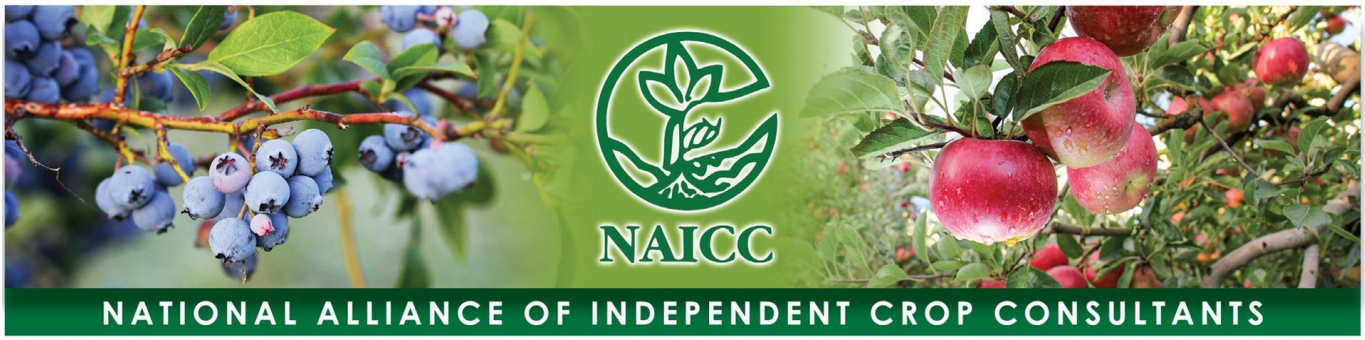


A Professional Society Representing the Nation's Crop Production, Research Consultants and Quality Assurance Professionals

STANDARD OPERATING PROCEDURES FOR NAICC COMMITTEES

Version 8

April 6, 2026

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SOP-1: GENERAL GUIDELINES FOR COMMITTEES

The general guidelines consist of:

1. General By-Laws pertaining to all committees.
2. General Committee Information
3. General Process
4. Chairs and Committee Composition
5. Board Liaison
6. Committee Budgets
7. Reporting
8. General Timelines
9. General Procedures for Committee Meetings
10. Role of Executive Vice-President as it pertains to committees
11. List of Committees, Sub-committees, Common Names and Acronyms

1. General By-Laws Pertaining To All Committees:

Article Three:

Section 10: Notwithstanding the foregoing, and as further provided herein, any member participating in the activities of any committee of the Alliance shall have the right to vote on any measures or issues which may be placed before such a committee, provided that the authority of the committee is as hereinafter provided.

Article Five:

Section 3: The Executive Board shall have the power to appoint committee(s) of the Executive Board to facilitate the activities and business of the Alliance, provided that such committee(s) shall not have or exercise authority or power in excess of or in contradiction to the authority of the Executive Board as herein provided, or the Articles of Incorporation, or these By-Laws.

Article Seven:

Section 1: The President, acting on behalf of the Executive Board, shall appoint or cause to be appointed Standing Committees and other such committees as the Executive Board may from time to time deem appropriate. Persons appointed to committees must be members in good standing of the Alliance.

Section 2: The Standing Committees of the Alliance shall be: the Membership Recruitment, Retention and Rules Committee (MRRR), the Grievance and Ethics Committee, the Nominating Committee, the Certification Board, and the Administrative Services Evaluation Committee.

2. General Committee Information

The role of each committee is to act upon NAICC goals identified by the Executive Board (hereinafter "Board") and to formulate additional goals, ideas, programs, and plans. The Board will review and approve of the plans, expenditures, and budget requests of the committees.

The NAICC Executive Board does not engage in committee work, although the board liaison can be a working member of a committee.

Committee objectives are to set clear goals and objectives and assign tasks at the face to face committee meeting in January at the annual meeting. Once everyone is back at home and busy with work, it will be difficult to keep people engaged and to get committee work completed.

Due to the nature of our member's business, try to accomplish as much committee business as possible in the January to March timeframe.

Committee chairs should encourage participation by committee members and send an email update of the plans of the committee to all members including those that were not in attendance at the annual meeting.

Each committee chair should try to identify someone on the committee who may be capable and interested in chairing the committee the subsequent year and should communicate this information to the President-Elect for formation of the subsequent year's committees. However, do not extend any invitations. This is at the discretion of the President-Elect the following year.

3. General Process

The Executive Board may provide one or more goals for each committee, in addition each committee develops goals and formulates plans to implement said goals.

The committee submits those plans and any budget requests to the NAICC Executive Board via a formal written committee report (required for verbal presentation at the annual business meeting) or via the board liaison after the annual meeting.

The Executive Board reviews and approves, disapproves, or recommends modifications to the committee.

Finally, the committee executes the approved plans.

4. Chair and Committee Composition

The President-Elect will select a chair for each committee in approximately November-December of each year.

Although the preference is to have a single Chair responsible for each committee, at the discretion of the President-Elect, some committees may have Co-Chairs. A request for this may also be made to the President-Elect or Board Liaison.

Once assigned, each Chair will select members to serve on their committee (with some exceptions, see specific committee SOPs). A list of members interested in serving on a committee are collected from the membership renewal forms and sent to the President-Elect and disseminated to Chairs. Each Chair should contact the people on the list if they wish to have them serve on their committee. This is at the Chair's discretion in the absence of a specific request by the President-Elect.

Committees meet in January at the Annual Meeting. Notice of these meetings should be sent to newly appointed committee members as early as possible to ensure travel arrangements can be made to attend the meeting. Committee meeting times will also be listed in the preliminary program that is mailed in October. It is not mandatory that a committee member attend the committee meeting at the Annual Meeting but it is strongly recommended.

5. Board Liaison

Each committee is assigned a board liaison by the President-Elect. The board liaison is responsible for representing the committee before the Executive Board. Each committee chair should copy the board liaison on committee correspondence and communicate requests, reports and inquiries through the liaison to the Executive Board.

Other responsibilities of the liaison include ensuring that the committee is functioning properly and that the committee evaluates any matters that come under its jurisdiction. The Board liaison is encouraged to attend or participate in all committee meetings.

Keep your board liaison informed of what your committee is doing and the progress the committee is making. The liaison will be asked to report on activities of the NAICC committees at each Executive Board meeting/conference call. These occur monthly, so inquiries to the Executive Board via the Liaison may be responded to quickly.

6. Committee Budgets

The Annual Meeting Committee (and subcommittees) and the Crawfish Boil on the Hill subcommittee are routinely included in NAICC annual budgeting.

For other committees, requests for funding must be submitted to the Executive Board in the committee report at the annual meeting. This timeline is critical for consideration in budgeting prior to the March Board meeting.

If your committee is requesting funding or is considering special programs that require funding, please make your requests clear, concise and detailed. Provide specific dollar amounts and justifications. If there is not sufficient detail in your committee report proposal, the Executive Board will not approve the request until they understand exactly what they are being asked to approve.

The NAICC budget is approved at the spring (March) board meeting. If your committee is requesting funding, the request will need to be available to the Executive Board by the Saturday of the annual meeting.

7. Reporting

Committee reports from the annual meeting should be submitted electronically (preferably), or in hand-written form if electronic submission is not possible. These reports should be submitted to the person designated at the committee chair luncheon.

All subsequent reports should be submitted to the Board Liaison. Should the Board Liaison be unavailable or unresponsive, contact the NAICC Executive VP or President directly.

A Committee Report template is included at the end of this SOP and will be provided on a flash drive to each committee Chair at the Committee Chair Luncheon of the annual meeting. Reports during the year may be made to the Board Liaison verbally or by email.

8. General Timelines

The ideal time for final completion of all committee assignments/goals is mid-October to early November of each year. However, the most productive time to accomplish committee work is immediately following the annual meeting until members get too busy with the field season (i.e. January to April). During this period, in-person committee meetings are fresh in everyone's mind, and momentum from the annual meeting is strong.

9. General Procedures for Committee Meetings

Prior to Annual Meeting

Prior to the January committee meetings, the Chair must select members for committee and contact each individually to confirm willingness to serve. The Chair should notify each committee member of the committee meeting time and place and confirm attendance.

The Chair may also email the previous year's committee report and updates, the Committee SOP, primary goals as supplied by Executive Board, consideration for other goals and solicit input from the committee members prior to the meeting if desired. Copies of either paper or electronic information should also be taken to the committee meeting for any drop-in member.

In-person at Annual Meeting

At the meeting, fully discuss the goals and plans of the committee including any financial requests. Designate members responsible for specific areas to accomplish the goals and set a timeline to accomplish the plan.

If flip chart is needed (recommended for REC and CEC), request from EVP 1-2 weeks prior and follow-up prior to committee meeting to confirm.

Following the committee meeting, complete the committee report (see number 6 above) and submit as requested at the Committee Chair Luncheon.

Via Conference Call

If a conference call is needed during the year to accomplish committee business, use either a free service such as Skype, or contact the EVP for the NAICC conference call number and availability. The NAICC EVP should be included on all conference calls

Provide advanced notice of meeting (5-7 days) to all committee members and Board Liaison along with an agenda for the meeting.

10. Role of Executive Vice-President As It Pertains To Committees

The EVP's role is to assist the committees in implementing goals and action points. This does not include doing work for committees except as directed by the Executive Board.

The EVP's role is to facilitate committees in accomplishing their goals as needed, acting as an information source and resource. This includes facilitating quotes and working with vendors.

The EVP may communicate directly with committee in addition to, or instead of, the Board Liaison.

11. List of Committees, Sub-committees, Common Names And Acronyms

Formal Committee Name	Sub-Committee(S)	Common Name(s)	Common Acronym(s)
Administrative Services Evaluation Committee*	n/a	Admin Services	ASC
Allied Industry Working Group	n/a	Allied Industry	AI
Membership Recruitment, Retention and Rules Committee*		Membership or "M Triple R"	MRRR
Grievance and Ethics Committee*	n/a	Same	G&E
Nominating Committee*	n/a	Same	NC
Certification Board*	n/a	Certification	Cert
Annual Meeting Coordination Committee		Annual Meeting	AMC
	Consultant Education Committee	Consultant Education	CEC
	Research Education Committee	Research Education	REC
	Quality Assurance Education Committee	QA Education	QEC
Government Affairs Committee		Government Affairs	GAC
	GAC-Crop Consultants		GAC-C
	GAC-Researcher & QA		GAC-R
	Crawfish Boil on the Hill		CBOH
Education Outreach Committee-Consultants			EOC-C
GLP Education & Outreach Committee		GLP Education	GLP-EOC
Education Outreach Committee - Researcher and QA			EOC-R
NAICC/GAIAC International Outreach Support Committee		International Outreach	IOC
Leadership Committee		Leadership	
Marketing Committee		Marketing	
Newsletter Committee		Newsletter	
Past President's Council			
Consignment Auction Committee		Auction	

*Standing Committees required in by-laws.

2026 NAICC COMMITTEE REPORT

Items in red should be reported at Business Meeting

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Committee Name:

Committee Chair:

Co-Chair (if specified in SOP. Subject to approval of Executive Board)

2026 Goals

How Goals Will Be Implemented / Who Is Responsible:

5 Year Goals or Objectives

Plan to Achieve Goals / Objectives

Budget Request

Major/Notable SOP Changes (include here or submit SOP with tracked changes)

Specific or Other Requests / Recommendations: Other Business:

Attendance: (Please indicate if they are serving on the committee for 2022)

Report Submitted by:

Date:

SOP-2: ADMINISTRATIVE SERVICES EVALUATION COMMITTEE (ASC)

Mandate

The purpose of this committee is to evaluate the Administration of the affairs of the NAICC and any entities/persons contracted to perform such function(s) on behalf of NAICC. See committee-specific by-laws below.

By-Laws - Committee-Specific

Article 7 Section 6: The Administrative Services Evaluation Committee shall: (a) consist of a minimum of any two members of the Executive Board and a minimum of two other appointed members; and (b) conduct an annual evaluation of the performance of the entity(s), individual(s), or contractor(s) retained by the Executive Board to provide administrative services to the Alliance; and (c) negotiate and, upon approval of the Executive Board, execute appropriate written agreement(s) or contract(s) for such services.

Chair and Board Liaison

Although not required by the by-laws, it is suggested that the Chair and Board Liaison of this committee be the Past President currently serving on the NAICC Executive Board. The chair will report all actions to the Executive Board members.

Members

The Committee will be comprised of the Treasurer, the President and the President Elect to serve on this committee.

Procedures

The Committee shall:

1. a) Annually conduct a full performance evaluation with any entity(s) contracted to provide the majority of the administrative services to NAICC (currently the Allison Jones Company). The Chair will review and then circulate a performance evaluation questionnaire in early February to the committee. The questionnaire will be reviewed annually and be based upon current contracts for services and agreed upon goals for the previous year. Responses will be due 7 days prior to the March Board meeting. The Chair will summarize the responses, making all comments anonymous and omitting comments when not possible to do so, and review the summarized evaluation with the EVP (or other entity as may arise) prior to or in conjunction with the March Board meeting. The EVP (or other entity as may arise) will provide a self-evaluation using the same questionnaire.
    1. The Chair will present the results of the in-person evaluation to the Executive Board in an executive session at the March Board meeting.
    2. At the discretion of the sitting President, the Executive Board may also meet in person with the EVP (or other entity as may arise) to review the evaluation.

3. Negotiate and, upon approval of the Executive Board, execute appropriate written agreement(s) or contract(s) for such services.
4. The Chair will also conduct a six-month review of goals in conjunction with the fall Board meeting. The same process as outlined in (a) and (b) will be followed although the questionnaire should be focused on goals set in March rather than contractual requirements.

2. a) Annually conduct a performance evaluation with any entity(s) contracted to provide administrative support (currently Chrystal Johnson, Hope Jones, and Keith Jones) to NAICC's Executive Vice President (currently the Allison Jones Company). The Chair will review and circulate a simple evaluation questionnaire in early February to the committee. The purpose of the evaluation will be to gauge how well each subcontractor is meeting their specific goals communicated by the Board. Responses will be due 7 days prior to the March Board meeting. The Chair will summarize the responses, making all comments anonymous and omitting comments when not possible to do so, and review and discuss the summarized evaluation with the EVP (or other entity as may arise) prior to or in conjunction with the March Board meeting.
    1. The Chair will present the results of summarized evaluation to the Executive Board at the March Board meeting.
    2. At the discretion of the sitting President, the Executive Board may also meet in person with the person to review the evaluation.
    3. After the March Board meeting, the Chair will designate an ASC committee member and EVP to communicate by phone directly with each subcontractor to make sure the goals of the Board are clear to the subcontractor. During this phone call we should solicit input from the subcontractor regarding their concerns and suggestions for improving the outcome.

1. Negotiate and, upon approval of the Executive Board, execute appropriate written agreement(s) or contract(s) for such services as needed.
2. The Chair and EVP will also conduct a six-month review of goals in conjunction with the fall Board meeting and the EVP's review. If deemed necessary a follow-up discussion can be had with the specified entity.

SOP-3: ALLIED INDUSTRY COMMITTEE (AI)

Mandate

The purpose of this committee is to develop methods through which Sustaining Members can recommend ways that NAICC and industry can work more closely on projects they have in common. This committee also identifies areas of mutual concern and provides an avenue of communication.

The working group of this committee evaluates submissions from industry for the Emerging Technologies session at the annual meeting and provides the Executive Board with their recommendations.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair, Co-Chair and Board Liaison

The committee appoints a Co-Chair from within its members at each annual meeting. The Co-Chair automatically moves to Chair the following year unless the Allied Industry Working Group votes to select a new Chair.

The Executive Board member from the non-voting category is appointed to be the Board liaison to this committee.

Members

All Sustaining members are automatically members of the Allied Industry Committee. The Allied Industry Working Group is the body that conducts and votes on committee business.

The Allied Industry Working Group is made up of eleven elected Sustaining Members, and two Voting members appointed by the President. Members serve a rotating term of three years. Members may serve more than one term. The committee will elect six (6) new members to the Working Group at each annual meeting of the committee. The person on the committee is the member and not the company for which he/she works.

Procedures

1. Any Allied Industry member may contact the committee Chair directly for information.
2. Allied Industry members wishing to speak or have a spot on a meeting agenda can submit a request to the President.
3. The Allied Industry Committee is responsible for communicating the NAICC Product Policy Statement to its members.
    a. Letter of support must be approved by two-thirds of the Governmental Affairs Committee, and Executive Vice President (prior to submission to the Executive Board for approval.)

   b. A letter must accompany request for support from the manufacturing company completely explaining the situation and explaining needs, safety, etc.
   c. NAICC must receive a letter from the producers' association backing up the situation, explaining needs, safety, etc.
   d. Request for support must be made from three NAICC members that are not members of the Executive Board or the Governmental Affairs Committee.
4. Allied Industry meets in person once per year in conjunction with the annual meeting. This meeting is typically held Friday morning and is open to members of the Working Group and all committee members. The Chair presides. Discussion usually includes the current AG PRO EXPO and meeting, and other topics related to the committee mandate.
5. The Working Group evaluates the papers for the Emerging & Evolving Technologies Session (ETS) in October or November.
   a. Submitting company or person must be either a Sustaining or Voting member of NAICC, or an exhibitor at that year's AG PRO EXPO.
   b. Submissions must have broad appeal to members attending the NAICC Annual Meeting.
   c. Submissions must represent emerging agricultural technologies not previously presented at an NAICC meeting.
   d. Novel and innovative technologies will be given first priorities.
   e. New uses for an existing product will be considered, if space is available.
   f. A Call for Papers is sent out by the EVP in October, with a due date for abstracts in early November.
   g. The Working Group meets by conference call in late October/Early November timeline to select presentations based on submissions.
6. See examples: "Call for Papers" and "Emerging Technologies Session Submission Form" included in this SOP. The following pages are examples only and will be updated annually on the website.

NAICC EMERGING & EVOLVING TECHNOLOGY SESSION

The NAICC Emerging & Evolving Technology Session will be held Thursday, January 29, 2026 from 2:00 pm – 3:30 pm at the Rosen Centre Hotel in Orlando, FL. This is a great way to advertise new products and services and is the only session designed specifically for and by NAICC members to showcase new technologies during the NAICC Annual Meeting!

Highlights:

NAICC Sustaining and Voting Members, as well as AG PRO EXPO Exhibitors, have the opportunity to give a brief, energizing synopsis of a product or technology to a full crowd of professional ag consultants and industry representatives. Past topics have included new crop protection products under development, new uses of current chemistries, new equipment and software. The technologies presented are developed by Sustaining Members, Exhibitors, or our own NAICC crop and research consultant members. If it is new, our members want to hear about it!

This is a great opportunity to increase your visibility and a simple and inexpensive way to reach thousands of growers through these professionals. It is also an opportunity to invite interested parties back to your booth for a more in depth look at your product. Yet another way to stretch advertising dollars!

Fees:

- Each NAICC Sustaining member, Voting member, or Exhibitor will be granted one (1) abstract submission at no charge.
- A $500 fee will be charged for each additional abstract submission.

Deadlines:

October 29	100 word abstract due to NAICC
November 1-3	Committee meeting to select papers
Early November	Companies notified of acceptance
December 17	PowerPoint slides due to NAICC

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Abstract Submission:

Deadline: October 29, 2021

Abstract Document Specifications: To be eligible for consideration, your abstract must meet the formatting and word count requirements that are specified in the requirements document.

Submit Abstract:

- If you are submitting only one abstract AND you are either an AG PRO EXPO Exhibitor, Sustaining Member, or Voting Member, then submit your abstract online at no charge.
- If you are submitting two or more abstracts, or if you are a NonMember, then print this form and send with your payment.

PowerPoint Slide Submission:

Deadline: December 17, 2026.

In early November, you will be notified if your submission has been approved by the NAICC. If approved, email your PowerPoint slides to allisonjones@naicc.org before the deadline. Your slides must follow the formatting specifications that are listed in the requirements document. At the Emerging & Evolving Technology Session, you will have 5 minutes for your presentation.

NAICC ANNUAL MEETING AND AG PRO EXPO

January 24 - 28, 2022

Rosen Centre Hotel • Orlando, FL

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Emerging and Evolving Technologies Session 2022 NAICC Annual Meeting and AG PRO EXPO Thursday, January 27, 2022 2:00 p.m. – 3:30 p.m.

All NAICC Sustaining and Voting Members and AG PRO EXPO Exhibitors are invited to participate in the **Emerging and Evolving Technologies Session** in Orlando, FL, Thursday, January 27, 2022. This will bethe "must-attend" session for the premier ag professionals in attendance.

PREQUALIFICATIONS:

- Submitting company or person must be either a Sustaining or Voting member of NAICC, or an exhibitor at the AG PRO EXPO, January 26-28, 2022, at the Rosen Centre Hotel in Orlando, FL.
- Submissions must have broad appeal to members attending the NAICC Annual Meeting.
- Submissions must represent emerging or evolving ag technologies not previously presented at anNAICC meeting.
- Novel and innovative technologies will be given first priorities.
- New uses for an existing product will be considered if space is available.

SPECIFICATIONS:

- Submissions must consist of an abstract of 100 words or less describing the new, emerging orevolving technology by due date of Thursday, October 28, 2021.
- A maximum of five (5) submissions per company or person is permitted.
- A maximum of three (3) oral presentations per company or person **may be granted**.
- Oral presentations will be limited to five (5) minutes in length.
- A PowerPoint of a maximum of one title slide (title, company, presenter) plus five (5) content sidesmay be submitted for each oral presentation.
- The Allied Industry Committee will review all submissions to determine whether this is a new/emerging or an evolving technology. All presentations selected will be available to the audienceon flash drive (if sponsorship is secured). Submissions not chosen as an oral presentation will havethe 100-word abstract included on the flash drive.

ABSTRACT: Due by end of day Friday, October 29, 2021

- Abstracts MUST be submitted in the following FORMAT to be considered.
  - ✓ Abstracts should be submitted as a Word document.
  - ✓ Line 1, Title of the presentation:
    - Used as the abstract heading

- Centered at the top of the document
- Typed in Times New Roman 14-point bold font

✓ Line 2, Author/presenter
- Centered
- Typed in Times New Roman 12-point font

✓ Line 3, Company name/address
- Centered
- Typed in Times New Roman 12-point font

✓ Line 4, Indicate whether this is an EMERGING or EVOLVING Technology

✓ Lines 5+, Body of the abstract
- Left justified
- Limited to a 100-word maximum
- Typed using single spacing with Times New Roman 12-point font

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- Abstract MUST contain language explaining how or why the product/service is an emerging orevolving technology.

VISUAL PRESENTATION (if accepted): Due by end of day Friday, December 17, 2021

- A PowerPoint of a maximum of one title slide (title, company, presenter) plus five (5) contentslides may be submitted for *each* oral presentation. If more than the requested slides are submitted, the last slide(s) will be automatically deleted to reach the correct total.
- Slides should be designed in the widescreen format with a crisp clean font on a contrasting background for easy visibility. Do not use "master" slides.
- Slides will be considered final after the deadline of Friday, December 17, 2021. There will be absolutely NO EDITING of slides on site. All presentations selected will be available to the audience on flash drive (if sponsorship is secured). Submissions not chosen as an oral presentation will have the 100-word abstract included on the flash drive.
- Final slides are not due at time of abstract but may be included.
- Slides must be sent electronically to AllisonJones@naicc.org.

FEES:

- Each NAICC Sustaining or Voting member will be granted one (1) submission at no charge.
- A $500 fee will be charged for each additional submission.
- A $500 fee will be charged for ALL submissions made by non-members.

DEADLINES:

October 29	100 word abstracts due to NAICC via email to AllisonJones@naicc.org
November 1-3	Committee meeting to select papers
November 15	Companies notified of acceptance
December 17	PowerPoint slides due to NAICC via email to AllisonJones@naicc.org

PRESENTATION SUBMISSION FORM
NAICC EMERGING and EVOLVING TECHNOLOGIES - 2022

***NOTE**: An abstract of 100-words or less must be submitted. A total of six slides **maximum** (including introductory slide with presenter's name, company, logo, and topic) will be accepted for final presentation.*

Please complete one form for each submission and make additional copies as needed.

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Title of Presentation: _____

Contact Name _____

Contact Address _____

Contact City/State/Zip _____

Contact Phone_____ Contact Fax _____

Contact Email _____

Presenter Name _____

Presenter's Email (if different from above: _____

SUBMISSION FEES

- ❑ First submission from **NAICC Sustaining, Voting Member or Exhibitor** — FREE
- ❑ Additional submissions from NAICC Sustaining or Voting Member — $500/per submission

  _____ # of additional submissions **after the first** (no more than 5 allowed) x $500
- ❑ Submissions from non-NAICC Member — $500/per submission

TOTAL ENCLOSED..... $ ___

PAYMENT—*required for consideration of presentation*

❑ **Paid by CHECK made payable and mailed to NAICC on**_____(payment must be received by deadline for submission to be considered)

❑ **Please charge $**_____**to the following credit card:** if preferred call 423-884-3580 withcard information.

CC Number_____**Exp.**_____ **Security Code** ____

Name on Card_____**Signature** _____

Credit Card Billing Address (if different from above) _____

_____

Phone_____**Email** _____

SOP-4: ANNUAL MEETING COORDINATION COMMITTEE (AMC)

SUBCOMMITTEES: CONSULTANT EDUCATION (CEC)
RESEARCH EDUCATION (REC)
QA EDUCATION (QEC)

Mandate

The purpose of this committee is to coordinate the overall program for the annual meeting, with input from the Consultant Education, Research Education and Quality Assurance Education Subcommittees.

The chairs of the three education subcommittees and the chair of the AMC comprise the overall Annual Meeting Committee.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The President-Elect is the Chair and Board Liaison for the overall AMC. All administrative matters are handled by staff.

The President-Elect selects Chairs for each of the subcommittees in the October-November timeframe of each year.

Members

Once subcommittee chairs are appointed, each selects members to serve on their respective subcommittees. The immediate past chair should be asked to participate as a subcommittee member on each of the CEC, REC and QEC.

There should be at least 10 members on each subcommittee. The chair of each subcommittee should ensure representation from multiple geographic areas, cropping regions and companies.

Procedures

Subcommittee chairs for the CEC, REC and QEC work with their members to set themes for sessions, select topics, and identify potential speakers when each subcommittee meets at the annual meeting.

The AMC Chair will supply a planning framework including time slots, scheduled breaks, Plenary Session, and time slots for a potential joint session/sessions (i.e. one session with topic of interest to both REC and CEC).

Each subcommittee should provide ideas for a Keynote speaker topic and or individual (Note that responsibility for final decision on Keynote Speaker selection remains with the Executive Board) as well as joint session(s). On the latter, prior communication between the AMC Chair and subcommittee

chairs is highly beneficial. Subcommittee chairs should also lay some groundwork and contact members prior to the annual meeting to provide and/or solicit ideas for consideration.

The program may be structured based on a common theme to be communicated by the AMC Chair in advance. The AMC Chair, and therefore each of the three subcommittees, will complete a basic program draft for presentation to the Executive Board at the March meeting.

The Executive Board will review the draft program and suggested speakers prior to the committees inviting any external (non-member) speakers. Once approved, the subcommittee chairs, or a member having a relationship with a potential speaker will contact the potential speaker about his/her interest, availability and costs, if any. It should be made clear to any potential speakers requiring a speaking fee and/or reimbursement of expenses that subsequent approval of the Executive Board is required. If and when approved, the EVP will send a formal letter of invitation on behalf of NAICC which includes details about the meeting time and place, topic, and confirmation of costs to be covered by NAICC. NAICC does not pay expenses for any NAICC member speakers.

Direction for Chairs of Annual Meeting Coordination Committee

1. It is vital that the REC, CEC, and QEC program committees have topics and as many speakers as possible lined up before leaving the annual meeting. The best time to get this done is when the committee is together and while they are “in the zone”. Once members, including the Chairs, are back to their offices, the demands of our clients quickly retake the priority.
2. Committees should make initial contact with as many speakers as possible by April 1. Very little will get done from May through September and putting the program together in the fall is not fun for anyone.
3. NAICC does NOT cover any expenses for members who are speakers.
4. Exception to speakers covered in item 3: Committee chairs/representatives are to check with potential speakers to see if any expenses are needed but DO NOT PROMISE that expenses will be covered until the committee person has reported back to the Annual Meeting Coordination Chair and Executive VP (Allison Jones) so that speaker costs can be reviewed by the Executive Board and added to the budget if approved. The official invitation letter sent by the EVP will tell speakers whether expenses are covered or not. Either the AMC Chair or the Executive VP will inform the committee chairs of the status of approvals.
5. Relay items 3 and 4 to all REC, CEC and QEC members, and re-iterate to any that will be contacting speakers.
6. Within each committee, the Chair needs to be clear about the responsibilities for organizing sessions. If a committee member volunteers to moderate a session, the Chair needs to be clear about whether or not this involves organizing the session and arranging speakers. This has been inconsistent from year to year.

SUBCOMMITTEE: CONSULTANT EDUCATION (CEC)

This subcommittee coordinates and develops the consultants' portion of the annual meeting program (Track I). The CEC should look for topics of interest to a wide range of consultants from varying locations. A limited amount of regional and crop-specific topics may be added to the program with the intent to attract more local involvement in NAICC. Addressing agronomic situations that are occurring

in one region of the US can benefit another region and should be encouraged to be added to the program. Other suggested topics include legislative issues, Ag business issues, business management topics, technology, national and regional water quality issues, and maybe some world issues that may affect US agriculture.

SUBCOMMITTEE: RESEARCH EDUCATION (REC)

This subcommittee coordinates the researchers' portion of the annual meeting program (Track II). The REC should look for topics of interest to a wide range of researchers from varying locations and avoid crop-specific topics without a wider application. Every annual meeting program should have a diverse and balanced agenda with topics from multiple areas such as: product efficacy testing, biotech studies, specialized studies, GLP residue trials, lab topics (may also be addressed by QEC), technology, employee and business management. Avoid focusing solely on one topic area, to appeal to a wide audience.

It has been standard practice to begin the Researchers meeting with a session entitled “Regulatory Update” and to invite representative of the EPA, USDA APHIS, and OECD, to speak in that session (in addition to other speakers).

SUBCOMMITTEE: QUALITY ASSURANCE EDUCATION (QEC)

This subcommittee coordinates the quality assurance portion (Track III) of the annual meeting. The focus of this committee should be to present content that is appealing to both field and laboratory personnel in one track. Offering both technical and human relations aspects of auditing, as well as background education about agriculture, GLP and regulatory and laboratory practices. This committee is also responsible for coordinating with NAICC/SQA liaisons for co-sponsorship of webinars.

SOP-5: CERTIFICATION BOARD

Mandate:
The Certification Board administers and modifies the NAICC Certification program as needed.

By-Laws - Committee-Specific
Article 7 Section 7: The Certification Board, upon approval of the Executive Board shall: (a) administer or cause to be administered the Certification program of the Alliance; and (b) shall consist of five[1] certified members of the Alliance (initially, three 2 year terms and two 3 year terms), and the Past-President shall be an ex-officio member; and (c) except for the Past-President, assume terms of three years as the initial terms expire, and may be reappointed, but not to exceed a second consecutive term.

[1]More than five is acceptable.

Chair and Liaison
The President-Elect will appoint a chair to this committee. The Board Liaison will be the Past-President of the NAICC, who also serves as an ex-officio member.

Members
Members may be appointed to the Certification Board by either the President-Elect or the Chair, at the discretion of the President-Elect.

Procedures
All members of this Board must be certified under the NAICC certification program.

The NAICC maintains the Certified Professional Crop Consultant (CPCC) program. There are three certification categories: CPCC, CPCC-I (Independent) and CPCC-R (Researcher).

The Certification Board will review the CEU records of each candidate in the first two weeks of February (CEUs are due February 1 each year) to ensure certified members are meeting CEU requirements.

NAICC will mail CPCC certification card to members who have renewed by March 1 of each year.

At the NAICC Annual Meeting each January, the Certification Board will review a list of anyone who has not renewed their CPCC certification. At this time, the Certification Board will determine whether to contact each person on the list encouraging them to renew or will take them off the CPCC, CPCC-I or CPCC-R roster.

From time to time, at least every 2nd year, the Certification Board will review the CPCC program requirements and make changes or updates as necessary.

Certified Professional Crop Consultant Program

Why Certify?

What is the difference between a trade group and a profession? A lot has been written on the subject. One of the acknowledged hallmarks of a true profession is a group's willingness and ability to set standards for its members.

Physicians, attorneys, and accountants approach certification in different ways, but all have established a process for assuring the public that the members of their profession are competent. The National Alliance of Independent Crop Consultants has done the same for those who are providing crop management recommendations and research services to agricultural clients. These may include crop consultants, ag researchers, farm managers, Extension personnel, retailers, and others.

Do I Qualify to Certify?

The Certified Professional Crop Consultant (CPCC), CPCC-I (Independent) and CPCC-R (Researcher) programs are open to any individual who:

1. Has a BS or a BA degree in an agricultural discipline. Candidates with a bachelor's degree in a non- agricultural discipline and/or 10 years of experience as a crop consultant or advisor may petition the NAICC Certification Board for a qualification review.
2. Has a minimum of three years' experience providing crop management recommendations with a bachelor's degree, master's, or a doctorate. Two years of farming, scouting, or other agricultural experience may be substituted for one year of consulting.
3. Passes one of the following examinations: the licensing examination for the state where he or she practices, the state or regional CCA exam, or, if neither of the first two are available, the national CCA exam. A category 10 license is acceptable for researchers.
4. Submits an acceptable written case study to demonstrate an ability to integrate various types of technology to solve a problem faced by a client.
5. Submits names of five clients for which he or she performed services, three of whom must respond in writing.
6. Maintains 36 continuing education units (CEUs) each year.
7. Confirms in writing acceptance of the NAICC Code of Ethics.
8. Documents Pesticide Safety Training. In addition, those who wish to attain the CPCC-I designation must answer a series of questions concerning source of income and have the answers to those questions reviewed by the NAICC Certification Board.

How to Apply

Candidates for the CPCC, CPCC-I and CPCC-R certification should contact NAICC headquarters or go the NAICC web site for applications. The application must be submitted in its entirety, including the written essay, and the candidate must contact all institutions of higher education where degrees were granted and request that original or notarized copies of his or her transcripts be sent to NAICC headquarters.

Processing of the application will begin within 48 hours of receipt of the completed application.

Annual Renewal

To remain certified, individuals must renew their certification annually. All certified individuals will be invoiced by NAICC in November, with the renewal fee and documentation of CEU credits due by February 1. Updated certifications will be issued by March 1.

Continuing Education Units

The CPCC CEU program was designed to meet the needs of those who are providing crop management recommendations and research services to agricultural clients. Attendance at state and national consultants' association meetings, Extension training sessions, and university short courses all qualify for CEU credit, with units usually tied to hours of attendance.

For example, a one-day university short course would net the certified individual six CEUs. In addition, credit is available for professional service such as holding office in professional societies and organizations, guest lecturing at universities, etc. Each certified individual is responsible for acquiring documentation for all CEU activities. NAICC provides forms and information sheets that make the process as simple as possible and accepts forms from other certification programs. Documentation is due at time of renewal, and CEU information is kept on file at NAICC headquarters. Verification of CEUs will be made on a random basis.

SOP-6: EDUCATION OUTREACH COMMITTEE – CONSULTANTS (EOC-C)

Mandate

This committee is responsible for planning and promoting the Focus on Precision (FOP) Agriculture workshop in cooperation with a state organization. The committee should recommend locations and topics for this meeting. Also, this committee should consider organizing, developing, and conducting special consultants' training sessions and educational workshops as needs are identified. They may also assist in coordination of workshops held one to two days prior to the NAICC Annual Meeting.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The President-Elect will appoint a chair and liaison.

Members

The chair will assemble a committee of 8-12 members to plan the FOP meeting in conjunction with a state organization.

Procedure for Alternate Years when a FOP is Being Held

By February 28th – Hold a conference call to begin preliminary planning. Discuss possible host partners and locations. It is important that a willing partner is identified since @ 75% of the attendees will be from the host state.

By March 31st – Identify the co-host partner and form a planning committee that consists of the EOC-consultant members, the Board Liaison, the Executive Vice President of NAICC, plus the Executive and three members of the co-hosting organization. A budget template and guidelines in the form of this Standard Operating Procedures document will be provided to the entire planning committee at that time. Financial obligations for each partner will be discussed. It has been customary to split the profit or loss obligations at 80% for NAICC and 20% for the co-host. These terms are negotiable. The co-sponsoring state organization will need to provide a budget estimate for expenses related to work that their Executive will incur before and during the conference. Travel expenses for the NAICC Executive Vice President will be covered by NAICC and will be excluded from the budget. If the FEAE provides financial support for the conference, the contribution amount will be shown in the budget, but the contribution will not be used to calculate the share of potential profit for the co-host.

The planning committee will need to identify possible conference dates, locations, facilities, topics and speakers.

By September 1 – Have the city, conference center and dates narrowed down. Assign committee members to check with neighboring states for conflicts with other important meetings. The Executive

Vice President of NAICC will negotiate rates with the selected conference centers. Facility and meal costs will be entered into the budget as soon as firm numbers are available.

By October 1 – Have the possible speakers and topics identified. Assign a committee member to each possible speaker to act as a contact. Potential speakers need to be contacted about availability. They need to be asked to provide a cost estimate for their travel and speakers fees. It should be made clear to the potential speakers that once a cost estimate is received; the planning committee will make a decision on booking the speakers. Members of NAICC and / or the co-sponsor organization will not be reimbursed for speakers' expenses, but they could be offered complimentary registration at the discretion of the planning committee.

A committee member will be assigned the task of laying out a schedule for the entire conference. This person will need to coordinate with each of the speakers' contacts so that presentations are scheduled at a date and time that suits the speakers. A brochure should be developed as soon as the schedule is firmed up. Each speaker contact is responsible for obtaining the correct presentation title and a short Bio for each speaker. Conference fees will need to be set for members, non-members, academia, exhibitors and students.

By November 1st. Delegate committee members to contact possible exhibitors and sponsors.

By December 1st – Formally request financial sponsorship from FEAE.

One or two committee members will be identified to do a conference welcome and speaker's introductions.

One committee member will be assigned the job of confirming that the AV equipment is properly set up and ready to go. This person will coordinate the laptop that presentations are given from.

Presentations need to be loaded onto the laptop at least a ½ hour before the session begins.

Each speaker contact should communicate with their respective speakers before travel to arrange pick-up at the airport if necessary. Out of town speakers should be invited to dinner one of the evenings of the conference. The entire cost for the speaker's dinner will be paid for by a host consultant. The dinner host can be someone other than the speaker contact. If additional guests are in attendance, they should be notified in advance that they are responsible for their own dinner and drink costs.

FOP Budget

20XX Focus On Precision Budget	20XX PROJECTED	20XX Final	Comments
INCOME			
Exhibits			XX @ $250 previous price
Convention - Regis. Fees			
Members			previous price
Non-Members			XX @ $240 previous price
FEAE grant			
Sponsorships			
Total Convention Income	**$**	**$**	
EXPENSE			
General			
AV			
Badges			
Copies			
Exhibit Setup			
Fax			
Meals			
Meeting Room Rental			
Postage/Freight			
Printing			
Product/Design			
Speakers - travel, lodging and fees			
Staff Expenses			
MISC			
Telephone			
Total Convention Expenses	**$**	**$**	
INCOME OVER EXPENSES	**$**	**$**	

SOP-7: GLP EDUCATION & OUTREACH COMMITTEE – (GLP-EOC)

Mandate

This committee is responsible for planning and promoting the GLP Training Seminar held annually immediately prior to the annual meeting. This committee should also consider developing and conducting other training sessions and educational workshops for researcher and quality assurance members throughout the year.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The President-Elect will appoint a chair and liaison.

Members

The chair will assemble a sub-committee of 4-6 members per session to plan a GLP training course to be offered immediately prior to the annual meeting each year. Additional people may participate in the preparation and/or presentation of the training modules.

Procedures

Committee Meeting:

The committee will meet in person at the annual meeting each year to review the training course held earlier that week and to plan training for the next year and develop a long-range plan for the training to evolve over time. In doing so the committee will consider needs within the industry and availability of training from other sources.

One to two weeks following the Annual Meeting:

The chair will send a follow-up email to committee members, copy them on Committee Reports and ask for any additional feedback obtained during the training or annual meeting that might influence future training content or type.

August/September:

First teleconference to start planning the course, then monthly through early January. The NAICC EVP should be included on all EOC-R conference calls

During teleconferences:

1. review budget requests

2. assign new responsibilities (if changed from Annual Meeting)
3. review resources in the area of next Meeting, if needed (ex. CO2 canisters)
4. review deadlines for printing materials

September-January:

1. The chair will work closely with module leads to make sure everyone stays on track. This is especially important when new content is added, or a module lead change.
2. The chair will review content prepared and make suggestions for revisions.
3. The chair will be the point of contact with the Liaison and the EVP regarding arrangements and administrative needs.

October:

1. Chair will write an article to appear in the November NAICC Newsletter promoting the GLP Training.

The week prior to the training:

1. Print nametags for participants, committee members and volunteers the week before the Training.
2. Create check-in sheets, evaluation forms, and agendas for the training

The afternoon prior to the training:

1. Plan an organizational meeting (stuff folders, check to make sure equipment and materialshave arrived and are correct).

During training:

Module leaders will present various training modules

The chair will:

1. “MC” the training and be the go-to person for hotel staff
2. Drop in on modules throughout the training to make sure everything is running smoothly, and get a feel for content presented
3. Collect evaluation forms and tabulate them before Committee meeting Wednesday afternoon. An example training flyer follows.

GLP Training for Researchers and Quality Assurance Professionals

These popular workshops will be held on Tuesday the week of the annual meeting. Registration and continental breakfast begin at 7:30 am. Three workshops will be offered.

- **Basic GLP Training: Limited to 100 participants.** This session is aimed at those with 0-2 years GLP experience. It gives a basic overview of the GLP regulations with emphasis on the responsibilities of QA, Study Directors and Principal Investigators as it relates to your role in a GLP environment. The session is designed to be interactive and will provide you the opportunity to hear how others interpret the regulations and how to best apply them to your job function.
- **Advanced GLP Training: Limited to 60 participants**. This problem solving/ critical thinking session will refresh and challenge your GLP knowledge and has something for everyone. You will be encouraged to think outside the box when interpreting the GLPs. Material will cover topics relevant to field, lab, and sponsor GLP personnel, utilizing real-life scenarios and group discussion. We will also focus on a particular GLP area/ topic for deeper understanding. GLP experts/consultants will be present to moderate and answer questions.
- **Practical Field Workshop: Limited to 40 participants**. This hands-on workshop will focus on techniques, equipment, data documentation, and GLP compliance. This session is designed to provide practical information on overall trial conduct, GLP compliance issues, industry best practices, and efficiency in capturing raw data for field research personnel and QA professionals conducting/auditing GLP studies.

Attendance certification and CEUs for CPCC-I, CPCC-R, CCA, SQA and PCAs will be provided at the end of the workshop. The cost is $175. For more information click here.

SOP-8: EDUCATION OUTREACH COMMITTEE (EOC-R)

Mandate

This committee is responsible for planning and promoting the Efficacy Workshop held annually immediately prior to the annual meeting. This committee should also consider developing and conducting other training sessions and educational workshops for researchers and quality assurance members throughout the year.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair, Co-Chair and Board Liaison

The committee appoints a Co-Chair from within its members at each annual meeting. The Co-Chair automatically moves to Chair the following year unless the Allied Industry Working Group votes to select a new Chair.

The Executive Board member from the non-voting category is appointed to be the Board liaison to this committee.

Members

The chair will assemble a subcommittee of 4-10 members to plan the Efficacy Workshop training course to be offered immediately prior to the annual meeting each year. Additional people may participate in the preparation and/or presentation of the training.

Procedures

Committee Meeting:

The committee will meet in person at the annual meeting each year to review the training course held earlier that week, plan training for the next year, and develop a long-range plan for the training to evolve over time. In doing so, the committee will consider needs within the industry and availability of training from other sources.

One to two weeks following the Annual Meeting:

The chair will send a follow-up email to committee members, copy them on Committee Reports, and ask for any additional feedback obtained during the training or annual meeting that might influence future training content or type.

August/September:

First teleconference to start planning the course, then monthly through early January. The NAICC EVP should be included on all EOC-R conference calls. The official name and general topics of the session needs to be finalized by September 1.

During teleconferences:

Review budget requests

Assign new responsibilities (if changed from Annual Meeting)

Review deadlines for printing materials

Other action points:

The chair will be the point of contact with the Liaison and the EVP regarding arrangements and administrative needs.

Chair or staff will draft an article to appear in the September or October NAICC Newsletter promoting the Efficacy Workshop.

Staff will print nametags for participants, committee members, and volunteers the week before the training.

Creating and printing the check-in sheets, evaluation forms, and agendas for the training will be the responsibility of the chair and staff.

Appoint Moderator(s) for the session.

Collect evaluation forms and tabulate them before the committee meeting Wednesday afternoon. An example training flyer follows.

7th EFFICACY RESEARCH WORKSHOP

Monday, January 26, 2026 8:00 am – 4:30 pm



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7:45 – 8:30 am **REGISTRATION / BREAKFAST**

8:30 – 8:45 am **WELCOME**
Moderators: Amalia Easton, Easton Agri-Consulting, Inc., Bagley, IA
Allen Hubers, Alpha Ag Research, Sanborn, IA

8:45 – 9:30 am **STRESS MANAGEMENT**
How to Manage Stress Levels
Trisha Easton, Easton Agri-Consulting, Inc., Bagley, IA

9:30 – 10:30 am **WHAT I WISH I KNEW BEFORE STARTING AN EFFICACY PROGRAM**
Matt Eich, Centrol Crop Consulting, Inc., Volga, SD

10:30 - 10:45 am **BREAK – Door Prize Drawing at 10:40 am**

10:45 – 11:30 am **FROM DATA TO DECISIONS: HOW INDUSTRY SPONSORS CAN UTILIZE CRO DATA**
Nick Hurdle, Helena Agri-Enterprises, LLC, Memphis, TN

11:30 – 12:30 pm **QUALITY TRIAL SITE SELECTION**
Considerations to Improve Data Quality and Avoid Unexpected Problems
Corey Rozenboom, Alpha Ag Research, Sanborn, IA

Managing Trial Sites to Niche Projects
Allen Hubers, Alpha Ag Research, Sanborn, IA

12:30 - 1:30 pm **LUNCH**

1:30 – 2:15 pm **CRO PANEL: WHAT DO YOU WISH YOU COULD TELL THE SPONSORS?**
Panelist:
Amalia Easton, Easton Agri-Consulting, Inc.
Allen Hubers, Alpha Ag Research
Matt Eich, Centrol Crop Consulting
Jim Steffel, LabServices

2:15 – 3:00 pm **EXPANDING THE SCOPE OF YOUR CONTRACT RESEARCH BUSINESS**
Jim Steffel, LabServices, Hamburg, PA

3:00 – 3:15 pm **BREAK – Door Prize Drawing at 3:10 pm**

3:15 – 4:15 pm **DIFFERENCES BETWEEN THE EXPECTATIONS FROM RESEARCH & DEVELOPMENT AND TECHNICAL SERVICE**
Bruce Steward, FMC Corporation, Choctaw, OK

4:15 – 4:45 pm **FINAL Q&A**

National Alliance of Independent Crop Consultants
700 Wood Duck Drive, Vonore, TN 37885 AllisonJones@naicc.org Phone: 423-884-3580

SOP-9: GOVERNMENTAL AFFAIRS COMMITTEE (GAC)

SUBCOMMITTEES: GAC-Crop Consultant (GAC-C)

GAC-Researcher & QA (GAC-R)

Crawfish Boil On The Hill (CBOH)

Mandate

The GAC monitors and discusses legislation and regulatory issues and policies, pending, proposed and needed, specifically those that will directly impact NAICC members, but also general agricultural, environmental and food issues on which NAICC may be consulted or wish to express an opinion. The committee assists the Executive Vice President with the responsibility of providing information to the membership through newsletter articles and mailings and identifies issues and develops talking points for the NAICC Executive Board prior to hill visits. Unless designated by the President, the official spokespersons for the NAICC on governmental affairs are the President, Executive Vice President and the Chair of the overall Governmental Affairs Committee.

The CBOH subcommittee shall plan the annual CBOH event to be held in conjunction with the March Executive Board meeting in Washington, D.C.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The President-Elect will appoint a chair of the overall GAC and will work with the overall chair to select chairs of each of the sub-committees. The President-Elect shall have final say.

The Board Liaison is the President or the Past President.

Members

The GAC shall be comprised of eight members: the chair, liaison, the chairs of each subcommittee and one other member of each subcommittee. NAICC`s EVP and Governmental Affairs Liaison will also participate in the GAC.

The chair of each subcommittee will select 6-10 members to participate on their subcommittee. Each subcommittee should include at least one Past President.

Procedures

The GAC and each subcommittee will correspond by email and or conference call prior to the annual meeting to identify potential topics for discussion when each meet at the annual meeting.

At the annual meeting each subcommittee will meet separately, followed by a meeting of the GAC.

Each subcommittee will identify and discuss regulatory and legislative topics of importance to the membership and determine whether the subcommittee agrees upon a recommendation to the GAC with regard to an NAICC position or action to address each topic. Each subcommittee chair will provide the GAC with a list of topics raised and results of discussion.

The GAC will then meet to review the recommendations of the subcommittees and prioritize topics. The GAC will submit their review and final recommendations for talking points during March hill visits by the first week of February.

The Executive Board will review the recommendations and inform the GAC of talking points the Alliance wishes to include on hill visits and official NAICC positions on talking points. The GAC (and subcommittees) will then work to provide the Executive Board with background information for the talking points, and to prepare the Executive Board for March hill visits. This may be accomplished by preparation of documents, conference calls between the Executive Board and a GAC member selected to present a topic, or with other experts in specific topic areas (ex. CropLife, USDA, representatives of state or commodity organizations, etc.).

The EVP and Board Liaison will coordinate with the GAC on all Washington activities and hill prep.

SUBCOMMITTEE: GAC-CROP CONSULTANT (GAC-C)

The GAC-C will ask each State Affiliate member to appoint a representative to serve on the subcommittee. This representative will serve as a liaison to their state organization. NAICC would like for these State Organizations to help identify the key issues affecting crop consultants and their clients as well as identify key contacts in Washington, DC.

The GAC-C should have 8-10 members. In addition to State Affiliate members the GAC-C will include NAICC members, at least one of which will be a President or Past President of NAICC.

SUBCOMMITTEE: GAC-RESEARCHER & QA (GAC-R)

The GAC-R should have 8-10 members, at least one of which will be a President or Past President of NAICC. The GAC-R may include those members currently participating in the ”CLA-GLP-Good Laboratory Practice Working Group” (CLA = CropLife America), who have been informally called the `GLP 7`.

SUBCOMMITTEE: CRAWFISH BOIL ON THE HILL (CBOH)

This subcommittee works with the NAICC Executive Board and EVP to plan and coordinate the CBOH reception. The CBOH subcommittee will review the menu and source a chef, a supply of crawfish and other fresh seafood as required. As the reception is for Congressman and other legislative staff, the CBOH subcommittee may also identify legislative/regulatory issues to bring forward to the GAC for further discussion. The subcommittee will identify a Congressional representative to sponsor the reception and liaise with the Congressional representative and/or their office as needed. The subcommittee may make recommendations to the Executive Board on changes to the format of the CBOH and/or specific persons to invite to the reception.

SOP-10: GRIEVANCE AND ETHICS COMMITTEE (G&E)

Mandate

This committee exists to review, if and when necessary, any grievance filed against a member of NAICC and recommend to the Executive Board whether any action should be taken upon such grievance. This committee is also responsible for reviewing the NAICC Code of Ethics periodically.

By-Laws - Committee-Specific

Section 4: The Grievance and Ethics Committee shall: (a) consist of one of the five directors and a minimum of three other appointed members; and (b) review any grievances one member may file against a fellow member; and (c) when necessary, submit to the Executive Board, for approval or rejection, any recommendation for membership reclassification or cancellation, and (d) periodically review the Code of Ethics of the Alliance, and (e) implement a grievance procedure.

Chair and Liaison

The President-Elect will appoint a chair for this committee as well as a Board member to serve as Board Liaison (distinct from the Director member).

Members

See by-laws above.

Procedures

1. Review of grievances. See “Grievance Procedure” below.
2. Review of Code of Ethics.
    a) Upon acceptance of serving on this committee, each member will review the NAICC Code of Ethics (http://naicc.org/about/code-of-ethics/). To be completed by mid-February.
    b) During review, any need for updates or revisions will be noted and communicated to the Chair. To be completed by mid-February.
    c) The Chair will compile suggested updates and revisions and provide the list to the committee. The committee will discuss and decide, by majority, what recommended edits to submit to the Executive Board. This will be completed prior the March Board meeting.
    d) The Executive Board will review suggested edits from the committee and decide upon action(s) to be taken, and enact them, if applicable.

NAICC GRIEVANCE PROCEDURE

The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge. A member of the National Alliance of Independent Crop Consultants recognizes that such membership acknowledges a voluntary assumption of the obligation of self-discipline above and beyond the requirements of the law and will strive to uphold the honor and dignity of the profession. Members assume an obligation to the profession, their clients, peers, agriculture, the public and society in general. General principles of conduct and obligations assumed are expressed in the Code of Ethics. Questions arising concerning conduct and possible violations of trust, professional conduct, Code of Ethics or the Bylaws of NAICC may be brought to the attention of NAICC by the following grievance procedure.

a. Definition. The following definitions shall apply:

Client - A client is any individual or entity for whom a member performs a service.

Member - A member is any individual who is accepted for membership in the National Alliance of Independent Crop Consultants as set forth in Article III of the Amended and Restated By-laws of the National Alliance of Independent Crop Consultants.

Suspension - An individual that has been suspended by the E&G C or the Executive Board will no longer be considered a member of NAICC while under suspension. After the term of suspension has expired, the individual may reapply for membership in NAICC.

Termination - If, through disciplinary procedure, an individual's membership in NAICC is terminated, the individual is removed from membership.

Ethics and Grievance Committee - The Ethics and Grievance Committee shall be comprised of one director from the Executive Board, a separate Board Liaison from the Executive Board, and six members from the Voting Membership appointed as set forth in the By-laws. The Board Liaison shall not vote in grievance decisions. The members of the E&G C shall be appointed by the President of the NAICC. To conduct business, a quorum of at least 50% of the E&G C must be present. This would require at least 4 members as the current committee structure stands. A simple majority vote of members present shall be required to conduct business at the committee level. Conference calling shall be considered an acceptable form of meeting.

Conflict of Interest - Should a member of the E&G C feel that circumstances exist that prevent him or her from making an unbiased assessment of a grievance investigation, they may request that the President of the NAICC appoint a replacement. The President may do so with the approval of the NAICC Executive Board. If the Executive Board is aware of a conflict of interest in a member of the E&G C, it may also request that the President of the NAICC appoint a replacement member to the E&G C, pending Board approval of said replacement member.

By-laws - By-laws shall mean the Amended and Restated By-laws of the National Alliance of Independent Crop Consultants (effective December 3, 1994), and any amendments and successors thereto as adopted from time to time by the membership.

b. Conditions of NAICC membership. As a condition of membership in NAICC, members agree to abide by the Bylaws and the appropriate Code of Ethics. As stated in Article V. Section 3, of the Code of Ethics, any member observing the conduct of another member not in compliance with said By-laws and Code of Ethics may bring such deviation to the attention of the appropriate officials of NAICC. The following

procedure sets forth appropriate steps to be taken should such actions be deemed necessary by the E&G C.

c. Disciplinary action. An individual's membership in NAICC is subject to suspension or revocation as set forth herein.

Disciplinary action shall be one of the following:

1. Private Censure - The Ethics and Grievance Committee may decide on private censure according to the provisions set forth herein.
2. Suspension - The Ethics and Grievance Committee may suspend for one year, the rights, privileges and benefits of said member.
3. Termination - If a suspended member, following the period of suspension, has not rectified conditions responsible for his or her suspension, the membership of said individual shall be terminated by the Executive Board in accordance with the provisions set forth herein.

d. Disciplinary Procedures. The following procedures shall be used in all complaints investigated by the E&G C.

i. Complaints. Only written and signed complaints shall be investigated. Complaints concerning a member, submitted by an NAICC member, shall be transmitted to the Alliance's Ethics and Grievance Committee. Complaints filed must reference the specific Article in the NAICC Code of Ethics which the complainant feels is being violated and also must present enough specific documentation that the Ethics and Grievance Committee can effectively determine the merit of the complaint.

ii. Procedures. NAICC shall adopt the uniform procedures, outlined in this document, for handling all complaints and shall conform to the guidelines herein set forth.

1. Upon the receipt of a complaint, the Ethics and Grievance Committee (E&G C) shall open a complaint file on the member against whom the complaint is lodged. The E&G C shall meet only once a year in January prior to the NAICC annual meeting to address such grievances unless the Committee in its sole discretion should determine that the grievance is of such a substantial nature that a special meeting should be called. Conference calling is an acceptable means of Committee meeting.
2. Upon receipt of a complaint, the Ethics and Grievance Com. shall send a registered letter, return receipt requested, to the member against whom the grievance has been filed, detailing the nature of charges made against said member.
3. The E&G C shall have the duty of investigating, in detail, the nature and extent of the complaint and alleged violation.
4. The E&G C shall report its findings and determinations to the Executive Board within 90 days of the date of the meeting at which the complaint was addressed. The report shall be in writing.
5. The E&G C shall determine one of the following:
    a. That the complaint is without merit, no violation has occurred and the investigation should be terminated, or
    b. The complaint and alleged violation have merit.

Determination.

6. In the event the determination is that no violation has occurred, the matter shall terminate at that point. A registered letter, return receipt requested, shall be sent by the E&G C to the complaining party and also to the member against whom charges have been filed, indicating that the investigation has not revealed any violation of the NAICC Code of Ethics or By-laws and the complaint file shall be closed.
7. Once the investigation of said member has been closed, repeat charges of the same nature against said member will not be considered by the Ethics and Grievance Committee unless substantial and compelling new evidence is submitted.
8. In the event the determination is made that a violation has occurred, the following procedure shall be followed.
    a. The E&G C shall notify the member against whom the complaint has been filed as to the extent and nature of the complaint. At that time, the member shall be informed of any possible actions or requirements which may be imposed upon the member and the member's rights. Copies of all documents which are pertinent to the complaint shall be made available to the member. Said member shall file a response with the E&G C no later than 30 days after receipt of notification. Additional time to respond may be requested, but such request must be in writing and received by the Committee within the original 30-day period. The member may submit factual data, affidavits, or other documentation which the member feels will assist the E&G C in determining the extent of the violation, if any.
    b. The E&G C or the member may request a hearing. The time and place for this hearing shall be as mutually agreeable as possible; however, the Committee shall make the final determination. This hearing shall be considered private and shall be limited to the member being investigated, his or her counsel, the E&G C and its counsel, any interested members of the Executive Board, any pertinent witnesses, and any other party the E&G C shall determine reasonable and necessary to the hearing.
    c. If, after review of the documents submitted and upon further investigation or hearing, if necessary, it is the finding of the E&G C that there exists a violation requiring private censure, the private censure shall be imposed. A letter shall be sent from the E&G C to the member indicating the requirements which the Committee feels the individual member should, in the future, do or refrain from doing. Said letter of censure shall be sent by certified mail, return receipt requested.
    d. A copy of the private censure letter and any acknowledgment of receipt shall be placed in the member's file. The file shall remain confidential, except as otherwise required by law or enforcement proceedings.
    e. In the event that the censured party refuses to comply with the requirements needed to ensure membership in good standing, the member may be suspended as set forth herein.
9. In the event the Ethics and Grievance Committee determines that the nature and extent of the violations are so severe as to require imposition of suspension of membership, the following procedures shall apply:
    a. Upon determination by the E&G Committee that the alleged violation, if true, would constitute grounds for suspension of membership, the Ethics and Grievance Committee shall

provide the member an opportunity for a hearing before the Ethics and Grievance Committee. If said member rejects the opportunity to have a hearing, said member should notify the E&G C of his or her refusal in writing by registered letter.

b. The E&G C shall give the member notice of the time and place for a hearing and shall hold a hearing whether or not the member rejects the opportunity to have a hearing. If the member accepts the opportunity to have a hearing, the time and place for the hearing shall be as mutually agreeable as possible; however, the E&G C shall make the final determination. This hearing shall be considered private and shall be limited to the member being investigated, his or her counsel, the E&G C and its counsel, any interested members of the Executive Board, any pertinent witnesses, and any other party the E&G C shall determine reasonable and necessary to the hearing.

c. The evidence shall be presented by the E&G Committee Chair or the designated representative of the Chair. NAICC may have legal counsel present.

d. The member shall be entitled to be represented by legal counsel.

e. All evidence shall be received by the Ethics and Grievance Committee regardless of whether or not it violates hearsay or other legal evidentiary rules. The E&G Committee shall present its evidence first. Then the member shall present his or her evidence. The member may have legal counsel present. Any Committee member or party participant may question any witness who presents evidence at the hearing.

f. Upon hearing or receiving all the evidence, the E&G Committee shall declare the receiving of the evidence closed and shall retire with legal counsel, if necessary, at a time and place of its selection, to make its determination. Determination of the Committee shall be in writing to the Executive Board, setting forth the basis of its determination.

10. If it is the determination of the E&G Committee that a violation has not occurred, notification of that determination shall be transmitted to the member by the E&G Committee. The case will then be considered closed.

11. If the determination of the E&G Committee is for suspension, that determination shall be set forth, with particularity. Copies of the finding(s) and determination(s) shall be supplied to the Executive Board. E&G C shall inform said member of the findings by registered letter, return receipt requested.

12. The member shall have 30 days from the receipt of the E&G C's determination to appeal the E&G C findings to the Executive Board. The member may, within this 30-day interval, tender to the Executive Board any briefs, or other documents not previously presented to the Ethics and Grievance Committee, which the member wishes the Executive Board to consider. Said information may include any mitigating circumstances which the member feels should be taken into consideration by the Board. The Executive Board shall review its entire file, including the determination of the E&G C, and shall make a final determination, by meeting or conference call, as to the imposition of suspension within 60 days of final date for receipt of additional briefs or other documents from the member as set forth above. An affirmative vote of 75% of the Board members present at a quorum meeting or conference call shall be required for the imposition of suspension.

13. If a 75% affirmative vote for the imposition of suspension is not received, the Board by majority vote may impose private censure.
14. Upon affirmative vote to impose suspension by the Executive Board, the decision of the Board shall be immediately sent by certified mail, return receipt requested, to the member. The imposition of suspension shall take effect 15 days after the mailing of the suspension decision to the member. The findings of the Executive Board shall constitute a final decision by NAICC.
15. If suspension is imposed, the member shall, within 15 days of the effective date of the suspension, return to NAICC all evidence of Membership in said organization. The member shall thereafter in no ways represent affiliation in any manner with NAICC until reinstated. The individual shall have the one-year term of suspension to rectify the circumstances leading to his or her suspension.
16. The suspended individual may reapply for membership after the one-year period of suspension has expired. A letter of explanation as to how circumstances leading to suspension have been rectified shall accompany the membership application to the Membership and Rules Committee. If the circumstances leading to his or her suspension have not been rectified, the membership and Rules Committee shall confer with the Ethics and Grievance Committee with regard to this matter. If the Ethics and Grievance Committee feels that the circumstances resulting in the original grievance decision have not been rectified, the Ethics and Grievance Committee shall recommend to the Executive Board that it permanently terminate membership of said individual.

SOP-11: NAICC/GAIAC International Outreach Support Committee

Mandate

This committee works to establish contact with other consulting organizations outside of the U.S. and to look for opportunities to cooperate on educational programs and information exchange. Through contact with international consulting organizations and international members, keeps NAICC informed of issues facing consultants in other countries. This committee also acts as liaison to the Global Alliance of Independent Crop Consultants.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The President-Elect will appoint a chair and liaison.

Members

The chair will assemble a committee of 6-10 members. Members should be diverse in geography including international members, discipline (CC and RC) and should be selected based on international experience and contacts.

Procedures

The IOC meets annually in person at the NAICC annual meeting and may hold additional meetings at the discretion of the chair via conference call throughout the rest of the year.

SOP-12: LEADERSHIP PROGRAM COMMITTEE

Mandate:

This committee is responsible for developing and implementing certain portions of the NAICC Leadership Program (NAICCLP).

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison:

The President Elect will appoint the Committee Chair from the voting membership. The President-Elect will also appoint the incoming Past-President and one other board member to serve on this committee, one of whom will serve as the Executive Board liaison.

Members:

Total of 9 members:

2 board members appointed by the Executive Board (see above)
2 Foundation members to be appointed by The Foundation
1 past host
1 past participant
1 sponsor
2 members nominated from Past Presidents Council

Procedures:

1. Annually review and revise, if necessary, the program synopsis (following this page), content, application forms and application review procedures and acceptance criteria.
2. Market the program to members throughout the year and at the annual meeting. Solicit applications from members with an annual application due date of November 1st.
3. Review applications and select up to 3 participants each cycle. Selected participants are required to be approved by NAICC Executive Board.
4. Strategize and plan for continued funding of the program and review program budget with NAICC EVP.
5. Develop long-term goals and plan for expanding modules and content of the NAICCLP.

NAICC LEADERSHIP PROGRAM SYNOPSIS

MISSION STATEMENT

pose is to help ensure sustainability of the NAICC and the industries it serves by facilitating the growth of new leaders with in NAICC. All individual NAICC members in good standing are encouraged to submit an application.

CURRICULUM

Module I: NAICC Annual Meeting

1. This module focuses on acquiring a better understanding and involvement of NAICC
2. Participate on an NAICC committee.
3. Participate in New Members events.
4. Participant will make him/herself available to serve as session Moderator.
5. Interact with exhibitors in the Exhibit Hall and at the Sustaining Members reception.
6. Assist members of The Foundation with the silent auction and raffle.
7. Meet with participant's assigned Mentor, setting goals for the upcoming year and being prepped for Module II.
8. Participants will be responsible for their own travel, lodging, and registration for the Annual Meeting.

Module II: Ray Young Governmental Affairs

1. This module focuses on advocating for NAICC and the industries it serves and being an effective resource for lawmakers and government agencies and takes place in Washington D.C.
2. Visit with NAICC Governmental Affairs Committee members.
3. Review the Ray Young Washington D.C. Leadership video (if not already completed).
4. Accompany Executive Board or Governmental Affairs Committee members on Hill visits.
5. Provide input to the NAICC Executive Board regarding issues discussed on Hill visits.
6. Attend and assist with the Crawfish Boil on the Hill.
7. Collaborate with other participants to write a newsletter article on Module II.

Module III: Networking Field Visits

1. This module encourages networking and building rapport among Ag professionals.
2. Visit an experienced NAICC member who works within the participant's expertise and an experienced NAICC member who works outside the participant's expertise.
    a. Learn about the dynamics and challenges of their business operation.
    b. Discuss local, state, and national issues that affect their business.
    c. Discuss issues that are key to NAICC with their host. These will likely come from participation in Module II and should include questions and discussion about how the issues affect the host, how they will be impacted, what is their opinion on the issue, etc.
    d. Discuss host's experience with NAICC.

e. Ideally, this visit should be in a geography varied from the participant's home location
f. Write a newsletter article about the visit(s).
g. Send thank you notes to hosts.

Module IV Dale Carnegie Course

1. During the year, the participants will participate in the Dale Carnegie course in or near their hometown.
2. However, if the participant has had similar training in the past, this requirement can be waived by the Leadership Committee Chair.
3. In-person participation in the class is preferred, but it can be taken online.

Module V: NAICC Annual Meeting

1. This module focuses on using their Leadership skills to promote NAICC and agriculture in general.
3. Participate on an NAICC committee.
4. Make a presentation about the Leadership Program.
5. Participate in New Members' events/serve as mentors.
1. Participate in graduation at the Awards Luncheon. Participants will be given an alumni pin following graduation from the Program.
6. Participant will make him/herself available to serve as session Moderator.
7. Interact with exhibitors in the Exhibit Hall and at the Sustaining Members reception.
8. Assist members of The Foundation with the silent auction and raffle.
9. Participants will be responsible for their own travel, lodging, and registration for the Annual Meeting. Two hotel room nights will be covered by NAICC.

ADMINISTRATIVE INFORMATION AND DEADLINES

1. Applications are due to NAICC headquarters by November 1st.
2. Participant will be notified of acceptance by December 1st.
3. Participants are asked to pay a $500 participation fee. This fee can be sponsored by participant's employer or other NAICC member. Please contact a Leadership Committee member or Allison Jones for more information regarding a scholarship.
4. Scholarship benefactors will be recognized at the Annual Meeting and given a name badge ribbon.
5. The NAICC Staff, at the direction of the NAICC Executive Board and Leadership Committee, will implement the program including ensuring participants, mentors, and hosts are aware of their duties.

MENTOR DUTIES

1. Leadership mentors will be sought out from within the NAICC membership and will be those who have shown to be active leaders within the organization. Mentors will be approved by the Leadership Committee.
2. Mentors will be included on all communication between the Leadership participant and the committee or NAICC staff.
3. Mentors are expected to communicate with the participant throughout the program, including, but not limited to:

4. Phone calls or emails prior to each module concerning expectations, schedule, and any questions the participant may have.
5. Keep in contact with the Committee Chair to ensure that the participant is meeting the expectations of the program and performing their duties in a timely and responsible manner.
6. Providing feedback to the committee following each module that was gleaned from the participant about concerns, questions, or overall effectiveness of the program timeline and procedures to date.

HOST DUTIES FOR MODULE III

1. Host participant for approximately 1-2 days. Length of visit may vary based on location, opportunities, and participant needs or requests.
2. Provide a tour of host facility and explanation of their work, clients, responsibilities, etc.
3. Identify unique opportunities for the participant to understand the dynamics and challenges of the host's business operations as well as the issues in that agricultural region. This may include, but is not limited to, outreach visits to other businesses nearby such as client facilities, neighboring consultants or researchers, or other relevant experiences. Hands-on experience for the participant is encouraged.
4. Discuss host's experience with NAICC, including:
    a. What does the host get from being a member of NAICC?
    b. What does the host wish NAICC would/could do for them?
    c. What has been the host's participation within NAICC?
    d. How has the host grown as a member through NAICC?
    e. Discuss with the participant local, state, and national issues that affect the host's area, business, and/or clients.
    f. Discuss host's relationship with local, state, and federal leadership.
    g. NAICC and the participant may take host and family to lunch or dinner if time and travel permits.

SOP-13: MARKETING COMMITTEE

Mandate:

This committee is responsible for marketing the association to sustaining members, current and non-membership. The committee is also responsible for the Consultant of the Year award program.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair, Co-Chair and Board Liaison

The committee appoints a Co-Chair from within its members at each annual meeting. The Co-Chair automatically moves to Chair the following year unless the Allied Industry Working Group votes to select a new Chair.

The Executive Board member from the non-voting category is appointed to be the Board liaison to this committee.

Members:

The chair will recruit 6-8 members to participate on this committee.

Procedures:

The committee will meet in person at the NAICC annual meeting each year and will meet by conference call throughout the year as necessary to accomplish the goals and initiatives of the committee.

Marketing Considerations:

Consider strategies, services, benefits and information that can be provided to members and sponsors to promote the Alliance. This will include consideration of communication methods and media such as social media (Facebook, twitter, email campaign, website), video, advertising, articles in print media including but not limited to *NAICC News,* and prepared presentations and brochures.

Consider and evaluate areas of interest to NAICC members, assess the needs of members, and use this information to provide recommendations to other committees and/or the Executive Board on services/training/meeting topics and themes/membership benefits for consideration.

Investigate opportunities for marketing NAICC to potential new members and sponsors through exhibiting and/or attendance at agricultural trade/association meetings and/or directed marketing to sponsors.

Identify and contact key commodity groups. Provide the groups with information about NAICC's Cooperative Membership and open dialogue about issues affecting the commodity groups. Look for

Actively communicate and promote sponsorship opportunities (http://naicc.org/member-center/chart-of-opportunities/) as well as other sponsorships such as the NAICC website.

The committee will work with the EVP to ensure that NAICC promotional materials are available to members, and that members are aware of the materials, should any member have opportunity and wish to promote NAICC.

Consultant of the Year (COTY) Award:

The NAICC Marketing Committee is responsible for recommending to the Executive Board the recipients of the Consultant of the Year (COTY) award.

The EVP will provide the committee with the nominations and each committee member will "force-rank" each nominee by placing a 1 by their first selection, a 2 by their second selection, and so on until they have assigned each nominee a number between 1 and the total number of nominees.

Individual votes will be kept confidential and committee members must treat the list of applicants as confidential as well.

The three nominees with the lowest score will be the awarded the COTY at the Annual Meeting. They will be notified in advance by the EVP, the chair, or the President; It is the chair`s responsibility to ensure it is clear who will contact the winners.

The current COTY Application and the evaluation form is available at https://naicc.org/consultant-of-the-year/

Below is the summary of information requested beyond the usual name and address information. All information must be filled in.

- Years in business
- Consulting specialization
- Professional organizations
- List name and phone number of three (3) grower clients to serve as references:
- In which state(s)/province(s) does the nominee consult?
- Crops and acres
- Awards/honors received by the nominee:
- Description of nominee's work and why he/she should be considered for this award

COTY Ranking Form

NAICC Consultant of the Year Award

Please return by: _____

Assign a number between **1 - first selection and 4 - last choice** to each of the nominees based upon your review of the attached documents and your knowledge of the nominee and the intent of the Consultant of the Year Award.

Nominee:	**Rank (1 – 4 one value for each nominee)**
Nominee 1	____
Nominee 2	____
Nominee 3	____
Nominee 4	____

SOP 14: MEMBERSHIP RECRUITMENT, RETENTION, AND RULES COMMITTEE (MRRR)

Mandate

The committee is responsible for periodical review of membership requirements and the recruitment of new members and acts as a liaison to new members during their first two years of membership.

By-Laws - Committee-Specific

Article 7 Section 3: The Membership Recruitment, Retention and Rules Committee shall: (a) consist of one of the five Directors, and a minimum of three other appointed members; and (b); and (d) assist in the recruitment of members.

Chair and Board Liaison

The President-Elect will appoint a chair and a liaison for this committee. The Chair oversees the entire committee and subcommittee.

Members

See by-law section 3 (above). Geographic representation as well as having CC, RC and QA members on the committee should be considered for ease of application review and approval.

Procedures

The MRRR will develop a member retention plan in cooperation with the EVP. This plan will be reviewed annually for effectiveness and changes will be made as needed to improve retention of existing members.

As part of retention the MRRR will call members who do not renew their membership to inquire about the reason(s) for not renewing.

New Member Initiatives:

> A committee member will be assigned to each new member and after the annual meeting, the MRRR will survey (by phone) new members who attended the meeting to assess their experience and look for ways to improve the first meeting experience of new members. The MRRR will develop five (5) survey questions and have them approved by the EVP in advance.
>
> The MRRR member will contact each new member quarterly in first two years following their initial registration as a member of NAICC to assess their needs as an NAICC memberand offer assistance, contacts or resources as appropriate.

Assist Marketing Committee with efforts to solicit new members.

SOP 15: NEWSLETTER COMMITTEE

This committee works with the Executive Vice President to source and accumulate articles for the NAICC News. Committee members write and solicit articles. The committee should be made up of crop, research, and QA consultants.

The Newsletter Committee meets in person at the annual meeting and then communicates by email the remainder of the year. At the annual meeting Newsletter Committee members work to identify potential newsletter article topic areas,

topics and to identify potential contributors/writers. Members should evaluate regular features and propose new features germane to the membership and current events in our business and in agriculture.

Potential features:

President`s Column: contributed by the President directly to the EVP
- Committee Corner: Reports from the Chair of each Committee on their activities
- New Member Profiles: Ask MRRR to require each new member to complete a new member profile (form follows) at the New Member Boot Camp of the annual meeting so that each issue can feature one of more new members. Follow up with new members that do not attend to obtain their profile information. New Sustaining Member articles will be under this section as well.
- Member Profiles: Profiles of long-standing members.
- Member editorials.
- Researcher`s Corner, Crop Consultant`s corner, QA Corner: Solicit articles from the respective sectors of our organization. The purpose of these articles is for each sector to provide examples of their daily operations and business conduct. Articles can be humorous or serious. The best time to ask members, especially consultants, for articles is between the annual meeting and spring.
- Legislative Updates provided by EVP and NAICC Governmental Affairs Liaison.
- Articles on consulting and agriculture in other countries. Obtain these via the NAICC/GAIAC International Outreach Support Committee.
- Leadership Program: Participants are to provide articles on their experiences in the program.

The Newsletter Committee chair will obtain contributions from Newsletter Committee members and other contributors and send them to the NAICC Member Services Director who coordinates production of the newsletter and obtains the
President`s column and contributes the legislative updates in conjunction with the NAICC Governmental Affairs Consultant.

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President`s column and contributes the legislative updates in conjunction with the NAICC Governmental Affairs Consultant.

Issues: The goal is to publish NAICC News Twelve (12) times per year.

NAICC MEMBER PROFILE

An electronic version can be found at http://naicc.org/wp/wp-content/uploads/NAICC-MEMBER-PROFILE.docx. Following is a condensed version.

1. Name:
2. Company Name:
3. Location (City, State):
4. Years as a NAICC Member:
5. How did you end up working in agriculture, research/quality assurance/consulting, or your current position? In other words, what inspired you to be where you are today?
6. What is the most challenging aspect of your job?
7. What is the one piece of technology you wouldn't want to be without in your business?
8. If your friend, child, mother wanted to follow in your footsteps, what is one piece of advice you'd want them to know?
9. What have some of your contributions to NAICC been (including committee service, board membership, any traditions or programs you've helped to establish, etc.)?
10. What is something about you, your job, your hobbies, or your experiences that most NAICC members do not know about you?
11. If you could take one week off during your busiest time of year, what would you do and where would you go?
12. What is a favorite quote of yours?

SOP-16: NOMINATING COMMITTEE

Mandate

This committee solicits and provides nominations of members in good standing to run for election to positions on the NAICC Executive Board.

By-Laws - Committee-Specific

Article 7 Section 1: The President, acting on behalf of the Executive Board, shall appoint or cause to be appointed Standing committees and other such committees as the Executive Board may from time to time deem appropriate. Persons appointed to committees must be members in good standing of the Alliance.

Article 7 Section 5: The Nominating Committee shall: (a) consist of the Past-President, acting as Chair of the committee, the President-Elect and a minimum of two other previous Presidents of the Alliance, and a minimum of two other members from each of two geographic areas of the United States described as being separated by the Mississippi River, each having been nominated and elected from the floor at the most recent annual meeting of the Alliance, and (b) submit for the vote of the Voting membership, as provided herein, a minimum of two candidates for each Executive Board position to be filled.

Chair and Liaison

The Past President is the Chair and Board Liaison.

Members

See committee-specific by-law section above. The Nominating Committee members will consist of the President Elect, Past President, a minimum of two other previous Presidents plus a minimum of two other members from each side of the by the Mississippi River for a minimum total of 8 members.

Those elected will serve on the Nominating Committee for the coming year.

Procedures

In 2010 the committee developed a Nominating Committee Policy, which is reproduced on the following pages. The committee should review this policy periodically and update it, with Executive Board approval for all suggested changes, as necessary.

National Alliance of Independent Crop Consultants
Policy Statement - Revision 4

Created March 22-2010

Revised December 11, 2018

Nominating Committee Policy

Scope: to provide guidance and to standardize the process to be used by the Nominating Committee to nominate qualified NAICC voting members for election to available positions on the Executive Board in all sections with the exception of the Director position to be held by a person from any membership category other than the Voting Membership category, hereafter called non-voting position.

Charge: to aid in the process of selecting and screening potential officer and board candidates. To keep the process transparent and open and to ensure that all committee work be conducted in such a way that all on the committee have an equal opportunity to play an active role in candidate review and selection.

Members: According to NAICC by-laws, the current past president serves as the Chair of the nominating committee. The NAICC president-elect also serves as a member of this committee. The President Elect will select two NAICC past presidents to serve on the committee one of which being the Past President who just served as the chair. Finally, a minimum of four voting members are nominated to the committee from the floor at the annual NAICC business meeting. At least two of those nominated from the floor will reside east of the Mississippi river and at least two will reside from west of the Mississippi river. At any point during the nomination committee procedures, the Chair may proceed without the response of a committee member providing that the committee member has been notified both by email and telephone.

Chronological Outline of Events

1. Upon selection of the four or more committee members at the business meeting the Executive Vice President will forward the most recent version of this document to each Nominating Committee members.
2. The Committee Chair seeks recommendations for candidates from the Executive Board.
3. Introductory email from the Chairto committee members defining the procedures, rules and tasks.
4. Request that each committee member submit a list of potential candidates directly to the Chair.
5. Chair populates a spreadsheet with names submitted by Executive Board members, committee members and circulates to entire committee. Eligibility of the names and membership status on the list will be verified. It is suggested that the Chair of this committee request the most current spreadsheet of membership status and category from the Executive VP prior to soliciting names. If a question of membership status arises, the Executive VP should be contacted to verify membership status and provide insight into any discrepancy.

6. Chair seeks time for first conference call acceptable to at least six of the committee members
7. First Conference Call:
    1. Review objectives and procedures and the need for confidentially in the nominating process.
    2. It is important to attempt to maintain balance on the Executive Board between researcher/QA and crop consultants. If a large imbalance of the Executive Board exists, efforts should be made to restore balance in the numbers of researchers/QA and crop consultants.
    3. Review and discuss credentials of six (or more) candidates for President and select at least two which could be offered a place on the ballot. If more than two are selected, the names should be prioritized for order of contacting.
    4. Choose a member of the committee to call each potential candidate based on personal relationship and potential to secure acceptance from the potential candidate
    5. Repeat the process in C and D for Treasurer if that position is open for election. If the position is not open for election then proceed with the Secretary position and persons to contactthem. If filling the role of Treasurer, wait until second conference call to discuss Secretary position. Make these calls prior to proceeding to other positions.
    6. If one position, other than President-Elect, is proving difficult to fill, the committee may move on to other positions in order to keep the process going.
    8. After 2 candidates have accepted for President and Treasurer (if open) and/or Secretary, a second conference call should be scheduled to repeat the process for the remaining positions –the Secretary if open and/or non-voting category and the two Directors.
    9. As willing candidates are identified for each office, the committee Chair will forward the names to the Executive Vice President to initiate the process of collecting biographical information from the candidates for the final ballot. The current President should be appraised as milestones are met, however it is not necessary to provide candidates' names.

Guidelines/Details:

1. All who serve on the committee will be requested to be actively involved in committee's duties and if not able to make that commitment, it is recommended that they remove themselvesfrom the committee.
2. Since much of the work of the committee will be conducted by email, all committee members are requested to acquire a private email address that cannot be accessed or reviewed by others.
3. All committee members are requested to maintain strict confidentiality of committee discussions and the selection of candidates.
4. If a committee member wishes to be considered for any of the offices available on the current ballot, they are to notify the Chair and their name will be placed in consideration and participation on the committee suspended. The President of NAICC will appoint a replacement(s) to the committee if the number of committee members is reduced to less than six members.
5. Each committee member will submit their initial list of candidates ONLY to the Chair in order to remove the potential to influence the choices of other committee members. All members of the committee are requested to submit by email at least 6 voting members as potential candidates

for open positions and 6 non-voting members as a potential candidate for the Non-Voting Director position if open. The Chair will compile all the submitted names into a spreadsheet listing the potential candidates and identifying the committee member(s) who offer each name. The completed spreadsheet will be circulated to the entire committee.

6. Thereafter, when ranking candidates or responding to specific issues of nominating committee business committee members are requested to "respond to all".
7. If the name of a committee member is submitted by another committee member during this process, the Chair will contact the individual recommended to assess their interest in being a candidate. If the committee member does not want their name submitted for consideration, the Chair will inform the committee member that submitted the name for consideration and the name will not be entered on the spreadsheet. These discussions will be confined to the recommended candidate, the committee member making the recommendation and the Committee Chair only. If a recommended committee member decides they wish to have their name considered for nomination, the procedure would be for that individual to resign from the committee and their name would be entered on the list for consideration by the entire committee.
8. In each election cycle there will be two Board Director positions available. To ensure a representative balance on the Board between contract researchers/QA and crop consultants, one of the open board director positions will be filled by a contract researcher/QA and the other by a crop consultant. The two candidates for each of these designated director positions will be from the same segment of the membership, crop consultants or contract researchers/quality assurance. Candidates for all other offices will be selected without regard for their professional discipline. Any individual nominated for the position of president-elect should have prior Executive Board experience.
9. Additional names can be added during the discussion for candidates. Candidates may be considered for multiple positions or considered for an alternate position once another is fulfilled.
10. Every effort should be made to identify and nominate a qualified new candidate for the position of President-Elect. In the event that a suitable new nominee cannot be secured, former Presidents my be reconsidered for the role.
11. It is strongly recommended that there be a minimum of two conference calls to ensure that there is active discussion between committee members during the vetting process.
12. The Executive VP and the current President will be apprised of the committee's progress as candidates for each office are confirmed however they will have no input into the process of selecting the candidates. The Executive VP can be consulted to clarify any procedural issues.
13. For the positions of President-Elect and Treasurer, prior board experience is recommended.

Procedure:

In the first conference call the Committee Chair will review the general rules and guidelines pertaining to confidentiality and transparency in all communication during the process of developing the ballot. The committee members will be encouraged to actively participate and contribute in all discussions and all decisions will be made by majority vote.

The candidates for President-elect will be reviewed for their service to NAICC and qualifications to hold that office. At this time additions to the list of possible candidates will also be considered. After all the candidates are reviewed and comments from committee members considered, two or more

individuals from the list will be selected by consensus and prioritized to be contacted for permission to place their names on the ballot for President-elect. A committee member most familiar with the candidate will be selected by consensus to make the contact by phone. Selection of the contact person shall consider personal relationships and the individual committee member's confidence in being able to persuade the potential candidate to place their name in contention. Members of the committee will be encouraged to be frank in their comments and willingness to make these important phone contacts. The process will be repeated for the open offices of Treasurer or Secretary. The committee will adjourn pending results of the phone contacts for these first two offices. Frequent email communications will keep the committee informed of the contact results. During the conference call the Chair will collect brief notes from the discussion of the candidates for the offices other than President-elect and will forward a summary spreadsheet of those comments on each candidate for the reference of the committee during subsequent calls.

After two willing candidates are secured for each office a second conference call will be scheduled as soon as convenient. The committee will repeat the procedure described above to select candidates for the Secretary if not accomplished in the first conference call, the two Director positions, and the non-voting position if open. When two candidates have agreed to have their names placed on the ballot for any one of the available positions the Executive VP will be notified so to initiate the process of collecting biographical information from the candidates for the final ballot. The current President will also be notified of the committee's progress.

Once all positions have 2 candidates, the spreadsheet of candidates will have all comments sanitized (personal comments of the committee and rankings will be removed, candidate responses will be retained for the information of future committees) and the list of names will be forwarded to the current President who will be the next year's Nominating Committee Chair. When that individual convenes his or her Nominating Committee, they can introduce this list for consideration only after the members of that committee have developed a list of potential candidates as described in Chronological Outline Event #4 and Guideline #5. At that time the committee members may want to add potential candidates from the previous year's list to the current list. After review and advancement of any names to the current list of possible candidates, the Chair should destroy the old list.

Timeline:

1. Begin February - March to communicate with nominating committee and request potential candidates.
2. Finalize by mid-September.

Final Thoughts:

This is very involved and somewhat tedious process. However, this is one of the most important committees of NAICC. It is recommended to start early and get as much, if not all the process completed before the summer time (busy season) begins.

SOP-18: PAST PRESIDENT'S COUNCIL

Mandate

The Council meets at each Annual Conference to generally advise the President as to such matters and issues as they see fit, as well as carry out duties as may be given to them.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison

The Council is chaired by the immediate Past President who also acts as Board Liaison for the Council.

Members

All Past Presidents of the NAICC that are members in good standing (hereinafter "Past Presidents") are members of the Past Presidents' Council and are encouraged to participate.

Procedures

The Council meets at each Annual Meeting. The chair may provide an agenda, or discussion may be informal as arises. No formal minutes need be taken. The liaison reports discussion to the Executive Board and/or the President, as appropriate to the topic. Any item reported to the Executive Board becomes part of the Board meeting minutes.

Members of the Council are to be thanked for their continued leadership and encouraged to participate in and/or chair committees. They should be specifically encouraged to serve on the Leadership Program Committee and as mentors for the Leadership Candidates.

The immediate Past-President will ask for at least two members to volunteer to serve on the Nominating Committee and will report these volunteers to the President-Elect for appointment to the Nominating Committee."

All Past Presidents are invited to the New Member and Sustaining Member receptions held at the annual meeting and are encouraged to attend.

NAICC Presidents

2025 Daniel Fowler Weldon, NC

2024 Debra Stroschein Chico, CA

2023 Clark Poppert Geneva, NE

2022 Grant McMillan Abbotsford, BC, Canada

2020-2021 Matt Winslow Belvidere, NC

2019 Matt Eich Volga, SD

2018 Nathan Goldschmidt Fisk, MO

2017 Steve Hoffman Manitowoc, WI

2016 Dan Moser Larimore, ND

2015 Debra Keenan Chico, CA

2014 Gary Coukell Portage la Prairie, MB, Canada

2013 James Todd Plainview, TX

2012 Blaine Viator Labadieville, LA

2011 Dennis Hattermann Valdosta, GA

2010 Orvin Bontrager Aurora, NE

2009 Stan Winslow Belvedere, NC

2008 James Steffel Hamburg, PA

2007 Robert E. Glodt Plainview, TX

2006 Dan Easton Bagley, IA

2005 Tim Case Groom TX

2004 Bill Cox Las Cruces, NM

2003 Ray Young Wisner, LA

2002 Al Averitt Lumber Bridge, NC

2001 Phillip D. Cochran Paris, IL

2000 Dennis Berglund Twin Valley, MN

1999 Roger Carter Clayton, LA

1998 Lee West Yuma, AZ

1997 William M. McLawhorn, Jr. Cove City, NC

1996 Don Jameson Yakima, WA

1995 Harold Lambert Innis, LA

1994 Maggie Jones Lake Crystal, MN

1993 Bruce Nowlin Lake Crystal, MN

1992 Dr. Bill Blair Circleville, OH

1991 Madeline Mellinger Juniper, FL

1990 Dan Bradshaw Campo, TX

1989 Dr. James Ladlie Hollandale, MN

1988 David Harms Naperville, IL

1987 Dr. Dick Kinzer Uvalde, TX

1986 Dr. Grady Coburn Cheneyville, LA

1985 Dr. Herb Henry Hawkinsville, GA

1984 Dr. Reed Green Wharton, TX

1983 Dr. Edward Lloyd, Jr. Northwood, ND

1982 John Kimbrough, III Lexington, MS

1981 Dr. Stan Nemec Snook, TX

1978-1980 Dr. Earle Raun Lincoln, NE

SOP-18: CONSIGNMENT AUCTION COMMITTEE

Mandate:

This committee is responsible for providing clear, standardized procedures for planning, executing, and evaluating NAICC's Consignment Auction.

By-Laws - Committee-Specific

None. See general procedures for committees.

Chair and Liaison:

The President-Elect will appoint a chair and a liaison.

Members:

The chair will recruit 4-6 members to participate on this committee.

Procedures:

The committee will meet in person at the NAICC annual meeting each year and will meet by conference call throughout the year as necessary to accomplish the goals and initiatives of the committee.

Auction Goals:

- Raise funds to support the association's programs and mission.
- Plan and organize a successful Consignment Auction event.
- Secure quality donations from businesses, members, and community partners.
- Coordinate email campaigns, social media, and printed materials
- Oversee event promotion timeline
- Maintain accurate records and ensure financial accountability.
- Evaluate results and document recommendations for future committees.

Addendum

NAICC COMMITTEE TIMELINE /COMMITTEE GOALS

Administrative Services Evaluation Committee

1. Prior to February: Revise evaluation to reflect contract more closely, make evaluation questions clear (unambiguous), and change scoring system to a 1-5 scale.
2. February-March: Conduct end-of year evaluation
3. March-May: Re-evaluate contract with the Allison Jones Company. Sign contract for provision of administrative services for current year no later than May 31 of that year (date of expiry of current contract).
4. September-October: Conduct mid-season review of admin services.

Allied Industry Working Group

1. Communicate the NAICC Product Policy statement to Allied Industry.
2. Promote Emerging Technology Session opportunity to Allied Industry.
3. Provide feedback to Executive Board on the Annual Meeting and in particular the AG PRO EXPO.

Annual Meeting Coordination Committee

CEC:

1. Increase the focus on legislative issues and business issues.
2. Look for topics of interest across regions and crops.
3. Emphasis on technology topics.
4. Promote the annual meeting to consultants in the region in which the annual meeting is being held.

REC:

1. Ensure a diverse range of topics and a balanced program.
2. Include topics on several areas, including but not limited to:
    1. Efficacy
    2. Biotech
    3. GLP
    4. Lab
    5. Technology
    6. Business issues (ex. Communication, HR, employee management)

QAEC:

1. Ensure a diverse range of topics and a balanced program.
2. Include topics on several areas, including but not limited to:
    1. Biotech
    2. GLP
    3. Lab
    4. Technology
    5. Business issues (ex. Communication, HR, employee management)

Certification Board

1. Plan for:
    a. A potential influx of applicants to the CPCC program due to WPS changes and
    b. increased enforcement by EPA.
2. Promote certification and/or programs to support certified consultants in meeting WPS enforcement oversight and in providing good farming practice recommendations for documenting growers federal crop insurance claims.
3. Work with GAC regarding impact of WPS ruling.

Education Outreach Committee

Crop Consultants

1. Discuss desired direction for the Focus on Precision (FOP) meeting. Should/can the FOP remain separate, or should it become part of the NAICC annual meeting program.
2. Explore potential for additional NAICC training opportunities from software vendors either at annual meeting or additional regional meetings.
3. Prepare for implementation of new WPS, provide educational material and possibly training to members at annual meeting(s) and FOP meeting.

Education Outreach Committee

Researcher and QA

1. Discuss training needs within the CRO community and whether additional training modules and/or events could be added (ex. Efficacy trial conduct, etc.)
2. Discuss possible cooperation with other organizations to develop and/or deliver training.

Government Affairs Committee

GAC:

1. Coordinate all 3 subcommittees under the new committee framework.
2. Prioritize issues at the committee meeting and communicate possible Hill Visit talking points to the Board.
3. After receiving Board feedback, develop selected talking points and provide background to Board. Educate Board on talking points.
4. Participate in Hill Visits.

GAC-C:

1. Work with State Affiliate Members to identify national and regional issues.
2. Consolidate into issues for NAICC to address.
3. Prepare position paragraph on each issue.
4. Review position papers (provided by AJC) of commodity groups and identify issues that also affect members.

GAC-R:

1. Work with the GLP 7 to identify regulatory issues.

2. Develop responses to any EPA issues and provide to Board.
3. Identify government and regulatory issues that affect Researchers and QA andmake recommendations to GAC.

CBOH:

1. Plan CBOH event.
2. Work with EVP on budgeting and cost control.
3. Discuss how to ensure that required funding is available.

Note: The Board passed a motion in October 2014 to add $10 to the 2016 dues to fund CBOH, and also to add a line on renewal form for additional voluntary contributions.

Grievance and Ethics Committee

1. Review procedures.
2. Recommend topic / speaker for the annual meeting program.

International Outreach Committee

1. Recruit international members and foster relationships.
2. Update membership on status of international members and other consulting organizations abroad.
3. Write an NAICC News article/articles that provide a short bio of other consulting/research organizations.
4. Identify areas of unorganized crop consultants (international).
5. Identify areas of common concern/opportunity.
6. Communicate 4 and 5 to appropriate NAICC committees.

Leadership Committee

1. Set goals for leadership program
2. Revise guidelines for timing of visits to provide more flexibility.
3. Set goal for the number of participants in each annual program.
4. Review current program.
5. Discuss funding strategy to ensure continued operation of program, and preferably to grow the program.
6. Discuss plans for Module II in Washington, D.C.
7. Formulate and enact recruitment plan.

Marketing Committee

1. Identify additional commodity groups to align with.
2. Suggest ways to develop relationships with those commodity groups.
3. Redo the marketing survey and update the presentation to sustaining members
4. Review and update the pdf listing benefits of sustaining membership.

Membership Recruitment, Retention and Rules Committee

1. Follow up with non-renewals
2. Create a retention plan in conjunction with EVP.
3. Develop 5 question survey for new members following annual meeting.
4. Initiate “New Member Initiatives” outlined in SOP.

Newsletter:

1. Prior to the end of April, accumulate a supply of articles for summer issues.
2. Work to develop and promote regular features for NAICC News as a source of content
3. Communicate with EVP to coordinate articles

Nominating Committee

1. Review changes to Nomination Committee SOP.
2. Obtain feedback from previous Nomination Committee on process.
3. Start nominating process in Feb/March

Past President’s Council

1. Have good representation at Council meeting in Orlando.
2. Consider providing articles for NAICC News.
3. Brainstorm ways to improve representation and involvement by each of our membership groups.
4. Nominate two past presidents to the Leadership Committee.
5. Explore opportunities for Past Presidents to be involved in committees.