

**Formal Recommendation by the  
National Organic Standards Board (NOSB)  
to the National Organic Program (NOP)**

**Date:** December 2, 2011

**Subject:** Administrative Team

**Chair:** Tracy Miedema

**The NOSB hereby recommends to the NOP the following:**

Update NOSB Policy & Procedures Manual

**Statement of the Recommendation (Including Recount of Vote):**

It was noted at the Spring 2011 NOSB meeting that there is no description in the PPM of the Administrative Team, an informal group consisting of the Chair, Vice Chair, Secretary and Executive Director which has traditionally convened on a regular basis to coordinate the operations and logistics of the board's work. This recommendation updates the PPM to add a description of this group.

**Rationale Supporting Recommendation (including consistency with OFPA and NOP):**

This recommendation describes an administrative change to the Policy and Procedures Manual of the NOSB.

**NOSB Vote:**

**Moved:** Flamm

**Second:** Dickson

<b>Yes:</b> 14	<b>No:</b> 0	<b>Abstain:</b> 0	<b>Absent:</b> 0	<b>Recusal:</b> 0

**National Organic Standards Board  
Policy Development Committee  
Final Recommendation  
Administrative Team**

**December 2, 2011**

**Introduction and Background**

The Policy and Procedures Manual (PPM) of the NOSB represents the board policies on committee responsibilities, board procedures, and other matters of board operational policy. It was noted at the Spring 2011 NOSB meeting that there is no description in the PPM of the Administrative Team, an informal group consisting of the Chair, Vice Chair, Secretary and Executive Director which has traditionally convened on a regular basis to coordinate the operations and logistics of the board's work. This recommendation updates the PPM to add a description of this group.

**Relevant Areas in the Rule**

The Organic Foods Production Act of 1990, 7 USC 6518 (a), directed the Secretary of Agriculture to establish the National Organic Standards Board and described its composition, authority and duties.

**Discussion**

As noted, the Administrative Team has met on a regular basis (generally weekly) as a forum for the Officers of the board and the Executive Director to plan, coordinate and administer the board's operations. This team does not deal directly with the substance of the board's work but rather with the administrative and operational details of the NOSB's meetings and overall work. While this is not an official committee of the NOSB, the PDC recommends that a brief description of the Administrative Team be included in the PPM since this team is often referenced in board and committee meetings.

**Recommendation**

The PDC recommends that Section IV of the NOSB Policy and Procedures Manual be amended by insertion of the following description, in the section entitled "Officer Responsibilities," immediately following the "Secretary" description:

**Administration Team**

The term "Administrative Team" describes a group consisting of the Chair, Vice Chair, Secretary and Executive Director. This group may meet on a weekly basis or as needed by teleconference or correspond by email in order to coordinate the overall logistics and operations of the board, the officer responsibilities noted above, and the overall support provided to the Board by the Executive Director.

**Committee Vote**

Motion: to accept the proposed amendment to the Policy and Procedures Manual described above.

Motion by: Joe Dickson Second: Calvin Walker

Yes: 6 No: 0 Abstain: 0 Absent: 0 Recuse: 0