



Compiled by:

California Agricultural Commissioners and Sealers Association  
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**CALIFORNIA AGRICULTURAL COMMISSIONER  
&  
SEALERS ASSOCIATION HANDBOOK**

Mission Statement\*

THE MISSION OF THE CALIFORNIA AGRICULTURAL COMMISSIONERS AND SEALERS ASSOCIATION IS TO REPRESENT AND ASSIST THE MEMBERSHIP IN CARRYING OUT THEIR RESPONSIBILITIES TO THE PUBLIC BY:

- PROMOTING PROFESSIONALISM,
- FACILITATING COMMUNICATIONS,
- PARTICIPATING IN THE LEGISLATIVE PROCESS,
- REPRESENTING THE MEMBERSHIP, AND
- PLANNING.

**\*CURRENTLY UNDER REVIEW BY LRP**

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## **Code of Ethics**

### **PREAMBLE**

This Code of Ethics is hereby approved and adopted by the California Agricultural Commissioners and Sealers Association for the purpose of standardizing and unifying Rules of Correct Official Conduct and Practice in the performance of our duties. We recognize that there are specific definite objectives we must seek in order to effectively implement this code. They are to:

1. Elevate the standing of the position in our own consciousness and in the public mind.
2. Maintain and promote public confidence in the enforcement of laws.
3. Increase our efficiency and effectiveness by encouraging the exchange of ideas, methods and practices.
4. Cooperate with Association Members for the benefit of each and all.
5. Coordinate our work with that of the State Department of Food and Agriculture, the State Department of Pesticide Regulation and other bodies with whom we have official relations in a manner that is efficient and effective.
6. Aspire to highest ethical standards.
7. Stress the obligation of providing professional public service in the furtherance of our role and purpose.

### **ARTICLE I**

#### **THE COUNTY AGRICULTURAL COMMISSIONER AND SEALER**

The County Agricultural Commissioner and Sealer, so far as we are able to influence a selection, shall be an individual of sound principle and unquestioned honesty and thoroughly fitted by training, experience and education to perform the duties required by law and as further expressed in the standards outlined in this code.

We shall consider our business an honorable profession and realize that it affords us a distinct opportunity to serve society.

### **ARTICLE II**

#### **RULES OF CONDUCT GOVERNING THE RELATION OF COUNTY AGRICULTURAL COMMISSIONER AND SEALER AS A PUBLIC OFFICER WITH THE PUBLIC IN GENERAL**

1. We shall, as Public Officers, be habitually courteous, especially in our dealing with citizens who come to us with complaints or for information, assistance or advice, punctual in our engagements and expeditious in attending to our official business.

2. We shall regard our office as a public trust and in the administration of our official duties shall bear in mind that our paramount obligation is to the public by whom we are employed.
3. We shall to the utmost of our ability strive for the just, impartial and reasonable enforcement of the laws we are called upon to administer, dealing fairly with all citizens.
4. We shall be true to our obligation as a custodian of public property, and regard its misuse or waste to be as serious an offense as the direct misuse or waste of money from the public treasury.
5. We shall work in full cooperation with other public servants in furthering the ends of government and in promoting public welfare.
6. We shall not limit our independence of action by accepting gratuities or favors from private citizens, with whom we must have official dealings.
7. We shall comply with our local, county conflict of interest policies.
8. We should not perform work of a personal and private character either for ourselves or others, during the hours of our service as a public officer.
9. We shall welcome every opportunity to disseminate practical and useful information relative to our disciplines to the benefit of the individual or to the public at large.
10. We shall take a lively interest in all that relates to the civic welfare of our county and as far as possible will participate in those movements for public betterment in which our specialized training, knowledge and experience qualify us to act.

### **ARTICLE III**

#### **RULES OF CONDUCT GOVERNING THE RELATION OF COUNTY AGRICULTURAL COMMISSIONERS AND SEALERS WITH THEIR DEPUTIES, INSPECTORS AND OFFICE ASSISTANTS**

1. We shall show no discrimination in the appointment or dismissal of employees.
2. We shall study the individual capability of each employee in order that they may be given the work best suited to their several abilities and advanced as opportunity offers. All advancement shall be made solely on the basis of merit.
3. We shall see to it that employees have suitable opportunities to improve their knowledge of and increase their skill for the work they have chosen.

4. We shall refuse to accept services for ourselves personally from any employee except when such service is rendered on the employee's own time and at our expense.
5. We shall not solicit any service or contribution from any employee for political purposes.
6. We shall make working conditions for members of our staff as equitable and pleasant as possible and shall not call upon them to work longer hours or perform services we would not do.
7. We shall endeavor to inspire each employee with the same ideals of service we have accepted for ourselves.

#### **ARTICLE IV**

##### **RULES OF CONDUCT GOVERNING THE RELATION OF COUNTY AGRICULTURAL COMMISSIONERS AND SEALERS WITH EACH OTHER AND WITH THE STATE DEPARTMENT OF FOOD AND AGRICULTURE AND THE STATE DEPARTMENT OF PESTICIDE REGULATION**

1. Recognizing that our own County work is but a small part of the larger State work and is an integral part thereof, we shall cooperate to the fullest extent with the California Department of Food and Agriculture, the California Environmental Protection Agency Department of Pesticide Regulation and with other County Agricultural Commissioners or Sealers in every detail of law administration and enforcement in which there exists an element of inter-dependence and co-responsibility.
2. We shall respond to requests made upon us by the Secretary of Food and Agriculture and the Director of Pesticide Regulation for information, assistance or cooperation with every available resource consistent with our duty to our immediate County.
3. We shall regard attendance at annual meetings of the California Agricultural Commissioners and Sealers Association and at other meetings called by the Director or Secretary, not only as an obligation fixed on us by law, but as a definite ethical requirement to be violated only when imperatively necessary.
4. All enforcement and service program inspections and documentation shall be thorough, complete and accurate in representing the facts.
5. We shall freely give of our knowledge and experience, any information that will be useful to other association members.

## **ARTICLE V**

### **RULES OF CONDUCT GOVERNING THE RELATION OF COUNTY AGRICULTURAL COMMISSIONERS AND SEALERS WITH INDUSTRY AND EDUCATIONAL INSTITUTIONS**

We shall cooperate to the fullest extent possible with institutions, organizations and persons engaged in agricultural or weights and measures endeavors, whether administrative, educational or commercial, as we are bound together by ties of common effort.

#### **REAR WORD**

Members of this Association shall at all times endeavor to go beyond the bare requirements made of them by law by faithfully practicing the ethical standards of this Code and shall use their influence to inspire all of their employees to do likewise.

By individually conducting our office so that our own honor will be upheld by giving to the public the best there is in us, each member will aid in putting the work of a County Agricultural Commissioner and Sealer on a level that will engender the confidence and respect of the public at large.

The adoption of this Code by the California Agricultural Commissioners and Sealers Association places a definite obligation upon each member to the sincere and faithful performance of the rules of conduct herein set down.

## Constitution and By-Laws

### **ARTICLE I - NAME**

This Association shall be known as the California Agricultural Commissioners and Sealers Association, and this Association is referred to in Sections 2003 and 2203 of the California Food and Agricultural Code, and Section 12205 of the California Business and Professions Code.

### **ARTICLE II - PURPOSE**

The purpose of this Association shall be:

- To promote unity and efficiency among County Agricultural Commissioner/ Sealer officials and to act as a forum for sharing knowledge and information among the members of this Association utilizing the resources of the California Department of Food and Agriculture and Department of Pesticide Regulation.
- To consult with, advise, and make recommendations to the California Department of Food and Agriculture, Department of Pesticide Regulation, departments, boards, commissions, and officials of federal, state, and local governments; the legislature; and any other organization, agency, or association in establishing laws, regulations, and procedures on matters affecting Agricultural Commissioners and Sealers of Weights and Measures.
- To participate in the development, promotion, or opposition of legislation by direct contact with the State Legislature, Congress, and their respective staffs.
- To promote uniformity in methods and the practice of enforcing laws and regulations, and to encourage the establishment of uniform operational standards among counties.
- To disseminate information for the education of the public.
- To promote professional development of the membership of this Association.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1. Active Members**

Any duly appointed or acting County Agricultural Commissioner and/or Sealer of Weights and Measures qualified under the laws of the State of California shall be eligible for membership in this Association; and upon payment of Association dues, annually in advance, shall be eligible to all rights and privileges of membership subject to the provisions of these By-Laws.

## Section 2. Ex-officio Members

The administrators or their designees, in the California Department of Food and Agriculture (down to director level) and in the Department of Pesticide Regulation (down to Branch Chief level) shall be ex-officio, non-voting members of this Association.

## Section 3. Associate Members

Staff of the Agricultural Commissioner, Sealer of Weights and Measures, California Department of Pesticide Regulation, California Department of Food and Agriculture, United States Department of Agriculture and members of the California Association of Standards and Agricultural Professionals who desire to participate and attend meetings of this Association and are not eligible for active or ex-officio membership shall be eligible for voluntary associate membership. Associate members cannot hold elected office or vote, but enjoy all other privileges of active membership.

## Section 4. Sustaining Members

Individuals, firms, or corporations, and any non-profit organization, institution, or official agency expressing an interest in the Association and its objectives shall be eligible for voluntary sustaining membership. Sustaining members cannot hold elected office or vote, but enjoy all other privileges of active membership.

## Section 5. Life and Honorary Members

- a. Life Members - Former Agricultural Commissioners and/or Sealers of Weights and Measures who, as active members of this Association, contributed to and supported the stated purpose of the organization and have permanently retired may be elected as life members.
- b. Honorary Members - Individuals who have made an outstanding contribution to the Association's purpose may be elected, from time to time, as honorary members. Former county officials who have not permanently retired from active service may be elected honorary members, if deemed to have made an outstanding contribution.
- c. Election of Life and Honorary Members - Nominations for membership in these categories shall be in writing, and addressed to the President or the Executive Secretary of this Association stating the qualifications of the nominee. Any such nomination shall be submitted to the Board of Directors for consideration. Such consideration shall be by closed session, mailed ballot, presidential phone poll or other secure method. The Board of Directors may disapprove the nomination and shall so notify the nominator(s). Approved nominations shall be confirmed by a two-thirds affirmative vote of the active members.

- d. Benefits for Life and Honorary Members - The recipients shall be entitled to attend meetings of this Association. Dues and/or registration fees are waived. Life and honorary members cannot hold elected office or vote.

#### Section 6. Application for Membership

Individuals or other entities not qualified for Active, Ex-Officio, or possessing Life or Honorary membership status may apply for Associate or Sustaining membership by submitting a written application to the Executive Secretary of the Association, stating their qualifications for membership. The Executive Secretary shall present any application received to the Board for their consideration. Applicants accepted for membership shall be notified and placed on the mailing list for all meetings of the Association.

#### Section 7. Termination of Membership

The membership of any member shall terminate upon the occurrence of any of the following events:

- a. The resignation of the member submitted in writing.
- b. The occurrence of any event which renders such member ineligible for membership.
- c. The determination by a two-thirds vote of the active membership that the member has failed in a material and serious degree to observe the code of ethics of the Association, or has engaged in conduct materially and seriously prejudicial to the interests of the Association. The secret ballot vote will take place after an investigation by the Ethics Committee and their recommendation by the Board of Directors to expel the member. The member shall be provided the opportunity in executive session to defend his/her right to membership.

#### Section 8. Voting Rights

Each active member shall have one vote at all meetings of the general membership of the Association.

### **ARTICLE IV - ELECTION OF OFFICERS**

#### Section 1. Officers

The elected officers of this Association shall be a President, President-Elect, two Vice-Presidents, Executive Secretary, and when needed the Executive Secretary-Elect. All officers shall serve one year or until their successors have been elected and taken office. The President-Elect shall automatically assume the office of the President upon the expiration of the prior President's term. The President-Elect, Vice-Presidents, Executive Secretary, and Executive Secretary-Elect shall be nominated and elected from the active membership at the Annual Conference. All officers shall take office at the close of the Annual Conference of this Association.

## Section 2. Election of Officers

The Nominating Committee shall present nominations for each office during the first day of the annual conference. Additional names may be placed in nomination by any active member during the first day of the conference. Nominations for the office of Executive Secretary-Elect will only be made upon notification from the incumbent Executive Secretary that he or she will be vacating the office at the end of the ensuing term.

In the event of a contest, the election shall be by secret ballot. The President shall appoint three tellers who shall conduct the election, tabulate the ballots, and report the results to the general assembly of the conference. The nominees receiving the highest number of votes shall be elected and presented to the conference at the general assembly on the final day of the conference. In the event of a tie, the current Board of Directors, after due deliberation, shall select the officer by secret ballot from the tied nominees. If no office is contested, the slate of officers shall be confirmed by a vote of the general assembly on the final day of the Annual Conference.

## Section 3. Vacancy in Office

Should a vacancy occur in the office of President, the President-Elect shall immediately succeed to the Presidency to serve the remainder of the current term, in addition to the year the President-Elect would serve as President.

Should a vacancy occur in the President-Elect, the President shall convene the Nominating Committee and mail a request for additional nominations by any active member. The President shall appoint three tellers who shall conduct a secret ballot election by mail or other secure method, tabulate the ballots, and report the results to the active members by mail. The nominee receiving the highest number of votes shall be elected. In the event of a tie, the Board of Directors, after due deliberations, shall select a candidate from the nominees by secret ballot.

Should a vacancy occur in either the offices of Vice President or Executive Secretary, the Board of Directors shall appoint a successor to serve the remainder of the current term.

Should a vacancy occur in the position of Immediate Past President, the President shall appoint the most recent past president to serve the remainder of the current term unless the most recent past president is already serving as an officer.

## Section 4. Removal from Office

The failure of an incumbent to perform the duties of office, from inability or otherwise, shall be cause for removal. The Association may, by a two-thirds vote, decree any elective office vacant. The Association shall thereupon elect, as provided by Section 3 (Vacancy in Office), an active member to fill the vacancy until the next general election of officers.

## **ARTICLE V – OFFICERS, REPRESENTATIVES AND THEIR DUTIES**

### **Section 1. President**

- a. The President shall be the executive officer of this Association and shall preside at all meetings of the Board of Directors and this Association. The President shall be an ex-officio member of all committees.
- b. The President may establish any temporary committees deemed appropriate and shall designate a chairperson and appoint members to carry out the functions thereof.
- c. The President shall make any and all appointments required by the By-Laws and Association Policy.
- d. As Chairperson of the Board of Directors, the President shall have the power to call special meetings with due regard to reasonable notice to its members.
- e. The President shall decide and announce, in accordance with Association policies and guidelines, the type of session of any meeting.
- f. The President shall perform such other duties usually incumbent upon that office.
- g. The President shall coordinate quarterly meetings with the Secretary and Director.

### **Section 2. President-Elect**

- a. In the absence of the President, the President-Elect shall perform all the duties of the President.
- b. At the request of the President, the President-Elect shall represent the President in the affairs of this Association.
- c. The President-Elect shall assist the President in carrying out this Association's purpose and programs, and perform other duties which pertain to this office.
- d. The President-Elect shall make any and all appointments required by the By-Laws and Association Policy.

### **Section 3. Vice Presidents**

- a. The two Vice Presidents shall be the Association's program committee coordinators and be responsible for assuring proper assignment, tracking, follow-through, and recording of actions taken on program committee matters.

- b. The Vice President for Agricultural Affairs and the Vice President for Weights and Measures Affairs shall coordinate with committee chairpersons and assist them in fulfilling their responsibilities. The Vice Presidents shall be ex-officio members of their respective committees.
- c. The Vice Presidents shall keep the Board of Directors informed about special assignments.
- d. The Vice Presidents shall keep current on committee, subcommittee, and special committee membership, assignments, agendas, and meeting schedules.
- e. The Vice Presidents shall perform the duties required by the By-Laws of this Association, and be available for any special assignments as required by the President.
- f. The Vice Presidents shall provide technical support and may represent the President and Association as required, in public, governmental, industry, and legislative forums.

#### Section 4. Executive Secretary

The Executive Secretary shall perform the duties of secretary and treasurer. The Executive Secretary shall be an ex-officio member of all committees except the Nominating, Ethics, Finance and Auditing committees.

- a. The Executive Secretary shall maintain records and proceedings of this Association, with reliance upon the Vice Presidents for committee reports.
- b. The Executive Secretary shall prepare a budget, keep accurate records of moneys received and disbursed, and shall report at least annually the status of all financial accounts to the Finance Committee and Executive Director. Prior to disbursing funds not specified in the budget, the Executive Secretary shall advise the President or President-Elect, if the President is unavailable, of the necessity and amount to be disbursed. Disbursements not specified in the budget shall be approved by the Board of Directors at the earliest meeting following said disbursements.
- c. The Executive Secretary shall perform such other duties as are customarily delegated to such office. The Executive Secretary in concert with the Executive Director shall strive to assure all CACASA procedures are followed.
- d. At the close of the term of office, the Executive Secretary shall deliver to his/her successor all Association moneys, papers, books, and records.

#### Section 4.5. Executive Secretary-Elect

- a. In the absence of the Executive Secretary, the Executive Secretary-Elect shall perform all the duties of the Executive Secretary.

- b. At the request of the President, the Executive Secretary-Elect shall represent the Executive Secretary in the affairs of this Association.
- c. The Executive Secretary-Elect shall assist the Executive Secretary in performing such other duties as are customarily delegated to such office.

#### Section 5. Dean

The most senior active member shall serve as the Dean of the Association. In the absence of the Dean during called meetings, the most senior active member present shall serve as the Dean of the Association during that meeting.

The Dean of the Association shall be responsible for presenting new members to the Association during the Annual or Director/Secretary's Conference.

#### Section 6. Executive Director

CACASA may contract with a consultant in order to further its business in organization management and administration, conference planning and management, membership advancement, enhanced communication, proceedings documentation, or other enhancements as necessary. The Board of Directors shall develop the Executive Director priorities and contractual obligations annually. The Executive Board shall review the Executive Directors performance annually.

#### Section 7. Compensation of Officers

The officers shall not receive any compensation for their services as such, but the Board of Directors may authorize them a sum (stipend) for expenses which may be incurred by them in the performance of their duties, from the funds of this Association. Reimbursement for expenses in excess of the annual stipend may be authorized upon review and approval by the Board of Directors. Funds may be allocated in the Association's fiscal year budget for this purpose.

### **ARTICLE VI - BOARD OF DIRECTORS**

#### Section 1. Membership

The Board of Directors shall consist of the President, President-Elect, Vice-President for Weights and Measures Affairs, Vice-President for Agricultural Affairs, Executive Secretary, the immediate past president, and two representatives of each regional association (to be selected by the members from that region). In the event a designated regional association member is unable to attend a meeting of the Board of Directors, the regional association may select an alternate representative from its membership. The alternate regional representative shall notify the Executive Secretary prior to participating in the meeting. The Executive Secretary-Elect is not a member of the Board but is an officer of the Association.

Each regional association shall annually select a representative to serve for a term of two years. All regional vacancies shall be filled by appointment from that region. Selection of regional representatives shall be made at least forty-five (45) days prior to the annual conference, and notice of selection shall immediately be provided the Executive Secretary who shall advise the officers of the selection. No regional representative shall serve more than two consecutive terms.

The President shall serve as chairperson of the Board of Directors. The President-Elect shall serve as vice chairperson, and the Executive Secretary shall serve as secretary. The duly elected and appointed Board of Directors shall assume all duties at the close of the final general session of the Annual Conference.

#### Section 1a. Executive Board

The Executive Board shall consist of the President, President-Elect, Vice President for Agricultural Affairs, Vice President for Weights and Measures Affairs, Executive Secretary and the immediate past president. A quorum shall consist of four or more members.

The Executive Board will not act autonomously from the Board of Directors, but has the power to meet and act independently in Executive Session when crises issues require immediate CACASA intervention or when directed by the Board to act on their behalf. The Executive Board shall immediately report to the full Board regarding actions taken on behalf of the Board unless a different reporting time frame was pre-approved by the Board. The full Board shall then review the Executive Board's action.

#### Section 2. Duties

- a. The Board of Directors shall constitute the governing body of this Association and shall have general control and supervision of the affairs of this Association. It shall have the general power to determine the policy of this Association and to carry such policy into effect.
- b. The Board of Directors shall approve and control the annual budget.
- c. The Board of Directors shall be empowered to decide upon all questions which may arise during the interval between meetings of the membership of this Association, except as otherwise provided in this Constitution and By-Laws.
- d. The Board of Directors shall be responsible for developing and recommending revisions to the Constitution and By-Laws, subject to approval of the membership.
- e. The Board of Directors shall be empowered to determine the positions for this Association on issues requiring timely response and shall be authorized to appoint representatives to publicly express those positions.

### Section 3. Quorum of the Board

A quorum of the Board shall consist of a minimum of three officers and one representative from each regional association. Officers shall not be considered as a regional association representative. The President, or in their absence, the President-Elect shall be one of the officers present.

The President or presiding officer shall abstain from voting unless necessary in the event of a tie vote.

### Section 4. Executive Session

An Executive Session is a meeting of the Executive Board and may be called by the President or on request of three officers of the Association.

### Section 5. Closed Session

When a closed session is called, only active members shall be allowed in the chamber. The President, upon approval by the Board, may request specific individuals who are not active members, including Life Members, to be present.

A program or standing committee may move to enter into a closed session. The same requirements apply except the Chair and Committee members assume the authority of the President and Board as specified above.

## **ARTICLE VII – COMMITTEES**

Committees are responsible for specific areas of Association concerns, providing a forum for discussion and determination of recommended direction or action to the Board.

### Section 1. Standing Committees

Standing committees shall be permanent committees of the Association unless dissolved/restructured by a 2/3 vote of the membership at a general assembly meeting. Standing committees may be established by the Board as necessary to meet the needs of the Association. The standing committees are as set forth below.

- a. Legislative Committee: In the best interest of the Association the term of the Chairperson shall be a two-year appointment synchronous with the legislative cycle. The President shall appoint the Chairperson by September 1<sup>st</sup> in the year prior to the beginning of the legislative cycle. Additionally the regional associations shall appoint at least one but not more than three of their members to the Committee. In the event a designated regional association member is unable to attend a meeting of the Legislative Committee, the regional association may select an alternate representative from its membership. The alternate regional representative shall notify the Committee Chairperson prior to participating in the meeting. Such appointments shall be consistent with Association policy. The Legislative

Committee shall keep current with legislation and shall maintain close liaison with the Department of Pesticide Regulation, Department of Food and Agriculture, the Board of Directors, and Association committees. It shall perform its duties consistent with Association policy. It shall recommend any new legislation needed, participate in the development and promotion of beneficial legislation, and oppose that legislation which is not beneficial.

- b. Ethics Committee: The Ethics Committee shall be composed of three immediate Past Presidents, the President, the President-Elect and the most senior past president. The Chairperson shall be the most senior member who has served as an Association president. The duties of the Ethics Committee shall be to deal with all matters referring to the Code of Ethics adopted by the Association and to conduct such indoctrination sessions for newly-appointed active members as may be necessary. It shall perform its duties consistent with Association policy.

In the event that there are insufficient qualified members to serve on the committee, the Board of Directors may appoint as necessary the most senior members available who have served as officers of the Association.

- c. Auditing Committee: The Auditing Committee shall consist of three members. The Chairperson shall be appointed according to Association Policy and the two other Committee members shall be appointed by the Board of Directors. The duties of the Auditing Committee shall be to audit the books of the Association and report to the Association as to their condition.
- d. Nominating Committee: Committee members shall consist of the Chair of each regional association. An alternate shall be selected by the regional association if their chair is in consideration for an Association office. In the event a designated regional association member is unable to attend a meeting of the Nominating Committee, the regional association may select an alternate representative from its membership. The alternate regional representative shall notify the Committee Chairperson prior to participating in the meeting. The Chair of the Nominating Committee shall be appointed by the President by November 1st and is ineligible for nomination. The committee shall nominate candidates for the office of President-Elect, Vice President of Agricultural Affairs, Vice President of Weights and Measures Affairs, and Executive Secretary. The committee shall also nominate candidates for the office of President and Executive Secretary-Elect if necessary. The nomination process will follow the current adopted policy and procedures. Nominations will be presented to the voting membership on the first day of the Annual Conference.
- e. Conference Committee: The Conference Committee shall consist of the designated Association members in the North, Central and South in which the conference is to be held, and the Chairperson shall be the President Elect. Committee membership will also consist of the Vice President of Agricultural Affairs, Vice President of Weights and Measures Affairs, Executive Secretary, the Secretary of California Department of Food and Agriculture and the Director of Department of Pesticide Regulation or their representatives. The committee shall be responsible for the

time, location, program, and arrangements for the annual conference. The arrangements of place and date shall be reviewed by the Executive Secretary for possible event conflict and subject to final approval by the Board of Directors.

- f. Personnel Standards Committee: The Chairperson shall be appointed according to Association Policy and the regional associations shall appoint one of their members and one alternate to the Committee. In the event a designated regional association member is unable to attend a meeting of the Personnel Standards Committee, the alternate regional representative shall notify the Committee Chairperson prior to participating in the meeting. The committee shall promote the professional development of the office of County Agricultural Commissioner and Sealer of Weights and Measures. It shall conduct a continuing and timely study of activities directed to this objective including all areas of personnel management, office operating procedures and office automation.
- g. Finance Committee: The Finance Committee shall consist of one member and one alternate from each Regional Association who is a member of the Board of Directors. Committee members and alternates shall be selected by each Regional Association and shall not be the current President, President Elect, Vice President, nor Executive Secretary. The chairperson shall be the current President of CACASA and the Vice-chairperson shall be selected by the committee from the committee members. The President may select non-committee members as needed to act in an advisory capacity to the committee, but neither the President nor the non-committee members are allowed to vote. Notwithstanding those duties of the Audit Committee, the committee shall deal with all issues of financial concern including but not limited to the development of financial policies, the management of available resources and the pursuit of new resources. The Finance Committee shall maintain a close working relationship with the Department of Food and Agriculture, Department of Pesticide Regulation, other involved agencies, industry, and the public.
- h. Long-Range Planning: The Long-Range Planning Committee shall consist of the most senior member of the association, one representative from each regional association selected to a three-year staggered term, the county liaison officer from CDFA and CDPR, the most recent Past President, and the President Elect. The committee shall be chaired by the President Elect. The duties of the committee shall be to develop ideas, strategies, and draft policies that will enable the association to function effectively in both the short and long-term future.

The committee shall meet no less than once each year and report their activities and findings to the Board at any of the Board's regularly scheduled meetings open to all active members.

## Section 2. Program Committees

Program Committees are the regulatory-oriented committees of the Association with duties involving a continuing study and analysis of issues regarding county programs and related subjects. These committees shall maintain a close working relationship with the Department of Food and Agriculture, Department of Pesticide Regulation, other involved agencies, industry, and the public.

The President, in consultation with the Board, shall establish such program committees as deemed necessary for the proper transaction of the business of the Association. Appointments to committees shall be consistent with the recommendation of the regional association and consist of one member and one alternate from each Regional Association. Committee member vacancies shall be filled by the appropriate Regional Association Chair. Appointments of a chairperson shall be consistent with Association Policy.

The Board at a general assembly meeting may, by 2/3rds vote, dissolve/restructure any program committee.

Committee Chairpersons shall report to the Board of Directors. The President, Vice-Presidents, or Committee Chairperson shall appoint such subcommittees and ad hoc committees as may be necessary to assist the program committees in the deliberations.

## Section 3. Quorum of Committees

A majority of members of a committee shall constitute a quorum.

# **ARTICLE VIII - REGIONAL ASSOCIATIONS**

## Section 1. Formation

To advance the purpose of this Association, the state shall be divided into five regions.

The regional associations shall be such as to provide convenient geographical divisions. Changes in the number and boundaries of the existing regions shall be determined by the Board of Directors, with the written consent of a majority of the active members voting in the regions concerned.

## Section 2. Purpose

- a. To assist the officers and Board of Directors of this Association in forming policies, rendering services, and expressing to the Board of Directors through proper action the recommendations of the respective regional associations.
- b. To further the knowledge and professional development of staff personnel.
- c. To promote uniformity and cooperation among counties of the region.

- d. To assure dissemination of all information according to the Communications Policy adopted by the Association.

### Section 3. Officers and Assignments

- a. Each regional association shall elect a Chairperson, a Vice-Chairperson, and a Secretary, and such other officers as the regional association shall establish. They shall perform the duties customarily delegated to these officers.
- b. Such officers shall assume office at the first regular meeting of the regional association following the annual conference. The Executive Secretary of this Association shall be advised of the names of the elected officers, and regional committee member assignments at least 30 days prior to the Annual Conference. The Regional Association's Board members shall be communicated to the Executive Secretary 45 days in advance of the annual conference.
- c. The Secretary of each regional association shall keep a record of all meetings and the minutes thereof and shall transmit copies in accordance with the Association's Communication Policy.

### Section 4. Regional Association Policies

The policies of this Association, as duly adopted and defined by the Board of Directors, shall be binding upon the regional associations, and no action in conflict with such policies shall be taken by any regional association, provided, however, that nothing herein contained shall be construed as limiting or restricting the activities of the respective regional associations or their individual members in matters of purely local interest and concern.

## **ARTICLE IX - MEETINGS**

### Section 1. Meetings of Association

- a. The Annual Conference of this Association is that meeting defined in the California Food and Agricultural Code Section 2203 and in the Business and Professions Code Section 12205. It shall be held in April, May or June of each year, the place and date to be approved by the Board of Directors.
- b. The Secretary/Director's meeting is that meeting called by the Director of the Department of Pesticide Regulation and the Secretary of the Department of Food and Agriculture. It shall be held in November, December or January.
- c. Special meetings may be called by the President, Board of Directors, Director of Department of Pesticide Regulation or Secretary of the Department of Food and Agriculture, at such time and place as they may designate.

## Section 2. Board of Directors

- a. The Board of Directors shall meet not less than three times annually. One meeting shall be held in conjunction with the Secretary/Director's meeting and one meeting in conjunction with the Annual Conference. Other meetings shall be held as necessity may demand.
- b. Special meetings may be called by the President, the Secretary of the California Department of Food and Agriculture, the Director of Department of Pesticide Regulation, or by a majority of the Board of Directors.

## Section 3. Regional Associations

- a. Meetings of the regional associations shall be held at such times and places or manner as convenient for its member counties; however, no less than six meetings shall be held annually.
- b. Special meetings of the regional associations may be called by the Director of the Department of Pesticide Regulation, Secretary of Department of Food and Agriculture, Association President, or the Regional Chairperson.

## Section 4. Committees

- a. Committee meetings, as deemed necessary, shall be held at the Secretary/Director's meeting and the annual conference and as called by the Chairperson of the committee. Any other meeting is a special meeting.
- b. Special meetings may be called by the Director of the Department of Pesticide Regulation, Secretary of Department of Food and Agriculture, Association President, Vice Presidents, or other Committee Chairpersons.

## Section 5. Classification of Meetings

All meetings shall be either a:

- a) General Assembly wherein all active members may vote and guests may be present.
- b) Closed Session wherein all active members may vote but guests, including Life members, are excluded unless specifically authorized to be present.
- c) Committee Session wherein only committee members may vote.
- d) Board Session wherein only the Board members may vote.
- e) Executive Session wherein the Executive Board may vote and all others may be excluded from the session. Actions arising from an Executive Session shall be reviewed by the full Board and must be announced at the next General Assembly.

## Section 6. Procedures

Robert's Rules of Order shall be followed unless inconsistent with the Constitution, By-Laws, or rules of this Association.

## **ARTICLE X - DUES AND REGISTRATION**

### Section 1. Dues and Registration

For budgeting purposes, the requirements for dues and/or registration fees for the forthcoming fiscal year, payable to this Association for the active members, shall be established annually by the Board of Directors at the Secretary/Director's meeting. CACASA funds shall not be used for financial support for political purposes.

Dues shall become due and payable after the Annual conference. No member shall be entitled to a vote or a voice in the deliberations of this Association whose dues have not been paid.

Dues paid by a County for any fiscal year shall be valid for any successor appointed during the same fiscal year.

Owing to financial hardship, members unable to pay registration fees may defer payment for a specified period and shall notify the President and Executive Secretary of such intent.

### Section 2. Dues and Registration for Associate and Sustaining Members

Dues and/or registration fees for associate and sustaining members shall be set by the Board of Directors and shall be payable in the same manner as that of active members.

### Section 3. Fiscal Year

The fiscal year of this Association shall be from July 1 until June 30.

## **ARTICLE XI - SPECIAL ASSESSMENTS AND SPECIAL FUNDS**

### Section 1. Special Funds

Special funds may be established for any purpose consistent with the stated purpose of this Association and shall be administered by the Executive Secretary as directed by the Board of Directors. Special funds shall include all grants and gifts of every kind, special assessments, or moneys set aside by the Association for a specific purpose. Special funds may be established for any purpose consistent with the stated purposes of this Association and shall be administered by the Executive Secretary as directed by the Board of Directors.

The Statement of Investment Guidelines and Objectives shall be followed.

## Section 2. Gift Awards

Gift awards shall be limited to persons supporting Association activities.

## Section 3. Nonprofit Disclosure

This organization is organized for nonprofit purposes and does not contemplate pecuniary gain or profit to the members thereof.

## Section 4. Special Assessments & Funds

Special Assessments may be established for any use consistent with the stated purpose of this Association and shall be established with a 2/3 vote of the active members meeting in general assembly during the Secretary/Director's Conference and shall be administered by the Executive Secretary as directed by the Board of Directors.

## **ARTICLE XII - USE OF ASSOCIATION NAME**

No member of this Association shall, by inference or otherwise, either directly or indirectly, misuse or abuse the name of this Association or their connection therewith; nor shall they imply or cause others to imply that this Association will sponsor or be responsible for any written article, statement, report, policy, or practice of any member or firm, association, corporation or the government agency by which the member is employed or with which the member is associated. Any member who desires to use this Association's name in connection with any personal endeavor shall first receive written authority from the Board of Directors.

## **ARTICLE XIII - AMENDMENTS**

### Section 1. Initiation of Proposed Amendments

Any Active member may propose an addition, deletion or amendment to these By-Laws by submitting it in writing to the Board of Directors.

### Section 2. Board of Directors

If a majority of the Board of Directors approves a proposed change, it shall be submitted to the membership for vote. The Board of Directors shall determine the manner of voting.

### Section 3. Members

Members shall receive a copy of the proposed change at least ten (10) calendar days before the general assembly vote is taken. An amendment must receive a two-thirds majority vote of the active members to be approved.

## POLICIES

### **POLICY: ANNUAL MEETING LOCATIONS**

It is the policy of the Association to hold the Annual Conference in different regions of the State in order to distribute the burden and cost of travel and to assist in familiarizing Association members with the diverse nature of the State.

The Annual Meeting shall be held in areas of the State designated as the Central Area, Southern Area, and Northern Area. A three-year rotation sequence shall be established and maintained. Sites shall be selected two years in advance and arrangements made accordingly.

#### **2010-13-16 - CENTRAL AREA - (between the Tehachapis and Sacramento)**

That area south of the eastern end of San Francisco Bay, and the northern boundaries of Contra Costa, San Joaquin and Calaveras County and the southern boundary of Alpine County, and including the following counties:

|              |          |               |            |
|--------------|----------|---------------|------------|
| Alameda      | Kings    | San Benito    | Santa Cruz |
| Calaveras    | Madera   | San Francisco | Stanislaus |
| Contra Costa | Mariposa | San Joaquin   | Tulare     |
| Fresno       | Merced   | San Mateo     | Tuolumne   |
| Inyo/Mono    | Monterey | Santa Clara   |            |

#### **2012-15-18 - SOUTHERN AREA - (South of the Tehachapis)**

That area south of the northern boundaries of San Luis Obispo, Kern and San Bernardino County and including the following counties:

|             |                |                 |         |
|-------------|----------------|-----------------|---------|
| Imperial    | Orange         | San Diego       | Ventura |
| Kern        | Riverside      | San Luis Obispo |         |
| Los Angeles | San Bernardino | Santa Barbara   |         |

#### **2011-14-17 - NORTHERN AREA - (North of Sacramento)**

This area to include those counties north of the line defining the Central Area:

|           |           |               |          |         |
|-----------|-----------|---------------|----------|---------|
| Alpine    | Glenn     | Modoc         | Shasta   | Trinity |
| Amador    | Humboldt  | Napa          | Siskiyou | Yolo    |
| Butte     | Lake      | Nevada        | Solano   | Yuba    |
| Colusa    | Lassen    | Placer        | Sonoma   |         |
| Del Norte | Marin     | Plumas/Sierra | Sutter   |         |
| El Dorado | Mendocino | Sacramento    | Tehama   |         |

## **POLICY: APPOINTMENT OF CHAIRPERSONS AND COMMITTEES**

It is the policy of this Association that there is an orderly transition of committee assignments and the selection of committee chairpersons. Only active members may be considered for appointment to committees or as chairpersons. Committee members shall be appointed based on the recommendation of the regional association to which they belong.

Unless otherwise specified in the By-Laws, the President-elect shall select committee chairpersons, to serve during their term as President, 45 days in advance of the Annual Conference. Chairpersons shall be selected based on their interests and abilities without regard to their regional association or seniority as members. The President-elect may seek advice on the selection of committee chairpersons from the President, members of the Board of Directors and the Executive Director or previous committee chairpersons.

In the event of a vacancy in a regional association's representation on a committee, the chair of the regional association shall forward the name of the new member for appointment to the Executive Secretary and President. The selection of a representative shall conform to the New Member Assignment Policy.

## **POLICY: ASSOCIATION DUES**

It is the policy of this Association to be primarily supported through the dues of its members and that the assessment of dues is based on a sliding scale.

The Association has set the ranges for dues with adjustments on an annual basis at the Winter Conference. Starting in FY2011-12 the dues shall be based on a rolling five year average of the unclaimed gas tax received by a county as follows:

$$\text{(UGT/\$100,000 X \$475) + \$1,500 = Dues}$$

Dues are then rounded to the nearest \$100

No county dues shall fall below the amount assessed in 2010 nor shall they be increased more than 2.5 times the amount assessed in 2010.

Counties with an increase in the assessment resulting from this new formula will have the amount of the increase in their dues phased in over two years, FY 2011-12 and FY 2012-13.

In cases where a county is represented by more than one member, the dues shall be split equally between the members.

## **POLICY: COMMITTEES**

It is the policy of this Association to provide a forum for the discussion of ideas and issues pertinent to the duties of the members by the establishment of committees. These committees shall meet no less than once each year but are encouraged to meet as often as the issues dictate and in a manner that provides a forum for all Association members, their staff, government personnel, and the public or industry representatives.

A committee shall be on-going unless disbanded according to the By-Laws. The first order of business for any new committee including those committees meeting for the first time during the Association's year shall be the appointment of a vice-chairperson and a secretary.

Program Committees are the regulatory oriented committees of the Association with duties involving a continuing study of county agricultural commissioner and weights and measures programs. They shall maintain a close working relationship with the Department of Food and Agriculture, Department of Pesticide Regulation, other involved agencies, and the industry.

In the event a regional association representative is unable to attend a meeting of the program committee of which they are a member, the regional association may select an alternate representative from its membership. The alternate regional representative shall notify the appropriate program committee chairperson prior to participating in the committee meeting. The chairperson, as a nonvoting member (except in the case of a tie vote), may represent the third person from a regional association on the committee. Appointments shall be made with a minimum of delay following its adjournment.

**Regional Associations should submit the names of their desired program representatives to the Executive Secretary 30 days in advance of the Annual Conference.**

Program committees may be aligned along broad or narrow duty areas. The 2010 program committees listed below should not be considered to be limiting or all-inclusive.

Food Safety/Agricultural Security  
Information Management and Policy Advisor  
Laws and Regulations  
Natural Resources Protection  
Nursery, Seed and Apiary  
Pest Prevention  
Pesticide Regulatory Affairs  
Specifications and Tolerances  
Standardization and Statistics  
Weed and Vertebrate

## **POLICY: COMMUNICATION**

It is the policy of this Association that all members, regional associations and entities of the Association provide timely communication on matters that affect or may affect the decisions, functions and relationships of the Association and its members.

In an effort to ensure this communication members shall adhere to the following:

- Agendas for all meetings of regional associations and the Board of Directors should be distributed to their members no later than 7 days prior to the meeting, with a copy forwarded to the Executive Secretary and Executive Director. Items of a sensitive nature should be distributed to State agencies within 14 days of a called meeting if appropriate.
- Agendas for all committee meetings should be distributed to their members no later than 30 days prior to the meeting, with a copy forwarded to the Executive Secretary and Executive Director.
- DRAFT Minutes of meetings of regional associations and committees should be distributed no later than two weeks after the meeting to regional association and committee members.
- APPROVED Minutes of meetings of regional associations and committees should be distributed no later than two weeks after approval, with a copy forwarded to the Executive Secretary and Executive Director.
- Additions to agendas not on the distributed copy should be limited to matters of urgency or matters that arose after the agenda was distributed.
- On items requiring action by the Board of Directors, the issue shall be forwarded to the Executive Secretary and Executive Director immediately so that proper consideration may be made.
- In communicating with state and federal agencies on matters that may affect other members, regional associations or the Association, a copy or synopsis of the communication should be provided to the Executive Secretary, Executive Director, and any member or regional association that may be involved.

When replying to a general email inquiry, do not "Reply to All", reply only to the person requesting feedback. Area Groups, committees, and other work groups may reply in any format that fosters their business.

**POLICY: CONFLICT OF INTEREST** (Note: the IRS strongly suggests but does not require non-profit associations to have a conflict of interest policy.)

**PLACEHOLDER**

### **POLICY: DEVICE SEALING POLICY**

Purpose: The purpose of this policy is to establish a uniform standard for sealing devices inspected by members of this Association and found correct, and to establish uniformity in the appearance of device seals to assist the public in the recognition of legal devices.

A device shall have a seal affixed to it if, when inspected, it:

- Is a type-approved device
- Is suitable for the purpose for which it is being used
- Weighs or measures within the acceptable tolerances specified
- Is not so placed as to facilitate fraud

Seals should conform to the following standards but may differ if following an established practice:

- Be 1 7/8 to 2 ¼ inches round
- Have the County Sealer’s name and the County Department name
- Have the Year for which the seal is valid
- Have the County or Department emblem or the State Seal in the center
- May have a serrated edge
- Indicate that the device has been tested and found to be correct. The term “correct when tested” should be used
- Contact information such as a phone number or web sie.
- The outer edge/text and background should be:
 

|  |                 |
|--|-----------------|
| 2008, and every fourth year thereafter | Green on White  |
| 2009, and every fourth year thereafter | Red on White    |
| 2010, and every fourth year thereafter | Blue on White   |
| 2011, and every fourth year thereafter | Black on Yellow |

**POLICY: EXPENSE REIMBURSEMENT**

It is the policy of the Association to reimburse expenses incurred by members who meet the following requirements:

- The expense was authorized by the Board either as a budgeted item or as a separate Board action; or
- The expense was determined by the Board to have been incurred for the sole benefit of the Association; and
- The expense was not reimbursed by another entity; and
- The expense is documented by a receipt unless a per diem amount has been approved by the Board; and
- The expense did not constitute a reportable gift; and
- A request for reimbursement has been submitted by the member

These funds shall not be used for reportable lobbying activities.

See Expense Reimbursement Guideline.

**POLICY: LEGISLATIVE MATTERS**

The purpose of the legislative committee shall be to:

- Review proposed legislation affecting the Association, its members, the industries and public we serve
- Craft wording for legislation sought by the Association
- Recommend positions on legislation of interest to the Association, and
- Represent the Association as necessary in legislative matters

The Committee shall limit its positions and Legislative activities to those bills which affect members by promoting beneficial Legislation and opposing that Legislation which is not beneficial.

The Association recognizes that timely meetings with adequate attendance and participation are most important to the effectiveness of this committee and should be a determining factor in committee composition.

1. The committee may be comprised of subcommittees for Agricultural Legislation and/or a subcommittee for Weights and Measures Legislation or other subcommittee designations as appropriate to the needs of the committee.

The Chairperson shall designate who will serve as a subcommittee chairperson.

2. Regional Associations may recommend to the Chairperson, representatives for subcommittees.

### COMMITTEE RESPONSIBILITIES

The Legislative Committee and in particular its Chairperson, are authorized to speak on behalf of the Association on all legislative matters in their respective programs when the Board of Director's or Executive Board cannot readily act and develop an Association position.

The Association's contact for bills on which it takes a position will be the Chairperson. The Chairperson may appoint a legislative contact representative for bills sponsored by the Association. The Legislative Contact Representative will be an active member who is in agreement with the Association's position.

The Chairperson or other designee of the Legislative Committee shall inform the Department of Food and Agriculture and the Department of Pesticide Regulation of the bills of interest to the Association, its position, and the Legislative Contact Representative for bills sponsored by the Association.

The Legislative Committee shall, whenever possible, coordinate their activities with Departmental Legislative Representatives and any Legislative Advocate who officially represents the Association.

### LEGISLATIVE CONTACT REPRESENTATIVES

1. Legislative Contact Representatives, if appropriate, will work closely with California Department of Food and Agriculture and the Department of Pesticide Regulation Legislative Representatives and/or Legislative Advocate to carry the bill and make all arrangements for any action which will support the Association's position.
2. Action will be coordinated with the Chairperson along with the Legislative Advocate and/or Departmental Legislative Representatives. Necessary action may include appearing or arranging for witness(es) at legislative hearings, communicating with Legislators, industry groups, and the Departments, as well as seeking assistance from other members.
3. The Legislative Contact Representative shall keep the Chairperson of the Legislative committee informed of the progress of the bill.

### SUPPORT AND POSITIONS

1. Members should support, in accordance with Association Policy, the position adopted by the Association, in so far as it is not in conflict with their official county policy or position.
2. Although the Association's position does not prevent individual members from supporting an opposing position, the Chairperson of the Legislative Committee should be informed of any opposing position and the reason. A member with an opposing position shall not make any comments in support of their position which would imply that they are speaking for the Association.
3. The positions adopted by the Association shall be classified as follows:
  - a. Support
  - b. Oppose
  - c. Watch
  - d. Support if amended
  - e. Oppose unless amended
  - f. Neutral

### **POLICY: LOCAL PESTICIDE REGULATIONS**

It is the policy of this Association that its members communicate their intention to adopt local pest control regulations to the members in adjacent counties and to the Pesticide Regulatory Advisory Committee Chairperson in order to seek input prior to publishing a Notice of Intent to Adopt Regulations. The guidelines to establish a local pesticide regulation can be found in ENF-03-32.

### **POLICY: NEW MEMBER ASSIGNMENTS**

New active members of CACASA should fill the positions of their predecessor except as noted below. It is the responsibility of the Regional Association Chairperson to notify the CACASA President and the Executive Secretary confirming the Regional Association's representatives within 45 days of the new member's appointment.

New active members should not be confirmed as members of the Board of Directors or the committees listed below until they have completed at least one year of membership:

Finance Committee  
Legislative Committee  
Long Range Planning

### **POLICY: NOMINATIONS AND OFFICER SELECTION**

It is the policy of this Association that all members be encouraged to serve as officers of the Association and that the selection process should focus on the capabilities of the individual members.

The composition of the Nominating Committee shall not restrict or otherwise limit the deliberations of the committee in the effort to assemble a slate of officers for the Association. Committee members shall consider all active members regardless of their regional associations although Committee members should seek input from their regional association regarding possible nominees.

The Chairperson of the Nominating Committee shall convene meetings of the committee members at such times, places and manner so as to finalize a slate of nominees 45 days prior to the Annual Conference. This deadline allows the regional associations to select their representatives for the Board of Directors without duplicating the people likely to be selected as officers.

### **POLICY: PESTICIDES**

The Association recognizes the need for pesticides as a tool for public health, homeowners, agriculture and other businesses and supports proper and adequate controls on pesticide use to mitigate the inherent hazards associated with their use.

The Association believes protection of human health and the environment is best served through an integrated approach utilizing local officials, guided by state and federal regulatory agencies, based on science.

To accomplish this, the Association

- Encourages public and industry education regarding pesticides and their use.
- Supports appropriate regulation and enforcement to ensure the safe, effective, and proper use of pesticides when they are necessary.
- Advocates the use of pest control measures, including biological control and integrated management approaches, with the least adverse effects to public health and the environment that effectively resolve problems created by pests.

## **POLICY: REINSPECTIONS**

No county inspector/biologist or weights and measures inspector shall reinspect any commodity, device, equipment or any other items including records and release from hold or non-compliance order issued by another county unless the commodity, device, equipment or other item has been repaired, reconditioned or otherwise corrected by the party responsible prior to the reinspection.

Adopted February 25, 1965

Amended May 23, 1975

Revised and Retitled December 7, 2010

## **POLICY: SPECIAL ASSIGNMENTS**

From time to time, CACASA assigns members to represent the Association in related industry affairs. These assignments currently include, CARES, CCIA, CSAC, NaCO, RCRC, the CACASA (Safeway) Fund Evaluation Committee, the CACASA/Industry Working Group, the California Invasive Species Advisory Committee, the California Rural Crime Taskforce, the District Attorney Association, the Domestic Animal Working Group, the Emergency Animal Disposal Working Group, the National Weights and Measures Association, the Pierce's Disease Advisory Task Force, (liaison to) the Retired CACs/Ss, the State/County Relations Committee, the State Board of Agriculture, the State Strategic Committee on Terrorism, the Western Weights & Measures Association, the Wine Grape Grower's Assessment Subcommittee, and others.

At the Annual Conference, in order to provide a smooth transition for succeeding members, as well as to update the Board of Directors, members assigned to special projects or assignments shall inform the President and Board of Directors what transpired during their term. The report should be brief and written, highlighting important aspects of their assignment and pending responsibilities. The report should include all pertinent contact information.

## **GUIDELINES**

### **GUIDELINE: COMMITTEE MATTERS**

Committee chairpersons will be appointed according to Association Policy. As the first order of Business at its first meeting of the Association year, each committee shall elect a vice chair and a secretary. The Association year is that period of time from the adjournment of the annual conference to the adjournment of the succeeding annual conference.

Subject matter for committee consideration may come from any appropriate source. Subject matter shall be routed through the President and Vice Presidents for assignment to the appropriate committee for study and recommended action. The committee chairperson most likely to be assigned the issue should concurrently receive the subject matter. These procedures shall apply to the Board of Directors, to the regional associations and to any subcommittees.

### **RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS**

1. Familiarize themselves with committee actions taken during the preceding term whether complete or incomplete by consultation with the Affiliated Vice President and former Chairperson. It is the responsibility of the new Chairperson to follow through on action taken by the committee prior to appointment as Chairperson.
  - a. It is also the responsibility of the Chairperson to work with their committee to establish goals for the year as they first assume office. Chairpersons should familiarize themselves with the prior year's committee goals.
  - b. They must convey, in writing, these goals to the President, and make periodic reports, including a brief, final report at the Annual Conference to the Association on the committee's progress in meeting these goals.
  - c. When necessary, a committee's Chair shall request replacement of an area group's committee member when that member is nonresponsive to the needs of the chair and/or the committee.

#### 2. Affiliated Vice President

Program Committee Chairpersons shall closely coordinate responsibilities with the appropriate Vice President as stipulated in the Association's Constitution and By-Laws.

#### 3. Arrange time and place or manner of meeting

Issue an official call using the Liaisons if necessary to secure a meeting room at CDFA or CDPR. Requests other than those of an emergency nature should be submitted at least 30 days in advance of the proposed meeting.

#### 4. Prepare Meeting Agenda

- a. Solicit members for agenda items.
- b. Avoid subjects that do not merit committee action or attention.**
- c. Preparation and distribution of agendas is the responsibility of the Chairperson. Agendas should be printed on the Chairperson's county letterhead or blank paper with appropriate heading and distributed by Chairperson. Duplication and distribution may be made by the Department if prior arrangements are made and approval obtained from the Liaison Coordinators.
- d. Prepare and distribute an agenda to all active members, the Director, the Secretary, and liaisons thirty days prior to the meeting.

**No committee of the Association, except the Legislative Committee, should take action on any matter or issue unless said matter or issue has been disseminated for review by all commissioners/sealers, thirty (30) days prior to the committee's meeting.** This process should utilize the Regional Associations and their respective committee members who are responsible for providing liaison whenever possible. Committee chairs may waive this requirement for consideration of urgent matters.

- e. If unable to prepare and distribute an agenda to all members a tentative agenda should be distributed to all committee members, the Association officers, other committee chairs, and to the liaisons.
- f. Agendas should be available at meetings for all persons present.
- g. Schedule appearances before committee of those desiring to speak to an issue or those whose testimony is requested. Such appearances may include but are not limited to Departmental personnel and members of industry.
- h. Agenda Format  
See agenda format on the next page.

## AGENDA

NAME OF GROUP MEETING

DATE/TIME

PLACE

### **Committee Members**

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
- IV. New Business
- V. Additional Items
- VI. Executive/Closed Session
- VII. Adjournment

Agenda items should be numbered and related items grouped together. Items should be informative enough to allow adequate preparation by those planning to attend the meeting.

### 5. Meeting Procedures

- a. Start meetings on time and adjourn on time.
- b. Determine order of agenda discussion and add additional agenda items. For continuity's sake, related items should be grouped together and discussed accordingly.
- c. Control discussion so as to conserve time, allow for full participation of members and confine to the subject.
- d. **To the maximum extent possible, lengthy oral summaries of routine activities should be avoided and the speaker requested to provide a written statement of his/her comments or progress reports.** Adequate copies should be provided for all members and for inclusion in the minutes. Electronic copies are preferred.

- e. Action items, motions or a consensus of opinion\*, should be so worded as to clearly indicate the intent of the committee, the disposition of the action, and to whom the action, recommendation, or request is to be directed\*\*. The chairperson shall only vote when a motion results in a tie vote.

\*Do this as soon as unanimous or solid majority agreement is apparent. Considered action often may be speeded up and a properly worded motion obtained by asking the maker to put it in writing.

\*\*Motions to recommend, request, et cetera, directed to a particular person, agency or business shall be coordinated by the committee chair with the Board of Directors.

Committee motions should be directed to the President and Vice Presidents of the Association, as representatives of the Board of Directors as a recommendation unless more appropriate or expeditious direction is indicated.

Regional Association motions affecting any other regional association or the Association should be directed to the other regional associations, to the appropriate Vice President, or to the Board of Directors.

- f. The Board of Directors or Association should not be asked to take action upon a subject until the appropriate committee has fully studied the subject and reached a decision.
- g. Prepare a report of committee findings and recommendations for actions for presentation to the Board of Directors or Association for final action.
- h. With the assistance of the Executive Director, post all approved Minutes and supporting documents on the CACASA web site with a minimum of delay.
- i. Appoint necessary subcommittees and work groups in consultation with the affiliated Vice President. **Subcommittees should be composed of any membership category (including Association Members), with an emphasis upon selecting those who are best qualified to get the job done. An active member should be appointed as subcommittee Chairperson and report back to the committee.**

Committee subcommittees and work groups must be addressed during the committee's meeting at the annual conference in order to determine continuance or other direction.

- j. Procedure following adjournment of committee meetings.
  1. See that committee actions reach a proper disposition and transmitted to proper destination with sufficient explanation to convey the intent of the actions.
  2. Use every reasonable effort to secure prompt results and follow through to see that action is taken.
  3. Inform committee members and affiliated Vice Presidents of all matters pending and of all follow-through action and results.

#### 6. Presentation of Committee Reports.

The Chairperson for each committee requiring Board of Director approval shall ensure that any action items are communicated to the Executive Secretary so that they might be placed on the agenda of the Board of Directors. During the Annual and Secretary/Director's conferences, these action items should be provided no later than 5:15 p.m. of the day before the final session. Committees that meet the morning of the conference final session will be unable to incorporate their recommended motions into the Board's printed agenda. For ease and clarity, it is recommended that committee chairs read only that portion of the committee's report that will require Board action. Each item for adoption reported orally should be considered separately, moved for adoption, and voted on accordingly. Committee chairpersons should be prepared to provide additional discussion of their committee's action item. If no action items were voted upon, then it is appropriate for the chairperson to simply state so.

Most items for action will be placed on a consent agenda and adopted in a single Board action. Items meriting discussion will be considered individually.

#### 7. Committee transition procedure.

- a. Continue to follow through on all committee actions taken during their term as chairperson even though a new committee and chair have been designated. The new chairperson should be advised of actions of the previous committee and any unfinished business.
- b. Prepare and keep current a written record of all committee proceedings, correspondence, etc., for passing on to each succeeding chairperson.
- c. Provide written and verbal procedural guidelines to the succeeding chairperson.

### **RESPONSIBILITIES OF COMMITTEE VICE-CHAIRPERSON**

1. Be prepared to carry out the duties of the chairperson.

## **RESPONSIBILITIES OF COMMITTEE SECRETARY**

1. Assist the chairperson in every way possible in the performance of his/her responsibilities and perform other usual duties of a secretary.
2. Keep a record of meetings. Enough detail should be recorded of agenda items to present familiarization with subject and a brief summary of action taken.
3. See Minutes format on the next page.
4. Preparation of Minutes:

- a. Secretary/Director's Meeting and Annual Conference

Immediately upon adjournment of the committee meeting the committee secretary shall prepare a draft of the minutes. Verify motions and actions taken with the chairperson. Submit draft motions to the Executive Secretary for incorporation into subsequent Board agendas for approval.

- b. Special Committee Meetings

These shall be any meeting other than those held at the Secretary/Director's Meeting and Annual Conference.

A draft of the minutes should be prepared within three days following the meeting and submitted to the chairperson for review. Any corrections or additions should be immediately noted by the chairperson and returned to the secretary. A final draft shall be prepared as soon as possible and transmitted to the committee members for subsequent approval. Approved minutes shall be submitted to the Executive Secretary for distribution to all commissioners, sealers and the Executive Director for uploading onto CACASA.org.

Corrections if not caught by the committee chairperson can be made at the next committee meeting and so noted in the minutes of that meeting.

5. Special Reports to the Association:

Any special reports that are to receive general distribution to all commissioners/sealers should be sent to the Executive Secretary for distribution. There may be occasions when this procedure is impractical due to delay or a limited distribution. In these instances good judgment should prevail. However, it is most important that copies be sent to all Association officers and other committee chairpersons with a minimum of delay.

**Standard Format for all Minutes**

**MINUTES**

**NAME OF GROUP MEETING**

**DATE/TIME**

**PLACE**

**Members Present**

**I. Call to Order**

**II. Approval of Previous Minutes**

Action taken and corrections noted.

**III. Unfinished Business**

Clearly indicate status and/or additional action.

**Actions:**

**IV. New Business**

**Actions:**

**V. Additional Agenda Items**

**VI. Executive /Closed Session**

**Actions: Minimal reporting of essential elements necessary to capture the essence of the action for historical purposes.**

**VII. Adjournment**

All minutes should end with the signature of the secretary.

## **RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. Be a responsible member by responding to and providing assistance to the chairperson in meeting committee Assignments and deadlines.
2. Keep informed on committee issues.
3. The member should keep regional association members informed, request their input and comments represent the regional views on the committee and request and identify committee agenda items.

## **GUIDELINE: ETHICAL CONDUCT PROCESS**

1. Complaints should be directed to the Ethics Committee Chair in writing and signed. Complaints will be accepted from active and associate members.
2. The pros and cons of the complaint and attempting to intercede will be discussed by the Ethics Committee. The Regional Association Chair or another appropriate individual may be requested to assist the committee in the process.
3. The committee will investigate the issue(s). The perspectives of all parties will be sought and considered. Examples of conduct issues of concern include:

Failure to comply with CACASA Policy.

Failure to attend or participate in Regional and State Association meetings.

Failure to comply with minimum standards regarding statewide programs and enforcement.

Conflicts between neighboring counties.

Political involvement in conflict with Association goals and policies.

Conflicts between members and CDFA or CDPR.

4. The committee will evaluate the facts and make findings and provide recommended actions which may include:

Independently the Committee may limit its recommendation to one of education and counsel taking no further action (active and associate members).

The Committee may recommend to the Board of Directors, in Executive Session to:

Implement procedural or educational solutions

Provide additional counseling (active and associate members)

Place restrictions on Association privileges/assignments (active and associate members)

Refer the matter to the Secretary and/or Director with a recommendation to interact with the Board of Supervisors (active members only)

Note: The goal is for the process to result in positive future conduct, and the process should not constrict flexibility, creative dialogue and solutions.

### **GUIDELINE: EXPENSE REIMBURSEMENT**

Member(s) Expense - Reimbursement from the Member Expenses appropriation shall meet the following general requirements. Exceptions will require review and approval by the Board of Directors.

1. Extraordinary Event (i.e. Special Dinner Meetings with Legislators and/or staff) requires prior Board approval. A dollar limit will be established, receipts shall be submitted, and all "activity expense" reporting requirements complied with. An "activity expense" is any payment made, as a lobbyist employer, which benefits, in whole or in part, an elective state officer, a legislative or agency official, a state candidate, or a member of the immediate family of such officials or candidates. The following information must be reported for each activity expense:
  - a. Date - The date the expense or event was incurred.
  - b. Name and Address of Payee - The name and address of the vendor or other person to whom payment was made or incurred. If charged to a credit card, we must list the name of the credit card company and also the name of the vendor which received the payment.
  - c. Name and Official Position of Reportable Persons and Amount Benefiting Each- The name and official position of each reportable person who benefited from the payment. The association must also specify the portion of the total activity expense which is attributable to each reportable person. Each reportable person will receive written notice of the amount they benefited and their responsibility to report.
  - d. Description of Consideration - Description of the goods or services provide, e.g., lunch, refreshments, flowers, etc.

- e. Total Amount of Activity - The total amount the association paid or incurred for the activity (not just the amount which benefited the reportable persons). If the amount paid was a portion of the total cost of the activity (the balance of which was paid by other person), we also must indicate in a note the total cost of the activity and that the payment represents a portion of the total.
2. Reimbursable expenses and a dollar limit will be established.
  3. All extraordinary expenses will be reviewed by the Executive Board.
  4. Members may find themselves in situations where they must expend funds without prior approval in furthering the interests of the Association. Reimbursement for these expenses may be submitted to the Executive Secretary. The Executive Secretary shall obtain approval from the Board prior to issuing the reimbursement unless it was a budgeted expense. The Board may authorize reimbursement on the recommendation of the Executive Secretary and/or applicable Committee Chair.

Reimbursement shall not be made for reportable lobbying activities.

Reimbursements shall meet the following general documentation requirements. Exceptions will require review and approval by the Board of Directors.

- a. Date - The date the expense or event was incurred.
- b. Name and Address of Payee - The name and address of the vendor or other person to whom payment was made or incurred. If charged to a credit card, we must list the name of the credit card company and also the name of the vendor which received the payment.
- c. Name and Official Position if any of the Persons and Amount Benefiting Each - The name and official position of each reportable person who benefited from the payment. The association must also specify the portion of the total activity expense which is attributable to each reportable person. Each reportable person will receive written notice of the amount they benefited and their responsibility to report.
- d. Description of Consideration - Description of the goods or services provide, e.g., lunch, refreshments, flowers, etc.
- e. Total Amount of Activity - The total amount paid or incurred for the activity (not just the amount which benefited the reportable persons). If the amount paid was a portion of the total cost of the activity (the balance of which was paid by other person), we also must indicate in a note the total cost of the activity and that the payment represents a portion of the total.

## **GUIDELINE: INVESTMENT GUIDELINES AND OBJECTIVES**

The purpose of this statement is to establish and communicate the long-term goals and investment guidelines of the California Agricultural Commissioners and Sealers Association (CACASA) account to Investment Management Firm(s). This Statement provides the Investment Manager(s) with direction and a framework within which they are expected to manage the account. The intent of this statement is to be specific enough to be meaningful, yet flexible enough to be practical, given changing economic, business, and financial market conditions.

The management of assets is to be delegated to the Investment Manager for the account. The Investment Manager(s) will have full discretion with the objectives and guidelines set forth in this statement.

### *Investment Objectives*

The primary objective of CACASA is to seek total return that exceeds the rate of inflation over the term of the investment vehicle with the minimum risk of losing principal.

### *Allocation*

It is the goal of CACASA to maintain a portfolio of investment vehicles with staggered or laddered dates of maturity.

CACASA aims to have an asset allocation model consisting of investments between \$25,000 to \$75,000.

The Statement of Investment Guidelines and Objectives will be reviewed by the Finance Committee annually. The investment account will be reviewed and rebalanced once a year by the Finance Committee and presented to the Board of Directors on an annual basis.

## **GUIDELINE: SENIORITY**

Seniority shall be determined by years of active member service in the Association. County Agricultural Commissioners and/or County Sealers of Weights and Measures who leave active service and then return will be placed in the appropriate position on the seniority ladder based upon a calculation of their total years of service, omitting the period when they were not appointed. Their original appointment date will be listed with an asterisk in the "Appointed" column. Their most recent appointment date will be listed behind the name of their current county.

Appendix A shall contain the current roster of seniority for active members.

## **GUIDELINE: SPECIAL ACHIEVEMENT AWARD**

### **For Employees of County Departments of Agriculture/Measurement Standards California Department of Food and Agriculture California Department of Pesticide Regulation**

#### **Purpose**

This Special Achievement Awards Program is designed to recognize special contributions made by employees. Any employee can nominate an individual employee, project crew task force or team for the award.

#### **To Qualify**

1. Sustained superior performance above and beyond what is expected of an employee performing at the standard level such as:
  - a. The individual exhibits leadership qualities; e.g., well organized, creative, takes initiative, strong written/verbal skills.
  - b. The quality of work by the individual is evident in all areas of responsibility.
  - c. The individual made a significant contribution to the morale of the employees and citizens around that individual; e.g., assists peers, positive peer and public relations.
2. Outstanding performance for a specialized, complex, or unique project of short duration. Criteria for this category include:
  - a. A considerable amount of work was put in during a very short time period.
  - b. The work was outstanding in nature.
  - c. The contribution made a significant impact on the County Department's and/or CDPR/CDFR/DMS operations.
  - d. Nominations under this criteria may include more than one individual; i.e., a group special project.

#### **ADDITIONAL INFORMATION**

**Eligibility** - All employees except County Agricultural Commissioners, Sealers and management employees of CDFR or CDPR.

**Submission period** – Nominations are to be initiated and coordinated by the chair of the Personnel Standards Committee from October 15 to December 31, to cover the current calendar year to recognize recent and past accomplishments.

**Justification statements** - A person or team may be nominated by a peer supervisor, manager, or by himself or herself. A written statement, not exceeding 500 words, must be sent to the Executive Secretary of the California Agricultural Commissioners and Sealers Association stating how or why the person or group deserves special recognition at this time. The Executive Secretary will distribute county nominees to their respective Regional Association president. CDFA and CDPR nominees will be sent to all Regional Association Presidents.

**Regional Association Review** - Nominations from each region will be reviewed by the Regional Chair and his/her designated review panel. Nominations from CDFA or CDPR will be reviewed by the Secretary or Director of those agencies or their designees. Special Achievement Awards may be given by Regional Associations, CDFA or CDPR to individuals meeting the awards criteria from a given area.

**Final Review** - A total of not more than three nominations from each area will be reviewed and evaluated by a special committee appointed by the President of the CACASA and a representative appointed by the Secretary of CDFA and representative appointed by the Director of CDPR. The committee will recommend from the nominations, individual(s) to receive awards in a given calendar year. There is no obligation on the part of the committee to make an award if none is deemed appropriate.

**Award** - The award(s) shall be of suitable design and construction as to appropriately recognize the outstanding employee(s) of the year statewide. Presentations shall be coordinated by the Association Personnel Standards Committee Chair, CDFA, CDPR and/or the respective county Commissioner/Sealer. Presentations and public announcements should take place as soon as practical after the awards and press information is assembled. Recognition may include the following:

- a. A plaque dedicated to the individual or team
- b. Presentations and/or announcements by the CDFA Secretary or CDPR Director before the:
  1. County Board of Supervisors
  2. State Board of Food and Agriculture
  3. California Agricultural Commissioners and Sealers Association
- c. Recognition by:
  1. The Governor of California
  2. The Secretary of the Department of Food and Agriculture
  3. The Director of the Department of Pesticide Regulation
  4. The President of the California Agricultural Commissioners and Sealers Association
  5. Statewide via a CACASA (Executive Director) News Release

## **ADDITIONAL RESPONSIBILITIES**

Local Public Relations - The agricultural commissioner and sealer shall coordinate local media and provide for press coverage and photographs during Board of Supervisors presentations.

Nominees Recognition - All individuals submitted for Regional Association Review will receive a letter of appreciation from their Regional Association President or the Director's Representative on the nomination committee. All county nominees considered for Final Review and not selected will receive an honorable mention letter from the Association President with copies to their Board of Supervisors, Administrative Officer and Department Head. CDFA and CDPR nominees considered for Final Review and not selected will receive an honorable mention letter from the Association President with copies to their Assistant Director and the Secretary or Director.

## **MANAGER - SPECIAL AWARDS GUIDELINES**

### **PURPOSE**

This award is designed to recognize leaders (Association Members and Nonmembers) who have made unique contributions directly or indirectly in furtherance of the goals of our association and/or county offices.

### **GUIDELINES**

1. The Association President is responsible for appointing a committee which should include at least one past recipient.
2. All nominations are to be made to the Special Awards Committee in writing and the final determination regarding the award recipient will be made by the awards committee. The committee should consider and evaluate nominees from the various disciplines within the Association.
3. The Special Awards Committee should not feel limited to the criteria listed below rather the Committee is encouraged to consider attributes along with these in selecting the person to receive a special award.
  - a. Has the person made an outstanding contribution to Weights and Measures, Agriculture, County or State Government in California, i.e., legislative work or trend setting enforcement effort.
  - b. Service above and beyond what is normally expected such as: long service to the association, multiple years as president, secretary, etc.
  - c. Someone whose actions bring credit and recognition to our profession.
  - d. Someone who continually strives to achieve good, honest enforcement and public service.
  - e. Someone whose personality and leadership style created and maintained a cohesive organization.

4. Only those persons meeting at least two sections of criteria 'a' through 'e' shall be nominated to receive a special award.

**SPECIAL ACHIEVEMENT  
AND  
MANAGER AWARDS CALENDAR**

DUE DATES:

- October 15            Chair of Personnel Standards Committee is responsible for ensuring the Announcement and Nomination Forms are distributed to all CACASA members and to the liaisons of CDFa, and CDPR by this date.
- December 31        All nominations are to be submitted, by this date, to the Chair of Personnel Standards using the Nomination Forms as provided in the CACASA Handbook (pg 44 & 45).
- January 15           Chair of Personnel Standards will appoint a member from each Regional Association (*who may or may not be a member of the Personnel Standards committee*) to serve on the Nomination Review Panel. The Review Panel shall also include a representative from CDFa and CDPR (*may or may not be the liaison*).
- Pre-Conf. Meeting   The Nomination Review Panel shall meet prior to the Annual Spring Conference to review the nominations and make a recommendation for approval or disapproval. The Panel's recommendation and all forms shall be then forwarded to the Chair of Personnel Standards.
- Annual Conf.        The Special Awards Committee, appointed by the CACASA President, shall meet during the Spring Conference to give a final review and recommendation to the CACASA Board of Directors. The Chair of Personnel Standards shall be responsible to report all final recommended award nominees to the CACASA Board of Directors.
- Invitation(s)        The CACASA President shall send letter(s) of invitation to the recipient(s) 45 days prior to the opening session of the Board of Directors at the Winter Meeting.
- Winter Meeting      Presentation of awards; the Chair of Personnel Standards shall coordinate presentations with CACASA, CDFa, and CDPR. \* *The Chair of Personnel Standards shall be an ex-officio member of any subcommittee or panel formed for the purpose of considering awards by CACASA for special achievement, unless appointed by his/her respective Regional Association to be their representative.*

## **EMPLOYEE - SPECIAL ACHIEVEMENT AWARDS**

### **NOMINATION FORM AND INSTRUCTIONS**

Due December 31st, (insert year)

NOMINEES NAME(S) \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

**PLEASE** complete this form with as much detail as you can so that the selection committee has sufficient information to evaluate your nominee(s):

- Professional career accomplishments
- Contributions to government and public service
- Demonstrated leadership qualities
- Personal development and/or career preparation

Attach additional sheets if necessary, but limit the statement to 500 words.

1. Describe nominee(s) current position, stating the level of responsibility, length of service, and if applicable number of persons supervised, etc.
2. Highlight the nominee(s) professional background. If applicable include their unique professional accomplishments and career progression.
3. List some of his/her/their specific contributions to the betterment of government and/or regulatory agriculture.

4. Describe the leadership roles assumed by the nominee(s).
  
  
  
  
  
  
  
  
  
  
5. Please make a personal statement about your nominee(s). Attach additional sheets if necessary.

NOMINATOR'S NAME: \_\_\_\_\_

Job Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Signature \_\_\_\_\_

**DEADLINE - DECEMBER 31, (insert year)**

**MAIL TO: CACASA Accomplishment Recognition  
c/o Executive Secretary**

## **GUIDELINE: SPECIAL ASSESSMENTS - REGIONAL ASSOCIATION**

Special assessments per the Bylaws may be established for any use consistent with the stated purpose of this Association and shall be established with a 2/3 vote of the active members meeting in general assembly during the Secretary/Director's Conference. Special assessments are adopted at this time so that the individual members and regional associations may include them in their respective budgets for the upcoming fiscal year. Special assessments shall continue year-to-year unless terminated by a vote of the Board.

When special assessments are made on a regional association, they shall be used to offset expenses incurred by CACASA members from the Regional Association acting on behalf of the Association.

Reimbursements of member expenses shall be made, up to the limit established, upon submittal of an invoice detailing the expenses as specified in the Expense Reimbursement guideline. Invoices should be submitted for the full cost incurred so that the Association may make adjustments in the assessment if necessary.

Special assessments will be included in the CACASA budget as separate line items in revenue and appropriations.

**Note:** The only special assessment currently levied is for the Washington DC trip, in the amount of \$500. This assessment was established on May 1, 2006 during the Finance Committee meeting. This guideline and the Bylaws specify a process different from the one that established this assessment. However, this assessment remains valid and is confirmed when the budget is adopted.

Finance Committee Minutes excerpt:

“It was generally agreed that the Association should track the full cost of sending delegations to WDC and not just receive a partial billing and accounting. The Area Groups should each contribute \$500 each fiscal year directly to CACASA. The Executive Secretary will list the Area Group contributions as an Association revenue line item in the CACASA budget. If an Area Group does not have a member traveling to WDC in a particular fiscal year, their \$500 contribution will be carried forward to the next fiscal year. The member traveling to WDC will only need to provide a single invoice to CACASA and not their Area Group.”

## Appendix A

### SENIORITY LADDER 2010-11

| <b><u>NAME (Presidential Tenure)</u></b> | <b><u>COUNTY</u></b>       | <b><u>APPOINTED</u></b> |
|--|----------------------------|-------------------------|
| Kenneth Smith                            | Del Norte                  | 07/28/86                |
| Richard Price (1998-99)                  | Butte                      | 05/09/88                |
| Eric Lauritzen(1999-00)                  | Monterey                   | 04/04/89                |
| Mary Pfeiffer                            | Shasta                     | 05/01/89                |
| Mark Lockhart                            | Trinity                    | 10/01/89                |
| Stacy Carlsen                            | Marin                      | 12/04/89                |
| Frank Carl (1995-96)                     | Sacramento                 | 05/29/90                |
| David Whitmer (2000-2001)                | Napa                       | 01/01/94                |
| Richard LeFeuvre                         | Orange                     | 02/07/95                |
| Robert Rolan                             | Madera                     | 07/01/95                |
| Mark Quisenberry (2004-05)               | Sutter                     | 11/13/95                |
| Dennis Bray (2001-02)                    | Alameda                    | 01/01/96                |
| Scott Hudson (2009-10)                   | San Joaquin                | 06/06/96                |
| George Milovich                          | Inyo/Mono                  | 06/01/97                |
| Michael Boitano (2008-09)                | Amador                     | 12/01/98                |
| Joseph Moreo                             | Modoc                      | 09/21/99                |
| John Snyder                              | Riverside                  | 08/10/00                |
| Keith Mahan                              | Plumas/Sierra (11/24/2008) | 03/1986*                |
| Gary Caseri                              | Stanislaus                 | 04/02/01                |
| Steve Hajik                              | Lake                       | 02/11/02                |
| Dave Robinson                            | Merced                     | 02/18/03                |
| Cathi Boze                               | Mariposa                   | 05/06/03                |
| Tim Niswander                            | Kings                      | 08/05/03                |
| Rick Gurrola                             | Tehama                     | 06/08/04                |
| Kurt E. Floren                           | Los Angeles                | 01/18/05                |
| Patrick Griffin                          | Siskiyou                   | 06/07/05                |
| Mary Mutz                                | Calaveras                  | 09/26/05                |
| Jeffrey Pylman                           | Nevada                     | 07/17/06                |
| Bob Atkins (2010-11)                     | San Diego                  | 08/28/06                |
| Ken Corbishley                           | Santa Cruz                 | 11/07/06                |
| John Gardner                             | San Bernardino             | 03/17/07                |
| Louie Mendoza, Jr.                       | Yuba                       | 07/24/07                |
| Jim Donnelly                             | Lassen                     | 01/28/08                |
| Ruben Arroyo                             | Kern                       | 03/08/08                |
| Vince Guise                              | Contra Costa               | 03/31/08                |
| Jim Allan                                | Solano                     | 04/14/08                |
| Vicki Helmar                             | Tuolumne                   | 04/28/08                |
| Henry Gonzales, Ag Commissioner          | Ventura – Ag Department    | 08/04/08                |
| Miguel Monroy                            | San Francisco              | 10/06/08                |
| Cathy Neville                            | Sonoma                     | 12/31/08                |

|                       |                          |          |
|-----------------------|--------------------------|----------|
| Carol Hafner          | Fresno                   | 01/12/09 |
| Tony Linegar          | Mendocino                | 01/27/09 |
| John Young            | Yolo                     | 08/31/09 |
| Jeff Dolf             | Humboldt                 | 11/10/09 |
| Ron Ross              | San Benito               | 11/16/09 |
| Marilyn Kinoshita     | Tulare                   | 01/30/10 |
| Fred Crowder          | San Mateo                | 03/15/10 |
| Connie Valenzuela     | Imperial                 | 06/18/10 |
| Juli Jensen           | El Dorado/Alpine         | 08/23/10 |
| Cathleen Fisher       | Santa Barbara            | 10/04/10 |
| Angela Godwin, Sealer | Ventura – W&M Department | 10/17/10 |
| Joshua Huntsinger     | Placer                   | 1/1/2011 |
|                       | Colusa                   |          |
|                       | Glenn                    |          |
|                       | San Luis Obispo          |          |
|                       | Santa Clara              |          |

\*Break in service: Continuous Service in Stanislaus County through June 1994 (8 years, 3 months)

Seniority is based on years of service and membership within CACASA. CAC/Sealers vacating office and then returning will be advanced in their seniority by the number of years and months they held office/CACASA membership.

## Appendix B

### Record of Association Officers

| YEAR      | Annual Conference DATE | PLACE         | PRESIDENT                        | VICE PRESIDENT                      | EXEC. SECRETARY                     |
|-----------|------------------------|---------------|----------------------------------|-------------------------------------|-------------------------------------|
| Dec 6-10, | 1910                   | Stockton      | First annual conference          | of the Horticultural Commissioners  | —                                   |
| Aug 25,   | 1915                   | San Francisco | First annual conference          | of the Weights & Measures Sealers   | —                                   |
| 1910-11   | Dec 19-21,<br>1911     | Santa Rosa    | <b>Roy Bishop</b><br>Orange      |                                     | <b>Harry P. Stabler</b><br>Sutter   |
| 1911-12   | Dec 10-14,<br>1912     | Fresno        | <b>Roy Bishop</b><br>Orange      |                                     | <b>Harry P. Stabler</b><br>Sutter   |
| 1912-13   | Dec 1-3,<br>1913       | San Jose      | <b>R.P. Cundiff</b><br>Riverside | <b>R.S. Valile</b><br>Ventura       | <b>WM. Garden</b><br>San Joaquin    |
| 1913-14   | Nov 11-12,<br>1914     | Los Angeles   | <b>Harry Stabler</b><br>Sutter   | <b>S.A. Pease</b><br>San Bernardino | <b>R.S. Vaile</b><br>Ventura        |
| 1914-15   | Nov 16-17,<br>1915     | Visalia       | <b>WM. Wood</b><br>Los Angeles   | <b>C.W. Beers</b><br>Santa Barbara  | <b>O.E. Bremner</b><br>Sonoma       |
| 1915-16   | Nov 13-15,<br>1916     | Napa          | <b>C.F. Collins</b><br>Tulare    | <b>D.D. Sharp</b><br>Riverside      | <b>H.G. Kercheral</b><br>Sacramento |
| 1916-17   | Nov 19-24,<br>1917     | Sacramento    | <b>D.D. Sharp</b><br>Riverside   | <b>J.J. Fox</b><br>Napa             | <b>F.P. Roullard</b><br>Fresno      |

| <b>Year</b> | <b>Conference</b> | <b>Location</b> | <b>President</b>   | <b>Vice-President</b>                | <b>Exec. Secretary</b>            |
|-------------|-------------------|-----------------|--|--------------------------------------|-----------------------------------|
| 1917-18     | Dec 9-10, 1918    | Sacramento      | <b>F. Seulberger</b><br>Alameda                                | <b>H.M. Armitage</b><br>San Diego    | <b>F.K. Howard</b><br>Kings       |
| 1918-19     | Nov 11-14, 1919   | Chico           | <b>F. Seulberger</b><br>Alameda                                | <b>F.P. Roullard</b><br>Fresno       | <b>F.C. Brosius</b><br>Sacramento |
| 1919-20     | Nov 8-10, 1920    | Fresno          | <b>G.R. Gorton</b><br>San Diego                                | <b>A.A. Brock</b><br>Ventura         | <b>F.C. Brosius</b><br>Sacramento |
| 1920-21     | Oct 24-26, 1921   | Los Angeles     | <b>WM. Gould</b><br>Yolo                                       | <b>H.J. Ryan</b><br>Los Angeles      | <b>F.C. Brosius</b><br>Sacramento |
| 1921-22     | Dec 11-12, 1922   | Sacramento      | <b>H.J. Ryan</b><br>Los Angeles                                | <b>J.F. Benton</b><br>Humboldt       | <b>A.H. Call</b><br>Ventura       |
| 1922-23     | Dec 4-7, 1923     | Santa Ana       | <b>F.P. Roullard</b><br>Fresno                                 | <b>J.P. Coy</b><br>San Bernardino    | <b>A.H. Call</b><br>Ventura       |
| 1923-24     | Dec 8-12, 1924    | Sacramento      | <b>A.A. Brock</b><br>Orange                                    | <b>C.K. Turner</b><br>Placer         | <b>A.H. Call</b><br>Ventura       |
| 1924-25     | Nov 2-4, 1925     | Sacramento      | <b>C.K. Turner</b><br>Placer                                   | <b>R.R. Mc Lean</b><br>San Diego     | <b>A.H. Call</b><br>Ventura       |
| 1925-26     | May 13-15, 1926   | San Diego       | <b>C.K. Turner</b><br>Placer                                   | <b>R.R. Mc Lean</b><br>San Diego     | <b>A.H. Call</b><br>Ventura       |
| 1926-27     | May 26-28, 1927   | Visalia         | <b>R.R. Mc Lean</b><br>San Diego                               | <b>Frank Brann</b><br>Tulare         | <b>A.H. Call</b><br>Ventura       |
| 1927-28     | May 16-18, 1928   | Ventura         | <b>Frank Brann</b><br>Tulare                                   | <b>A.E. Morrison</b><br>Sacramento   | <b>F.P. Roullard</b><br>Fresno    |
| 1928-29     | May 22-24, 1929   | Santa Rosa      | <b>A.H. Call</b><br>Ventura                                    | <b>A.E. Morrison</b><br>Sacramento   | <b>F.P. Roullard</b><br>Fresno    |
| 1929-30     | May 22-24, 1930   | Redding         | <b>A.E. Morrison</b><br>Sacramento                             | <b>L.R. Cody</b><br>Santa Clara      | <b>F.P. Roullard</b><br>Fresno    |
| 1930-31     | May 13-15, 1931   | Santa Barbara   | <b>A.E. Mahoney</b><br>San Joaquin                             | <b>E.S. Kellogg</b><br>Santa Barbara | <b>F.P. Roullard</b><br>Fresno    |
| 1931-32     | May 10-12, 1932   | Yreka           | <b>E.S. Kellogg</b><br>Santa Barbara                           | <b>G.B. Laing</b><br>Alameda         | <b>F.P. Roullard</b><br>Fresno    |
| 1932-33     | May 18-19, 1933   | Salinas         | <b>E.S. Kellogg</b><br>Santa Barbara                           | <b>E.T. Hamlin</b><br>Stanislaus     | <b>F.P. Roullard</b><br>Fresno    |
| 1933-34     | May 9-11, 1934    | Bakersfield     | <b>G.B. Laing</b><br>Alameda                                   | <b>A.E. Bottel</b><br>Riverside      | <b>F.P. Roullard</b><br>Fresno    |
| 1934-35     | May 15-18, 1935   | Sonora          | <b>G.B. Laing</b><br>Santa Barbara                             | <b>C.E. Berry</b><br>Yolo            | <b>F.P. Roullard</b><br>Fresno    |
| 1935-36     | May 13-15, 1936   | Santa Cruz      | <b>A.E. Bottel</b><br>Riverside                                | <b>Max J. Leonard</b><br>San Mateo   | <b>F.P. Roullard</b><br>Fresno    |
| 1936-37     | June 7-9, 1937    | Eureka          | <b>C.E. Berry</b><br>Yolo<br><b>Chas. H. Kinsley</b><br>Merced | <b>Chas. H. Kinsley</b><br>Merced    | <b>F.P. Roullard</b><br>Fresno    |
| 1937-38     | May 18-20, 1938   | Santa Barbara   | <b>Walter Stile</b><br>Butte                                   | <b>Earle Mills</b><br>Humboldt       | <b>F.P. Roullard</b><br>Fresno    |
| 1938-39     | June 13-16, 1939  | San Francisco   | <b>Chas. H. Kinsley</b><br>Merced                              | <b>L.A. Burtch</b><br>Kern           | <b>F.P. Roullard</b><br>Fresno    |
| 1939-40     | May 22-24, 1940   | Yosemite Valley | <b>L.A. Burtch</b><br>Kern                                     | <b>Frank Kellogg</b><br>Santa Cruz   | <b>H.A. Crane</b><br>Yuba         |
| 1940-41     | May 21-23, 1941   | Hollywood       | <b>Max J. Leonard</b><br>San Mateo                             | <b>WM. H. Wright</b><br>Riverside    | <b>H.A. Crane</b><br>Yuba         |

| <b>Year</b> | <b>Conference</b>       | <b>Location</b>            | <b>President</b>  | <b>Vice-President</b>                    | <b>Exec. Secretary</b>  |
|-------------|-------------------------|----------------------------|---|--|---|
| 1941-42     | May 20-22,<br>1942      | Sacramento                 | <b>Ted D. Urbahns</b><br>Sutter   | <b>Milo M. Schrock</b><br>Stanislaus     | <b>H.A. Crane</b><br>Yuba   |
| 1942-43     | May 27-28,<br>1943      | San<br>Francisco           | <b>WM. H. Wright</b><br>Riverside                                       | <b>Chas. V. Dick</b><br>Santa Cruz       | <b>Milo M. Schrock</b><br>Stanislaus                              |
| 1943-44     | May 23-25,<br>1944      | Sacramento                 | <b>Milo M. Schrock</b><br>Stanislaus                                    | <b>Dean Palmer</b><br>San Diego          | <b>Romain Young</b><br>Ventura                                    |
| 1944-45     | Dec 7-8,<br>1945        | Chico                      | <b>Chas. V. Dick</b><br>Santa Cruz                                      | <b>Earle Mills</b><br>Humboldt           | <b>Fred Clark</b><br>Placer                                       |
| 1945-46     | May 22-24,<br>1946      | Adams<br>Springs           | <b>Earle Mills</b><br>Humboldt  | <b>Milo M. Schrock</b><br>Stanislaus     | <b>Fred Clark</b><br>Placer                                       |
| 1946-47     | May 20-22,<br>1947      | Riverside                  | <b>Chas. Hardy</b><br>Yolo  | <b>Chet Barrett</b><br>Ventura           | <b>Fred Clark</b><br>Placer                                       |
| 1947-48     | May 26-28,<br>1948      | Shasta<br>Springs          | <b>Dean Palmer</b><br>San Diego   | <b>Arthur Worledge</b><br>Yuba           | <b>Fred Clark</b><br>Placer                                       |
| 1948-49     | May 25-27,<br>1949      | Santa Cruz                 | <b>E.A. Danison</b><br>Merced   | <b>Walter Cummings</b><br>Santa Barbara  | <b>Fred Clark</b><br>Placer                                       |
| 1949-50     | May 24-26,<br>1950      | Eureka                     | <b>W.B. Saunders</b><br>San Benito                                      | <b>John W. Dixon</b><br>Fresno           | <b>Fred Clark</b><br>Placer<br><b>Max J. Leonard</b><br>San Mateo |
| 1950-51     | May 23-25,<br>1951      | Strawberry<br>Lodge        | <b>B.F. Stroup</b><br>Shasta  | <b>Harold Crane</b><br>San Bernardino    | <b>Max J. Leonard</b><br>San Mateo                                |
| 1951-52     | May 14-16,<br>1952      | San Diego                  | <b>Walter Cummings</b><br>Santa Barbara                                 | <b>L.O. Haupt</b><br>Kings               | <b>Max J. Leonard</b><br>San Mateo                                |
| 1952-53     | May 27-29,<br>1953      | Hoberg's<br>Lake<br>County | <b>L.O. Haupt</b><br>Kings  | <b>George Pohl</b><br>Solano             | <b>Max J. Leonard</b><br>San Mateo                                |
| 1953-54     | May 12-14,<br>1954      | Modesto                    | <b>Norman G. Buhn</b><br>Mendocino<br><b>Howard T. McLean</b><br>Madera | <b>Howard T. Mc Lean</b><br>Madera       | <b>Max J. Leonard</b><br>San Mateo                                |
| 1954-55     | June 6-8,<br>1955       | Feather<br>River Inn       | <b>George A. Pohl</b><br>Solano   | <b>Harold A. Crane</b><br>San Bernardino | <b>Percy F. Wright</b><br>Sonoma                                  |
| 1955-56     | May 30-<br>June 1, 1956 | Monterey                   | <b>Dixson W. Tubbs</b><br>Orange  | <b>John W. Dixon</b><br>Fresno           | <b>Percy F. Wright</b><br>Sonoma                                  |
| 1956-57     | May 1-3,<br>1957        | Palm<br>Springs            | <b>John W. Dixon</b><br>Fresno  | <b>A.L. Seeley</b><br>Contra Costa       | <b>Percy F. Wright</b><br>Sonoma                                  |
| 1957-58     | June 3-5,<br>1958       | Hoberg's<br>Lake<br>County | <b>David T. Rayner</b><br>Yuba  | <b>Robert M. Howie</b><br>Riverside      | <b>Percy F. Wright</b><br>Sonoma                                  |
| 1958-59     | May 5-7,<br>1959        | Santa<br>Barbara           | <b>A.W. Worledge</b><br>Yuba  | <b>C. Seldon Morley</b><br>Kern          | <b>A.L. Seeley</b><br>Contra Costa                                |
| 1959-60     | May 10-12,<br>1960      | San Mateo                  | <b>Harold A. Crane</b><br>San Bernardino                                | <b>Matt Mello</b><br>Santa Cruz          | <b>W. Donald Thomas</b><br>Humboldt                               |
| 1960-61     | April 4-7,<br>1961      | Death<br>Valley            | <b>C. Seldon Morley</b><br>Kern   | <b>S.T. Ancell</b><br>Tehama             | <b>W. Donald Thomas</b><br>Humboldt                               |
| 1961-62     | May 22-25,<br>1962      | Mt. Shasta<br>City         | <b>Percy F. Wright</b><br>Sonoma  | <b>Rex Lyndall</b><br>Merced             | <b>C. Bruce Wade</b><br>Shasta                                    |
| 1962-63     | May 7-10,<br>1963       | Fresno                     | <b>Claude Finnell</b><br>Imperial                                       | <b>Claude Bridges</b><br>Kings           | <b>C. Bruce Wade</b><br>Shasta                                    |

| <b>Year</b> | <b>Conference</b> | <b>Location</b> | <b>President</b>                        | <b>Vice-President</b>  | <b>Exec. Secretary</b>            |
|-------------|-------------------|-----------------|---|--|-----------------------------------|
| 1963-64     | May 12-15, 1964   | Pasadena        | <b>S.T. Ancell</b><br>Tehama            | <b>C. Bruce Wade</b><br>Shasta   | <b>William Fitchen</b><br>Orange  |
| 1964-65     | May 18-21, 1965   | Bijou           | <b>Matt Mello</b><br>Santa Cruz         | <b>Leland Brown</b><br>Glenn   | <b>William Fitchen</b><br>Orange  |
| 1965-66     | May 17-20, 1966   | San Francisco   | <b>Robert M. Howie</b><br>Riverside     | <b>Donald J. Black</b><br>Butte  | <b>William Fitchen</b><br>Orange  |
| 1966-67     | May 16-19, 1967   | San Diego       | <b>A.L. Seeley</b><br>Contra Costa      | <b>Rex Lyndall</b><br>Merced   | <b>William Fitchen</b><br>Orange  |
| 1967-68     | May 20-24, 1968   | Stockton        | <b>Rex Lyndall</b><br>Merced            | <b>C. Bruce Wade</b><br>Shasta   | <b>William Fitchen</b><br>Orange  |
| 1968-69     | May 12-16, 1969   | Kelseyville     | <b>C. Bruce Wade</b><br>Shasta          | <b>R.M. Schneider</b><br>San Bernardino  | <b>William Fitchen</b><br>Orange  |
| 1969-70     | May 11-15, 1970   | Morro Bay       | <b>R.M. Schneider</b><br>San Bernardino | <b>R.L. Bozzini</b><br>San Francisco   | <b>William Fitchen</b><br>Orange  |
| 1970-71     | May 10-13, 1971   | Redding         | <b>R.L. Bozzini</b><br>San Francisco    | <b>Ralph W. Lichty</b><br>Los Angeles  | <b>William Fitchen</b><br>Orange  |
| 1971-72     | May 8-11, 1972    | Yosemite        | <b>Ralph W. Lichty</b><br>Los Angeles   | <b>Tom Shoemaker</b><br>Alameda<br><b>Donald J. Black</b><br>Butte                                       | <b>William Fitchen</b><br>Orange  |
| 1972-73     | May 7-11, 1973    | Victorville     | <b>Tom Shoemaker</b><br>Alameda         | <b>Donald J. Black</b><br>Butte<br><b>L.J. Garrett, Jr.</b><br>Del Norte<br><b>Leland Brown</b><br>Glenn | <b>William Fitchen</b><br>Orange  |
| 1973-74     | May 20-24, 1974   | Kelseyville     | <b>L.J. Garrett, Jr.</b><br>Del Norte   | <b>Leland Brown</b><br>Glenn<br><b>J. Edmondson</b><br>San Benito  | <b>William Fitchen</b><br>Orange  |
| 1974-75     | May 19-23, 1975   | Monterey        | <b>Leland Brown</b><br>Glenn            | <b>J. Edmondson</b><br>San Benito<br><b>Donald R. Hill</b><br>Tehama                                     | <b>William Fitchen</b><br>Orange  |
| 1975-76     | May 24-28, 1976   | Oxnard          | <b>J. Edmondson</b><br>San Benito       | <b>Donald R. Hill</b><br>Tehama<br><b>Thomas E. Corn</b><br>Fresno                                       | <b>William Fitchen</b><br>Orange  |
| 1976-77     | May 16-20, 1977   | Eureka          | <b>Donald R. Hill</b><br>Tehama         | <b>Thomas E. Corn</b><br>Fresno<br><b>Kenneth K. Little</b><br>San Diego                                 |                                   |
| 1977-78     | May 22-26, 1978   | Fresno          | <b>Thomas E. Corn</b><br>Fresno         | <b>Kenneth K. Little</b><br>San Diego<br><b>Harry F. Mc Cracken</b><br>Sonoma                            | <b>Leland Brown</b><br>Sacramento |
| 1978-79     | May 21-25, 1979   | San Diego       | <b>Kenneth K. Little</b><br>San Diego   | <b>Harry F. Mc Cracken</b><br>Sonoma<br><b>Paul B. Engler</b><br>Los Angeles                             | <b>Leland Brown</b><br>Sacramento |
|             |                   |                 |   |  |                                   |

| <b>Year</b> | <b>Conference</b>         | <b>Location</b> | <b>President</b>  | <b>Vice-President</b>   | <b>Exec. Secretary</b>                 |
|-------------|---------------------------|-----------------|---|---|--|
| 1979-80     | May 19-23,<br>1980        | Lake Tahoe      | <b>Harry F. Mc Cracken</b><br>Sonoma  | <b>Paul B. Engler</b><br>Los Angeles<br><b>Richard W. Nutter</b><br>Monterey  | <b>Leland Brown</b><br>Sacramento      |
| 1980-81     | May 10-14,<br>1981        | Santa Cruz      | <b>Paul B. Engler</b><br>Los Angeles  | <b>Richard W. Nutter</b><br>Monterey<br><b>Alfred C. Perrin</b><br>Sutter   | <b>Michael A. Greene</b><br>Alameda    |
| 1981-82     | May 10-14,<br>1982        | Oxnard          | <b>Richard W. Nutter</b><br>Monterey  | <b>Alfred C. Perrin</b><br>Sutter<br><b>Donald O. Cripe</b><br>Madera   | <b>Michael A. Greene</b><br>Alameda    |
| 1982-83     | May 16-20,<br>1983        | Lake Tahoe      | <b>Alfred C. Perrin</b><br>Sutter   | <b>Donald O. Cripe</b><br>Madera<br><b>Graydon Hall, Jr.</b><br>Santa Barbara   | <b>Michael A. Greene</b><br>Alameda    |
| 1983-84     | May 21-25,<br>1984        | Monterey        | <b>Donald O. Cripe</b><br>Madera  | <b>Graydon Hall, Jr.</b><br>Santa Barbara<br><b>John De Fremery</b><br>Contra Costa   | <b>Michael A. Greene</b><br>Alameda    |
| 1984-85     | May 6-10,<br>1985         | La Jolla        | <b>John De Fremery</b><br>Contra Costa  | <b>Roger Birdsall</b><br>San Bernardino<br><b>Richard Lawley</b><br>Solano (Deceased 12/30/84)<br><b>Edmond Hale</b><br>Siskiyou                    | <b>Michael A. Greene</b><br>Alameda    |
| 1985-86     | April 28 –<br>May 2, 1986 | Redding         | <b>Roger Birdsall</b><br>San Bernardino   | <b>Edmond Hale</b><br>Siskiyou<br><b>Stephen Bardessono</b><br>Napa   | <b>John Taylor</b><br>Nevada           |
| 1986-87     | May 4-8,<br>1987          | Bakersfield     | <b>Edmond Hale</b><br>Siskiyou  | <b>Stephen Bardessono</b><br>Napa   | <b>John V. Taylor</b><br>Nevada        |
| 1987-88     | May 16-20,<br>1988        | Palm<br>Springs | <b>Stephen Bardessono</b><br>Napa   | <b>Ed Romano</b><br>Glenn<br><b>E. Leon Spaugy</b><br>Riverside   | <b>John De Fremery</b><br>Contra Costa |
| 1988-89     | April 16-21,<br>1989      | Eureka          | <b>Ed Romano</b><br>Glenn   | <b>E. Leon Spaugy</b> , Pres-Elect<br>Los Angeles<br><b>Ron Gilman</b> , VP-AG<br>Santa Barbara<br><b>Richard Greek</b> , VP-W&M<br>San Luis Obispo | <b>John De Fremery</b><br>Contra Costa |
| 1989-90     | May 21-25,<br>1990        | Lake Tahoe      | <b>E. Leon Spaugy</b><br>Los Angeles<br><b>Richard Greek</b><br>San Luis Obispo | <b>Richard Greek</b> , Pres-Elect<br>San Luis Obispo<br><b>Erwin Eby</b> , VP-AG<br>San Joaquin<br><b>Ron Gilman</b> , VP-W&M<br>Santa Barbara      | <b>Stephen J. Bardessono</b><br>Napa   |
|             |                           |                 |   |   |  |

| <b>Year</b> | <b>Conference</b>    | <b>Location</b>   | <b>President</b>                        | <b>Vice-President</b>  | <b>Exec. Secretary</b>              |
|-------------|----------------------|-------------------|---|--|-------------------------------------|
| 1990-91     | May 5-10,<br>1991    | Costa Mesa        | <b>Richard Greek</b><br>San Luis Obispo | <b>Ron Gilman</b> , Pres-Elect<br>Santa Barbara<br><b>Erwin Eby</b> , VP-AG<br>San Joaquin<br><b>Monty Hopper</b> , VP-W&M<br>Kern             | <b>John Falkenstrom</b><br>Humboldt |
| 1991-92     | May 17-24,<br>1992   | Pleasanton        | <b>Ronald Gilman</b><br>Santa Barbara   | <b>Jearl Howard</b> , Pres-Elect<br>Calaveras<br><b>Michael Tanner</b> , VP-AG<br>Merced<br><b>Monty Hopper</b> , VP-W&M<br>Kern               | <b>John Falkenstrom</b><br>Humboldt |
| 1992-93     | April 26-30,<br>1993 | Chico             | <b>Jearl Howard</b><br>Calaveras        | <b>James Harnett</b> , Pres-Elect<br>Orange<br><b>Michael Tanner</b> , VP-AG<br>Merced<br><b>Mark Tognazzini</b> , VP-W&M<br>San Benito        | <b>John Falkenstrom</b><br>Humboldt |
| 1993-94     | May 2-5,<br>1994     | Lake<br>Arrowhead | <b>James Harnett</b><br>Orange          | <b>Gerald A. Benincasa</b> , Pres-<br>Elect<br>Tuolumne<br><b>Michael Tanner</b> , VP-AG<br>Merced<br><b>Frank Carl</b> , VP-W&M<br>Sacramento | <b>Richard Price</b><br>Butte       |
| 1994-95     | May 15 -19,<br>1995  | Monterey          | <b>Gerald A. Benincasa</b><br>Tuolumne  | <b>Frank Carl</b> , Pres-Elect<br>Sacramento<br><b>Mark Tognazzini</b> , VP-AG<br>San Benito<br><b>Kathleen Thuner</b> , VP-W&M<br>Santa Cruz  | <b>Richard Price</b><br>Butte       |
| 1995-96     | May 6- 10,<br>1996   | Eureka            | <b>Frank Carl</b><br>Sacramento         | <b>Harry A. Krug</b> , Pres-Elect<br>Colusa<br><b>Mike Tanner</b> , VP-AG<br>Merced<br><b>David Moeller</b> , VP-W&M<br>Santa Cruz             | <b>Richard Price</b><br>Butte       |
| 1996-97     | May 5-9,<br>1997     | Santa Maria       | <b>Harry A. Krug</b><br>Colusa          | <b>Mark Tognazzini</b> , Pres-Elect<br>San Benito<br><b>Richard Price</b> , VP-AG<br>Butte<br><b>Monty Hopper</b> , VP-W&M<br>Kern             | <b>Paul Boch</b><br>Nevada          |
| 1997-98     | May 4-8,<br>1998     | Kelseyville       | <b>Mark Tognazzini</b><br>San Benito    | <b>Richard Price</b> , Pres-Elect<br>Butte<br><b>Eric Lauritzen</b> , VP-AG<br>Sonoma<br><b>Monty Hopper</b> , VP-W&M<br>Kern                  | <b>Paul Boch</b><br>Nevada          |
|             |                      |                   |   |  |                                     |

| <b>Year</b> | <b>Conference</b>        | <b>Location</b>  | <b>President</b>                   | <b>Vice-President</b>   | <b>Exec. Secretary</b>                         |
|-------------|--------------------------|------------------|------------------------------------|---|--|
| 1998-99     | May 24-28, 1999          | South Lake Tahoe | <b>Richard Price</b><br>Butte      | <b>Eric Lauritzen</b> , Pres-Elect<br>Monterey<br>Susan Cohen, VP-AG<br>Solano<br>Dave Frieders, VP-W&M<br>San Francisco                  | <b>Paul Boch</b><br>Nevada                     |
| 1999-2000   | April 10-14, 2000        | Holtville        | <b>Eric Lauritzen</b><br>Monterey  | <b>Dave Whitmer</b> , Pres-Elect<br>Napa<br><b>Dennis Bray</b> , VP-AG<br>Kings<br><b>Susan Cohen</b> , VP-W&M<br>Solano                  | <b>Paul Boch</b><br>Nevada                     |
| 2000-01     | April 30-<br>May 4, 2001 | Visalia          | <b>Dave Whitmer</b><br>Napa        | <b>Dennis Bray</b> , Pres-Elect<br>Kings<br><b>Ed Meyer</b> , VP-AG<br>Contra Costa<br><b>Cato Fiksdal</b> , VP-W&M<br>Los Angeles        | <b>Karl Bishop</b><br>Plumas/Sierra            |
| 2001-02     | May 6-10, 2002           | Blairsden        | <b>Dennis Bray</b><br>Kings        | <b>Ed Meyer</b> , Pres-Elect<br>Contra Costa<br><b>Cato Fiksdal</b> , VP-AG<br>Los Angeles<br><b>Mark Quisenberry</b> , VP-W&M<br>Sutter  | <b>Karl Bishop</b><br>Plumas/Sierra            |
| 2002-03     | May 19-23, 2003          | South Lake Tahoe | <b>Ed Meyer</b><br>Contra Costa    | <b>Cato Fiksdal</b> , Pres-Elect<br>Los Angeles<br><b>Mark Quisenberry</b> , VP-AG<br>Sutter<br><b>Bill Stephans</b> , VP-W&M<br>Siskiyou | <b>Ted Davis</b><br>Kern                       |
| 2003-04     | May 10-14, 2004          | Mammoth Lakes    | <b>Cato Fiksdal</b><br>Los Angeles | <b>Mark Quisenberry</b> , Pres-Elect<br>Sutter<br><b>Mike Boitano</b> , VP-AG<br>Amador<br><b>Dennis Gudgel</b> , VP-W&M<br>Stanislaus    | <b>Ted Davis</b><br>Kern                       |
| 2004-05     | May 16-20, 2005          | Redding          | <b>Mark Quisenberry</b><br>Sutter  | <b>Jerry Prieto</b> , Pres-Elect<br>Fresno<br><b>Bob Lilley</b> , VP-AG<br>San Luis Obispo<br><b>Mike Boitano</b> , VP-W&M<br>Amador      | <b>Ted Davis/Ed Meyer</b><br>Kern/Contra Costa |
| 2005-06     | May 1-5, 2006            | San Luis Obispo  | <b>Jerry Prieto</b><br>Fresno      | <b>Mike Boitano</b> , Pres-Elect<br>Amador<br><b>Mary Pfeiffer</b> , VP-AG<br>Shasta<br><b>Jim Delperdang</b> , VP-W&M<br>Ventura         | <b>Ed Meyer</b><br>Contra Costa                |

| <b>Year</b> | <b>Conference</b>        | <b>Location</b>     | <b>President</b>                   | <b>Vice-President</b>   | <b>Exec. Secretary</b>            |
|-------------|--------------------------|---------------------|------------------------------------|---|-----------------------------------|
| 2006-07     | May 14-18,<br>2007       | Fresno              | <b>Jerry Prieto</b><br>Fresno      | <b>Earl McPhail</b> , Pres-Elect<br>Ventura<br><b>Tim Niswander</b> , VP-AG<br>Kings<br><b>Jim Delperdang</b> , VP-W&M<br>Ventura               | <b>Ed Meyer</b><br>Contra Costa   |
| 2007-08     | May 5-9,<br>2008         | Carmel              | <b>Earl McPhail</b><br>Ventura     | <b>Mike Boitano</b> , Pres-Elect<br>Amador<br><b>Scott Hudson</b> , VP-AG<br>San Joaquin<br><b>Bob Atkins</b> , VP-W&M<br>San Diego             | <b>Mark Quisenberry</b><br>Sutter |
| 2008-09     | April 27-<br>May 1, 2009 | San Diego           | <b>Mike Boitano</b><br>Amador      | <b>Scott Hudson</b> , Pres-Elect<br>San Joaquin<br><b>Bob Atkins</b> , VP-AG<br>San Diego<br><b>Bill Stephans</b> , VP-W&M<br>El Dorado/ Alpine | <b>Mark Quisenberry</b><br>Sutter |
| 2009-10     | May 3 – 6,<br>2010       | Dublin              | <b>Scott Hudson</b><br>San Joaquin | <b>Bob Atkins</b> , Pres-Elect<br>San Diego<br><b>Rick Gurrola</b> , VP-AG<br>Tehama<br><b>Kurt Floren</b> , VP-W&M<br>Los Angeles              | <b>Mark Quisenberry</b><br>Sutter |
| 2010-11     | May 2 – 5,<br>2011       | South Lake<br>Tahoe | <b>Bob Atkins</b><br>San Diego     | <b>Mary Pfeiffer</b> , Pres-Elect<br>Shasta<br><b>Pat Griffin</b> , VP-AG<br>Siskiyou<br><b>Kurt Floren</b> , VP-W&M<br>Los Angeles             | <b>Mark Quisenberry</b><br>Sutter |