CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
Karen Ross, Secretary

Frequently Asked Questions
Producer Review Board (PRB) Nomination Process

Last updated November 2026

1. **How many board members are on PRB?**
   - The board is composed of no less than 12 members.
   - Since 2026, 12 board members, with 2 alternates, have been serving.

2. **What do board members do?**
   - The Board advises the Secretary of Food and Agriculture on the administration of the Quota Implementation Plan. The Board is responsible for providing guidance and recommendations to the Secretary to keep the program and program activity relevant and running smoothly.
   - Generally, recommendations will be about operations, finances and administration. Additional activities may include, but are not limited to, developing policies, recommendations on when to call meetings and assist with board recruitment.
   - Board members are intended to represent and further the interest of the California dairy industry, and to serve the public interest.
   - Board members meet in person about twice a year (more often if necessary). Most meetings last 2-3 hours.

3. **Who can serve on the PRB?**
   - Dairy producers of market milk (as defined in Food & Agr. Code, § 61836) in the state of California.
   - A member of the public, who is a citizen and resident of California and not a producer, shipper, or processor, nor financially interested in the dairy industry of California.

4. **What criteria does the Secretary use when appointing board members?**
   - The Secretary appoints board members to give proportionate representation to all areas of the state, with due regard to the relative production and usage of fluid milk in the various areas of the state.
   - Nominees must be in good standing and willing to complete required training and financial disclosures.
   - The Secretary seeks to have board membership that represents diverse

viewpoints on important issues in the California dairy industry.

- Additionally, the Secretary prioritizes nominees who are willing to develop and maintain a constructive culture when conducting board business.

5. **How long does each term last?**
   - Terms are for four (4) years.
   - Board members may serve up to two (2) terms.
   - Terms generally begin and end on the first and last day of the calendar year, or on the date specified in the appointment order made by the Secretary.
   - Board members serve at the pleasure of the Secretary and can be terminated at any time at her discretion for any reason.

6. **What is an alternate board member?**
   - Alternate board members serve in place of an absent board member.
   - Currently, there are two (2) alternate members on the board.
   - When serving in place of an absent board member, alternate members will sit in place of a board member based on proximity of location (i.e., an alternate member will vote in place of the absent board member who is located closest). Locations of the board members are based on their dairy locations and are listed in the PRB roster.
   - Alternate board members serve the same four (4) year term as a board member and do not automatically become board members once their alternate board member term has ended. However, serving as an alternate board member does not disqualify a person from serving the full-term length (i.e. two (2) full four-year terms) as a board member.

7. **What mandatory requirements do board members need to complete?**
   - Board members are required to complete Ethics training and Sexual Harassment Prevention training (every 2 years).
   - All board members must submit a Form 700, Statement of Economic Interest, upon assuming office, each year by April 1st, and when leaving office.
   - Additionally, board members should know procedures and documentation related to the meetings: Bagley-Keene Open Meeting Act, notices, agendas, meeting materials and minutes.

8. **What is the nomination process?**
   - Each year, CDFA reviews the current PRB roster to determine the expiring

terms (if any). Generally, this review is conducted in the autumn of each year.

- Once this review is complete, CDFA sends a letter to all market milk producers in the state informing them of the expiring terms and requesting nominations to fill those positions. In addition to the industry letter, CDFA usually provides announcements at PRB meetings and sends notice to industry publications and groups.
- The letter sent to producers will include a nomination form to complete. The letter will also include information on current board members and alternate members who are eligible for reappointment (see term limit for more details, question 5).
- Producers should complete and submit the nomination form to CDFA. The form can be submitted by email at pooling@cdfa.ca.gov or mailed to:

California Department of Food & Agriculture Quota
Administration Program
1220 N Street
Sacramento, CA 95814

- Using the nomination form, a producer can nominate up to 3 producers, including themself. If they would like to nominate more than 3 producers, the recommendation is to complete additional nomination forms by making copies of the original.
- This yearly nomination period generally lasts for 30-60 days.
- After the close of the nomination period, CDFA reviews the submitted nomination forms for accuracy and validates signatures.
- A list of all eligible nominees is shared with the Secretary for review and appointment.
- Once the nominees are appointed, they are notified of their appointment and asked to confirm that they accept the position.
- Updated PRB rosters are available on CDFA's website at https://www.cdfa.ca.gov/dairy/ and shared with the industry.

9. Can I nominate myself?

- Yes, a producer can self-nominate.

10. What happens if a vacancy occurs before the terms expire?

- The Secretary may fill any vacancy occasioned by resignation or disqualification of any member of the Board. In filling member vacancies, the Secretary may consider recommendations submitted by the Board or by other producers (either submitted at the time of the vacancy or previously submitted during the last nomination period).

11. **What do board members get in return for their service**?

- A board member can be reimbursed for travel expenses and receive a per diem of one hundred dollars ($100) per day to attend PRB meetings.
- Board members can also choose to serve as volunteers in which case they forego being reimbursed for travel expenses and the per diem.

12. **Where can I get additional questions answered?**
    - If you have any additional questions related to PRB nomination, please contact Quota Administration Program at pooling@cdfa.ca.gov