



CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy

Policy for Member/Public Participation in Board of Directors and Committee Meetings

CCOF is a membership organization, and we are proud of our grassroots founding and history. One of our core values is to “maintain openness and transparency and embrace the democratic process”. Discussion during CCOF’s Board of Directors and committee meetings is limited to staff and members of the board and committees. There may be times, however, when CCOF members or members of the public wish to address the Board of Directors or a committee. This policy outlines how an individual, organization, business, or group accesses CCOF’s board and committees and discussion protocols.

Announcement of Meetings and Requesting Time on an Agenda

CCOF’s Board of Directors and committee meetings are posted on the calendar page of CCOF’s website (<http://www.ccof.org/calendar.php>) as they are confirmed. A CCOF member or member of the public may contact the Executive Director to request time on the agenda to address a specific issue. If a board member or CCOF employee receives the request, he/she should forward it to the Executive Director for inclusion on the agenda.

Board of Directors Meetings

Board meetings always begin with time for public comments. Public comments, which include CCOF member comments, are limited to three minutes per person. These comments do not need to be arranged in advance, although we appreciate prior notice. If an individual, organization, business, or group requires more time and/or a specific place on the agenda, he/she should contact the Executive Director.

Committee Meetings

Most committees meet via conference call, so it is important that anyone wishing to address a committee make that request in advance. Depending on the topic, the Executive Director may require that the person making the request present to the staff first, who will then determine whether to move the discussion on to a committee and/or the board.

Informational Materials

Depending on the topic, it may be useful to provide informational materials on the issue. The following lead times are required in order to provide the materials to the appropriate board/committee members in their meeting packets and to provide sufficient time for review prior to the meeting: *Board of Directors meetings*: 5 weeks prior to the meeting, *Committee meetings*: 2 weeks prior to the meeting

During the Meeting

When joining conference calls, guests should formally announce their name and company affiliation. At in-person meetings, guests will be invited to introduce themselves. CCOF meeting agendas are typically filled with important topics for discussion and/or voting. As a result, we must limit the time allocated for each agenda item. The Executive Director will allocate time based on other agenda items, the time available for the meeting, and the importance of the topic relative to CCOF’s current goals, activities and resources.