement of travel costs should be made in writing to the President of the EPB prior to the meeting.
- 2.) The President should then poll the Executive Committee for approval or disapproval of the travel cost reimbursement request.
- 3.) Full or partial reimbursement of travel costs can be considered.
- 4.) Receipts for expenses incurred should include air travel receipts, motel receipts, and any other receipt for individual expenses.
- 5.) All documentation for reimbursement should be sent directly to the EPB secretary-treasurer as soon as possible after the meeting.

**APPENDIX A. EPB ANNUAL MEETING DISTRIBUTION LIST \***

Eastern Plant Board = 12 states @ (3) per state (One for EPB member and one for Horticultural Inspection Society member, one for CAPS member, unless you know a state needs more).

Canadian Food Inspection Agency - CFIA

Horticultural Inspection Society – President, HIS Eastern Chapter

National Plant Board – President and Executive Secretary

USDA-APHIS-PPQ -Regional director, state liaison, and other USDA representatives  
(Note: Regional Directors will contact Area, Washington and Riverdale offices determining which staff members should attend)

USDA Forest Service – National and regional offices

National Association of State Departments of Agriculture (NASDA)

Northeastern Area Association of State Foresters (NAASF)

DHS Customs and Border Protection

American Nursery & Landscape Association

State Nursery & Landscape Association

NPB Webmaster – for posting on NPB Website

\* To receive registration information, program agenda, room reservations, etc. Much of this can be done electronically.

## **APPENDIX B. EPB ANNUAL MEETING AGENDA ELEMENTS**

### **Monday**

- Travel
- Registration
- Reception (generally 6-8 P.M.)

### **Tuesday** (morning and afternoon break included)

#### Morning

- Registration
- EPB members only discussion and business meeting (~2 - 4 hours each)
  - Topics of interest to the EPB
  - Committee Reports and Nominations
  - Determine location of next year's meeting
- Optional concurrent partner meetings (PPQ, CBP, others)

#### Afternoon

- Call to Order – President
- Roll Call – Secretary
- Opening Remarks – President
- Welcome to Host State – Secretary/Commissioner of Agriculture
- National Plant Board President's Report
- USDA-APHIS Program Update
- Canadian Report
- President's Discretionary Time
- Banquet
- Attitude Adjustment Hours

### **Wednesday** (morning and afternoon break included)

Flexible/Open Program – panel discussions and presentations with discussion time

- \* Host State Nursery Industry – Host State Nurserymen's Association Representative
- \* American Nursery & Landscape Association
- \* U.S. Forest Report
- \* NASDA Report

- \* NAASF Report
- \* CBP Report
- President's Discretionary Time or Specific Program Topics
- P.M. Educational Tour/Field Trip
- Attitude Adjustment Hours

**Thursday** (morning break included)

- President's Discretionary Time – Flexible Program
- Horticultural Inspection Society Report
- CAPS Report (if applicable)
- Thanks to contributors and sponsors
- EPB Business Meeting – Finalize resolutions and other unfinished business from Tuesday
- Adjourn by noon
- Travel

\* partner updates will vary by year as relevant

**APPENDIX C. ANNUAL DUES LETTER MODEL**

(On EPB letterhead – Appendix D.)

[Date]

[SPRO name and title]

[Mailing Address]

Dear [SPRO name here],

This is the invoice to renew your state's membership in the Eastern Plant Board and National Plant Board for another year. The dues for 2008 are as follows:

National Plant Board	\$xxx.xx
Eastern Plant Board	<u>\$ xx.xx</u>
<b>Total due</b>	<b>\$xxx.xx</b>

[special instructions or notes paragraph]

A check for \$xxx.xx should be made **payable to the “Eastern Plant Board”** and mailed to:

[EPB Secretary/Treasurer]

[Mailing Address]

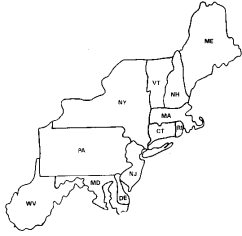
The tax identification number for the Eastern Plant Board is 52-6049954. Please contact me if you have any questions.

Sincerely,

[Name]

[EPB Secretary / Treasurer]

cc: [EPB President]



# EASTERN PLANT BOARD

Gary Gibson, President  
West Virginia Dept. of Ag.  
Plant Industries Division  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0191  
304-558-2212

Vicki Smith, Vice-President  
Agricultural Experiment Station  
123 Huntington Street  
New Haven, CT 06504-1106  
203-974-8474

Carol Holko, Secretary-Treasurer  
Plant Protection and Weed Mgmt.  
Maryland Dept. of Agriculture  
50 Harry S. Truman Parkway  
Annapolis, MD 21401  
(410) 841-5920

## **APPENDIX D. EPB LETTERHEAD**

EPB Secretary-Treasurer has MS Word version.