



COUNTY FARM BUREAU Policy Development Manual



Forging a partnership between farmers and consumers.

REVISED JANUARY 2007

COUNTY FARM BUREAU POLICY DEVELOPMENT MANUAL

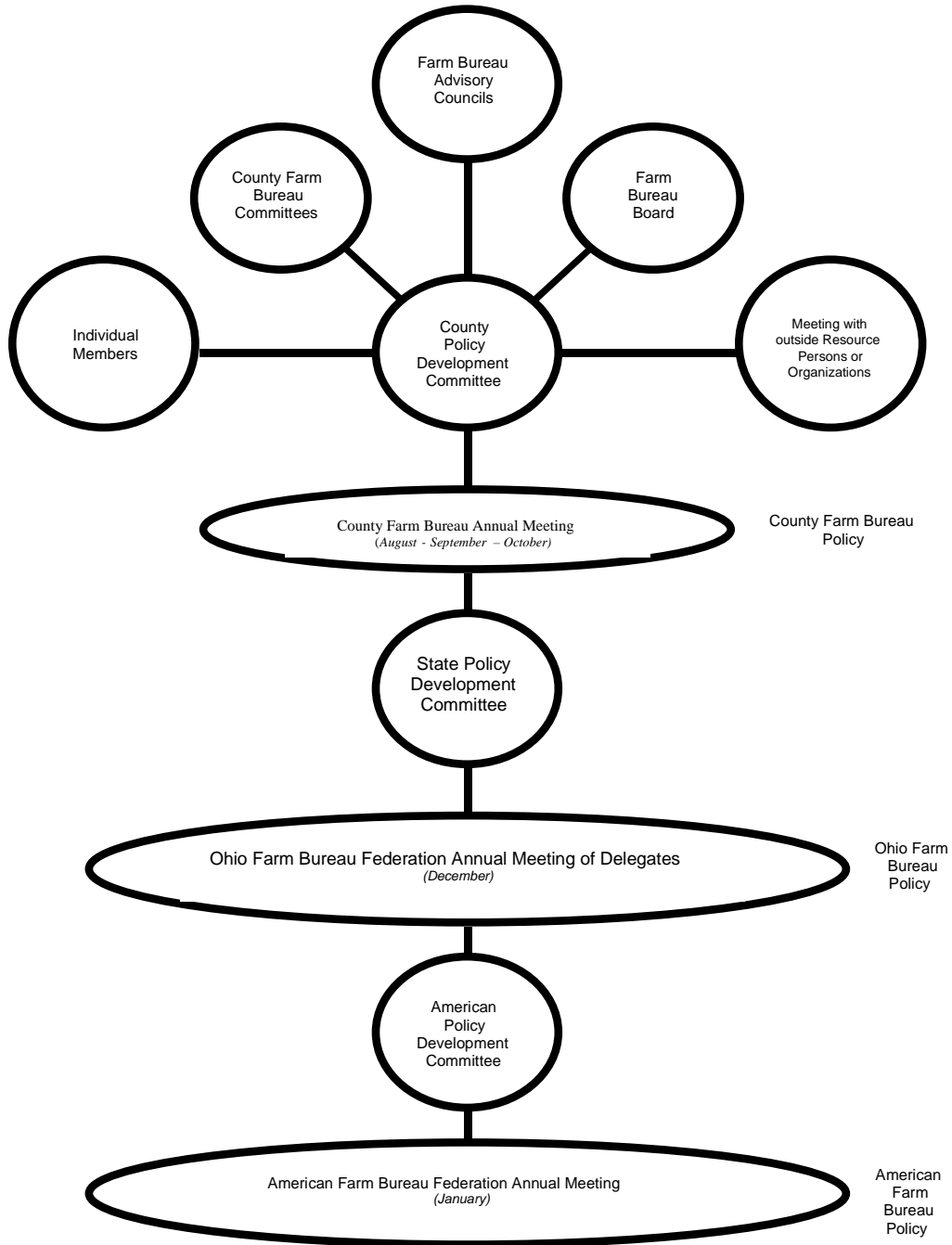
TABLE OF CONTENTS

WHY IS THE POLICY DEVELOPMENT PROGRAM IMPORTANT?.....	3
GETTING STARTED.....	4
RECRUITING YOUR PD COMMITTEE.....	5
COMMITTEE ROSTER.....	6
DEVELOPING YOUR ACTION PLAN.....	8
PD STANDARD OF ACHIEVEMENT CRITERIA.....	9
PD CALENDAR.....	11
EVENTS WORKSHEET.....	12
POLICY RESOURCES.....	13
MEETINGS.....	14
BRAIN STORM ACTIVITY.....	14
SUGGESTED AGENDAS FOR COMMITTEE MEETINGS.....	15-17
POLICY FORMAT – HINTS FOR DRAFTING POLICY.....	18
PROCEDURES FOR GIVING THE POLICY REPORT AT THE COUNTY ANNUAL MEETING.....	19

WHY IS THE POLICY DEVELOPMENT PROGRAM IMPORTANT?

County Farm Bureau policy is the foundation for programs and activities. The Policy Development (PD) program should give opportunity for Farm Bureau Members to shape policies that give direction for the following program year. It is for these reasons that the Policy Development Committees should study in-depth the problems facing the county and agriculture. The Committee can then be proud of the policy recommendations it presents to the membership at the County Annual Meeting.

To illustrate how Farm Bureau's PD program is truly grassroots oriented; the following is a flow chart that outlines the process of the PD Program:



GETTING STARTED

As the County FB PD Chair, you have a key leadership position that will help guide your County FB in program activities for the next year. The following is a list to help you get started.

As the County PD Chair you should.....

1. Develop a policy development action plan with the assistance of the Organization Director.
2. Appoint a PD committee.
3. Preside over meetings that will give opportunities for members, councils, FB leaders, public officials, government agencies, and agricultural organizations to make policy suggestions for committee consideration.
4. Delegate responsibilities to committee members and challenge them to participate vigorously in drafting policy recommendations.
5. Ensure that important issues are surfaced and enough facts are gathered to make sound recommendations.
6. Ensure that suggestions from all sources are carefully considered. While all policy suggestions need not be approved, they all should receive appropriate consideration.
7. Ensure that policies submitted to the membership for consideration answer the following test questions affirmatively:
 - a. Is there a good reason for the policy?
 - b. Can this policy initiate an action program?
 - c. Is the committee submitting this policy because it believes it expresses what should be done?
 - d. Is it something that should be done by Farm Bureau?
8. Adequately prepare and present the policy proposals to the membership at the County Farm Bureau Annual Meeting.

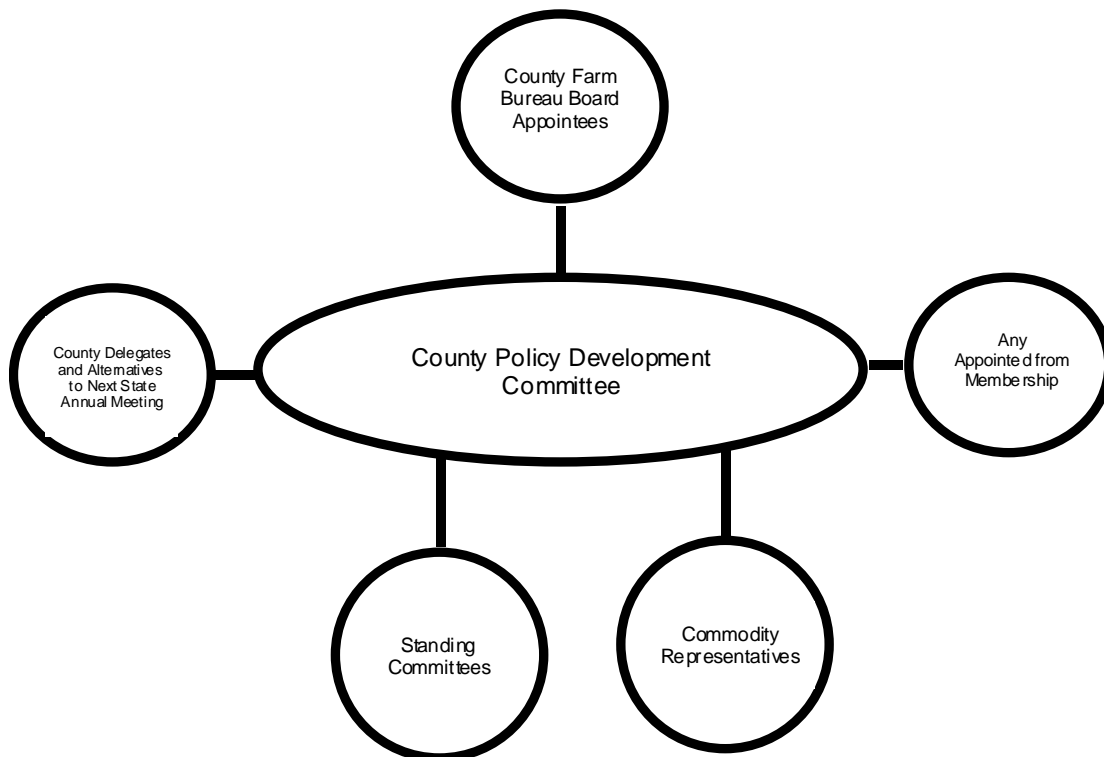
RECRUITING YOUR PD COMMITTEE

During the program year, the County Farm Bureau Board should select the Policy Development Committee that should represent every segment of agriculture in the county.

With this in mind, the Policy Development Committee could be comprised of the following:

1. The delegates and the alternates who will represent the county at the next State Annual Meeting.
2. One or more persons representing the County Farm Bureau Board.
3. One or more persons representing each of the County Farm Bureau standing committees.
4. Add producers of commodities in the county which are not already represented.
5. Any other members who will contribute materially to the work of the committee.

In graphic form, the committee structure should look like this:



County Policy Development Committee

Review County Policy Development Manual for all areas to be represented on this committee.

Policy Development Chair:

Telephone:

Address:

Email:

County Farm Bureau President:

Telephone:

Address:

Email:

County Farm Bureau Board Member:

Telephone:

Address:

Email:

County Farm Bureau Board Member:

Telephone:

Address:

Email:

Government Affairs Committee Chair:

Telephone:

Address:

Email:

Promotion & Education Committee Chair:

Telephone:

Address:

Email:

Advisory Council/ Young Farmer Chair:

Telephone:

Address:

Email:

Agricultural Ecology Chair:

Telephone:

Address:

Email:

Delegates, Alternate, and At Large Farm Bureau Members

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

DEVELOPING YOUR ACTION PLAN

In order to help you develop your action plan, you should utilize the following items:

1. Standard of Achievement application
2. Policy Development Calendar
3. A copy of last year's county FB policies
4. Events worksheet

To develop your action plan, you should meet with your Organization Director and plan the committee meeting details (date, time and location) and to plan the resource meeting with the public officials and community leaders.

Standard of Achievement

The PD program is a county cabinet level program, which makes it eligible for a "Star Award". The "Star Award" application is designed to help the county PD chair plan for a successful PD program and be recognized accordingly.

Policy Development Calendar

The PD Calendar is simply a suggested timeline of activities to help you prepare the entire program. It begins with concepts at the grassroots level and finishes with the adoption of national policy at the AFBF annual meeting.

Last Year's County Policy Resolutions

Last year's resolutions can be helpful to determine if there are still some issues to be addressed or researched.

Events Worksheet

The Events Worksheet can help you keep track of the important dates and events for your PD meetings and deadlines.

POLICY DEVELOPMENT

Standard of Achievement

For recognition of
County Farm Bureau

Program Period

August 1, 2006 to July 31, 2007

OBJECTIVES

- A sound Policy Development program gives members an opportunity to shape the policies for the following program year.
- To appoint a committee consisting of 7-10 Farm Bureau members that is representative of the membership and is representative of the agriculture industry in the County.
- Using information from various resources, the committee should surface and debate issues to frame policy positions.
- Policies should be written with the following questions in mind: Does this policy directly affect agriculture? Is the policy forward looking? Does the policy ask for or result in action?

To be eligible for the Policy Development Standard of Achievement Award you need to meet the following criteria:

1. COMMITTEE STRUCTURE

- A. Did you submit a Policy Development Committee roster? Y or N

- B. Is the committee representative of the agriculture industry of the county? Y or N

- C. Did your committee break into sub-committees to more closely study particular issues?
If so, please describe.

2. LEADERSHIP DEVELOPMENT AND MEMBER INVOLVEMENT

- A. Did the Policy Development Committee chair attend a cabinet meeting for training? Or arrange for individual training? Yes ___ No ___

- B. How did the committee seek input from the County Farm Bureau Membership? For example: input from advisory councils, article in a newsletter, telephone or email surveys, use of the OFBF Website, etc.

- C. How many times did the committee/sub-committees meet? Please list the dates below.

3. RESOURCE AND INFORMATION COLLECTION

A. Please describe the resources and resource information the committee uses in the Policy Development Process (survey information, issue backgrounders, etc.)?

B. Please attach a list of the officials from which the Policy Development committee solicited input (either at a meeting or individual contact).

4. POLICY CREATION AND PRESENTATION

A. Please give an example of creative or unique methods that may have been used to address a particular issue.

B. Please describe how the proposed policies are presented to the membership at your County Farm Bureau Annual Meeting.

Turn into County office by July 13, 2007

(Completed and signed by)

Committee Chair

NOTE: This is a sample of the application form. Your Organization Director and/or county President have the official application to be submitted.

Policy Development Calendar

December/ January	<ul style="list-style-type: none"> • Appoint a Policy Development Chair • Attend Regional Cabinet meeting • The Appointment of the County Policy Development Committee
February/March	<ul style="list-style-type: none"> • The Ohio Farm Bureau President appoints the State Policy Development Committee, which is made up of eight members of the State Board of Trustees and ten county presidents or delegates • Policy Development Advisory Council Guide are sent to councils
March/ April	<ul style="list-style-type: none"> • Committee plans are outlined • Recommendations from Council to be sent to County Farm Bureau Office
May	<ul style="list-style-type: none"> • County Farm Bureaus make council recommendations available to County Policy Development Chair
May, June or July	<ul style="list-style-type: none"> • Policy Development Committee to meet with leadership of organizations outside of Farm Bureau <ol style="list-style-type: none"> 1. County Commodity Groups 2. Government Agencies 3. Elected Officials • Policy Development Committee to meet to consider Advisory Council resolutions and recommendations of outside organizations • County Policy Development Committee meets to write policy proposals
August or September	<ul style="list-style-type: none"> • County Annual Meeting- policies to be discussed and adopted
September	<ul style="list-style-type: none"> • First meeting of the State Policy Development Committee in Columbus • Deadline for county policies to reach the State Office
November	<ul style="list-style-type: none"> • Second meeting of the State Policy Development Committee in Columbus
December	<ul style="list-style-type: none"> • State Annual Meeting in Columbus
January	<ul style="list-style-type: none"> • American Farm Bureau Federation Annual Meeting <i>(The AFBF Policy Development Committee is made up of all State Farm Bureau Presidents. It meets the week in advance of the AFBF Annual Meeting to draft resolutions for consideration by the delegates at its Annual Session.)</i>

County Farm Bureau Policy Development

Events Worksheet

County: _____

Fill in appropriate information (dates, times, places, etc.)

Appoint Policy Committees:

**First Policy Development
Committee Meeting:**

**Meeting with Outside
Organizations:**

**Third Policy Development
Committee Meeting:**

**Deadline to Format for the
County Annual Meeting:**

County Annual Meeting:

**Policy Deadline for Ohio
Farm Bureau Federation:**

POLICY RESOURCES

Farm Bureau Resources

1. Individual FB Members

-The county Farm Bureau newsletter may invite members to send recommendations. You can also encourage members to use the Ohio Farm Bureau website at www.ofbf.org and submit policy suggestions there. You can find this in the Legislative Action Center – OFBF Policy & Issue Background section of the website.

2. Farm Bureau Councils

-A policy development guide is prepared in March of each year for use by the Advisory Councils. The Councils also meet regularly throughout the year and discuss many timely subjects. Their contribution in the Policy Development Program can be invaluable. The Policy Development Committee will want to solicit from these recommendations for county, state and National Policies.

Counties having Youth Councils and/or Young Farm Couples groups will want to ask for their recommendations which can contribute to sound policy.

One of the committee meetings may be dedicated to a “hearing type of format” where councils are invited to come before the meeting to explain the reasons and background for their suggested policies. This will give the committee a much better understanding of the policy proposals, or perhaps a representative of each council could be asked to be part of the Policy Development Committee.

3. County FB Committees

-The various Farm Bureau committees will have important suggestions for the Policy Development Committees’ to consider. These committees should give careful thought to their recommendations and see that they are in the hands of the Policy Development Committee. Don't forget to include County Farm Bureau commodity committees or any Farm Bureau members that may be on the state commodity committee.

Non-Farm Bureau Resources

1. Nationwide Personnel

-Agents, claims adjusters, and district sales managers may have suggestions for policy related to agriculture and the insurance industry.

2. Agriculture Organizations

-You may wish to seek policy recommendations from county agriculture groups like the Pork Producers, Corn Growers, Cattlemen, etc. It is appropriate to contact these individuals by mail or invite them to the resource meeting.

3. County Officials, Community Leaders, and Legislators

-This is often accomplished by inviting these individuals to a resource meeting.

4. Interest Groups

-You may wish to invite an interest group on issues relevant to Farm Bureau.

MEETINGS

As the PD Chair, you should preside over three PD meetings to develop and write the proposed policies for the next program year. The meetings are as follows

- A. Organizational Meeting
- B. The Resource Meeting
- C. Policy Drafting Meeting

Suggested agendas for these meetings can be found in the pages ahead.

During your Organizational meeting and the Resource Meeting, you may wish to incorporate some sort of brainstorming activity to help surface policy ideas. Below is just such an activity.

BRAIN STORM ACTIVITY:

The Committee can brainstorm to surface policy suggestions

- Pass out index cards to each member.
- Ask each to think of 3 to 5 issues facing agriculture at the local, state, or national problems on their card and write these on their cards.
- Write issues listed on a flip chart.
- Have each individual rank the problems submitted.
- Determine the most important issues and focus on those.

POLICY COMMITTEE

First Meeting

1. Call to Order
2. Purpose of Policy Development
3. Introductions
4. Review policy plan for county
5. Responsibilities of Committee
 - Review Council Ideas
 - Surface other issues
 - Listen to resource people
 - Write policy
 - Attend annual meeting
 - Answer questions on policy
6. Appoint sub-committees
 - Council suggestions
 - Outside resource suggestions
 - Resource papers and farm program
7. Brainstorm Problems
8. County Policies
 - Review policies
9. Adjourn

POLICY COMMITTEE

Second Meeting

1. Opening remarks and purpose of meeting
2. Introductions
 - Guests
 - Policy Committee
3. Policy development process
4. Meeting procedures
 - Each speaker is limited to 5 minutes
 - Accept written copy.
 - Try to give everyone an opportunity
 - Suggestions are for consideration- cannot guarantee policy
5. Opportunity for presentation
 - Presentation (secretary takes notes)
 - Any clarifying questions
6. Adjourn

SUGGESTED AGENDA

POLICY COMMITTEE

Third Meeting

1. Call meeting to order.
2. Make sub-committee assignments
 - Council suggestions
 - Outside resource suggestions
 - Resource papers
3. Write policies in sub-committee
4. Review policies with whole committee
5. Make annual meeting assignments
6. Adjourn

POLICY FORMAT

Criteria for a good policy

- Does it directly affect agriculture?
- Does it ask for or will it result in action?
- Is it forward-looking?
- Is it of high interest to our members?
- Should it be done by Farm Bureau?

Suggestions on what to write

- State the problem and the result expected
- Specific enough to establish a clear goal
- General enough to give latitude to accomplish the goal
- Try to obtain consensus among committee members, but the chair should be prepared to call for a vote if necessary.

POLICY PROCEDURES

For County Annual Meeting

Committee Recognition

- a) Reserve table for members and spouses. Be sure to tell them in advance and encourage them to be present.
- b) President explains committee responsibilities and recognizes policy development chair and committee for a job well done.

Alternatives for giving Policy Committee Report.

- a) Read policies one at a time and encourage discussion or questions. This is a good way to build understanding for important issues. The chairperson of a committee or a committee member may give background on some policies.
- b) Review policy by sections and encourage discussion or questions on a group of policies.

How to handle policy suggestions from the floor.

- a) If it appears a member wants to add a policy the president should ask, "Do you want to make a motion?" The member proposing a new policy should make a motion to have his or her idea considered. If it is not written, ask that it be written and presented to the secretary. Indicate the number of the policy, as it will be on the policy list.
- b) President must then ask for a second to the motion.
- c) Give opportunity for discussion.
- d) Take a voice vote on adding the policy to those to be voted on by the members, "All those in favor say 'Aye'."

How to handle amendments to policy.

- a) The person desiring to amend should make a motion to amend,
- b) The president should ask for a second to the motion to amend. If it is a long amendment, it must be submitted to the secretary in writing.
- c) Give the opportunity for discussion on the amendment.
- d) Reread the amendment and take a voice vote: "All those in favor say 'Aye'."
- e) Members then vote on amended policy with the rest of the policies on the ballot.

