



STATE ADVISORY COMMITTEE  
**MEMBER HANDBOOK**



# Contents

03 .....WELCOME LETTER

04 .....STATE ADVISORY COMMITTEE GUIDELINES

- Mission and Role of State Advisory Committees
- General Guidelines
- Current Committees
- Meetings
- Expenses

08 .....POLICY DEVELOPMENT

- FFBF Policy Development Process
- Getting Started
- Hints for Drafting Policy
- Example of Sound Policy
- Policy Resources
- Policy Development Calendar

14 .....MEET THE STAFF

# Welcome



## Dear Advisory Committee Member:

On behalf of Florida Farm Bureau and the Agricultural Policy Division, I would like to thank you, in advance, for your service. As an Advisory Committee member, you will have a vital role in the policy development and implementation process that continues to provide guidance for this organization.

Strong, forward-thinking policy is the basis on which Farm Bureau was founded. Our role is to advocate for programs and policies that benefit our members. The process begins at a grassroots level, continues through discussions in Advisory Committee meetings and ultimately is voted on at the Florida Farm Bureau State Annual Meeting.

As an expert in your commodity, we rely on you to bring valuable insight to issues that are affecting agriculture. Your involvement within the committee will increase the effectiveness of our organization by combining the experiences and recommendations of a variety of producers.

A handwritten signature in blue ink that reads "Jeb S. Smith". The signature is written in a cursive style and is positioned above the printed name and title.

Jeb S. Smith  
President  
Florida Farm Bureau Federation

# STATE ADVISORY Committee Guidelines

## MISSION AND ROLE OF STATE ADVISORY COMMITTEES

The purpose of Florida Farm Bureau's state advisory committees is to advise our members, our county and state staff and voting delegates on issues that affect agriculture.

## GENERAL GUIDELINES

- All nominees must be active Farm Bureau members who are producers of the commodity they are nominated to represent.
- The President of Florida Farm Bureau Federation will consider all nominations and appoint committee members. The President will also appoint the chairman of each committee.
- The President of Florida Farm Bureau Federation may consider nominees other than those submitted by county Farm Bureaus.
- For commodity specific committees, at least five appointments will be made from the top ten producing counties.
- Appointees serve a one-year term, and may be nominated and reappointed for consecutive terms. Each appointment is for a one-year term beginning January 1 and ending on December 31.
- Attendance at meetings will be considered in determining reappointment.
- Members will be rotated to surface new leadership.
- In those situations where specialization is a factor within the general commodity group, emphasis will be placed on achieving committee balance so that each specialty within the commodity group will be represented.
- Advisory Committee members may be nominated to serve on American Farm Bureau Issue Advisory Committees. Those appointed to an American Farm Bureau committee are eligible to receive reimbursements as determined by Florida Farm Bureau Federation and American Farm Bureau Federation.



## CURRENT COMMITTEES

- Apiculture
- Aquaculture
- Budget/Economy
- Beef
- Citrus
- Dairy
- Environmental Horticulture
- Equine
- Fruit/Vegetable
- Forestry
- Labor
- Oversight
- Peanut/Cotton
- Sugar
- Trade
- Water/Natural Resources

## MEETINGS

There are two scheduled meetings for each advisory committee one in the spring and another in the fall. If your appointment falls on an even-numbered year, your spring meeting may include a tour, a guest speaker or industry updates. If your appointment falls on an odd-numbered year, your spring meeting will consist of a joint meeting with all of the state advisory committee members attending the Winter Advisory Committee Conference (WACC). Every fall meeting, regardless of year, will focus on policy review and development. Additional meetings may be held, if needed.

Committee members will receive a meeting notice approximately four (4) weeks prior to the meeting. The notice will contain the date, location and time of the meeting. Also enclosed will be a postage-paid postcard. We ask that you return the portion that has your name and indicate your attendance. Meeting sites are centrally located for the convenience of the members, but may be held at non-central locations to meet a special need or purpose.

Your attendance is crucial to the success of these meetings, and you are expected to attend. If for some reason you cannot attend, it is your responsibility to contact the Ag Policy Division at 352-374-1543.

# STATE ADVISORY Committee Guidelines

## **EXPENSES**

Mileage will be reimbursed at the Internal Revenue Service's (IRS) rate round-trip for FFBF Advisory Committee members attending meetings. In a carpool situation, only one person is eligible to receive reimbursement for mileage expense. Lunch will be provided during the committee meeting.

By design, committee meetings usually begin at 10 a.m. In most cases, this mid-morning start time provides adequate travel time for members to drive to the meeting and return home on the same day. If any member has to travel more than four hours to the meeting, the member will be eligible to receive reimbursement for a hotel night, at a reasonable rate.

**QUESTIONS** Contact the Agricultural Policy Division at 352-374-1543.



## Florida Farm Bureau Federation State Advisory Committee Meeting Reimbursement Form

Member Contact Information			
Name:			
Mailing Address:			
Phone Numbers: (Home)		(Cell)	
Email Address:			
Travel Reimbursement			
Physical Address:			
Mileage			
Starting Point	Meeting Location	Total Miles	Total Miles x (Current IRS rate) =
	FFBF State Office 5700 SW 34 <sup>th</sup> Street Gainesville, FL 32608		\$
Tolls			
Enter total tolls for round trip			\$
Hotel			
<i>If residence is more than 4 hours from meeting location, you are eligible for a (1) night hotel reimbursement.</i>			
Enter hotel charge			\$
Subtotal			\$
FedPAC			
<i>If you would like to make a personal contribution to the FedPAC, Florida Farm Bureau's Federal Political Action Committee, you may offset your contribution against all or a portion of your reimbursement. Simply subtract the amount you wish to contribute from the subtotal and sign the form below. (Optional)</i>			-\$
<input type="checkbox"/> Check if enrolled in State Board Round-down Challenge		TOTAL REIMBURSEMENT	
			\$

See reverse side for information regarding Farm Bureau's Federal Political Action Committee (FedPAC).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Approved By

## FFBF POLICY DEVELOPMENT PROCESS

Florida Farm Bureau's policy development process is a proven method for creating, modifying and adopting reliable policies. These policies provide guidance for the organization and they are not made in haste. The process takes a full year to complete.

Policy resolutions may be submitted to FFBF in three ways: (1) by a county Farm Bureau, (2) by an Advisory Committee, or (3) by the FFBF Board of Directors. A county Farm Bureau that submits a policy resolution proposal may want to seek other county Farm Bureaus' support.

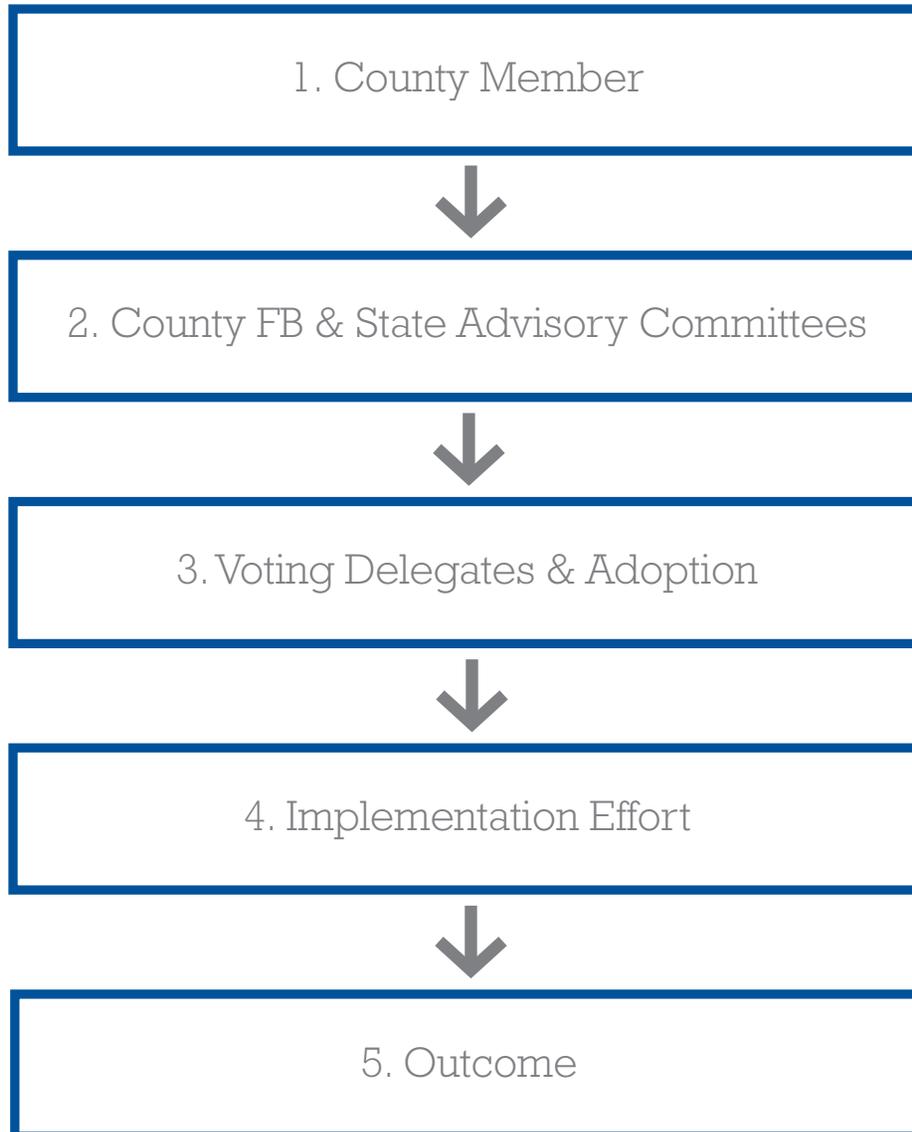
County Farm Bureaus may submit new resolutions up to the start of the general session at FFBF's Annual Meeting. These late resolutions should be used for emergency situations only.

History has proven that the earlier a policy resolution is drafted and distributed, the better chance it has of being successful. Vetting the resolution through the appropriate Advisory Committee and then the Oversight Committee, is preferred. Voting delegates have great confidence in the work of the Advisory Committee system.

A policy resolution must be clear, concise and coherent. The resolution must be checked for redundancy and should not duplicate or conflict with an existing policy. FFBF policy must come from active members. While staff cannot create policy, they are a valuable resource for members and can help you put your thoughts on paper.

The FFBF Oversight Committee is appointed by the FFBF President based on geographic location and commodity diversity. The Oversight Committee reviews and takes action on all new resolutions, as well as any policies that do not fit with specific committees. The Oversight Committee also reviews any policy that may conflict with another. The actions from the Oversight Committee are included in the resolutions report that is provided to every county Farm Bureau President prior to the Annual Meeting.

## Policy Process



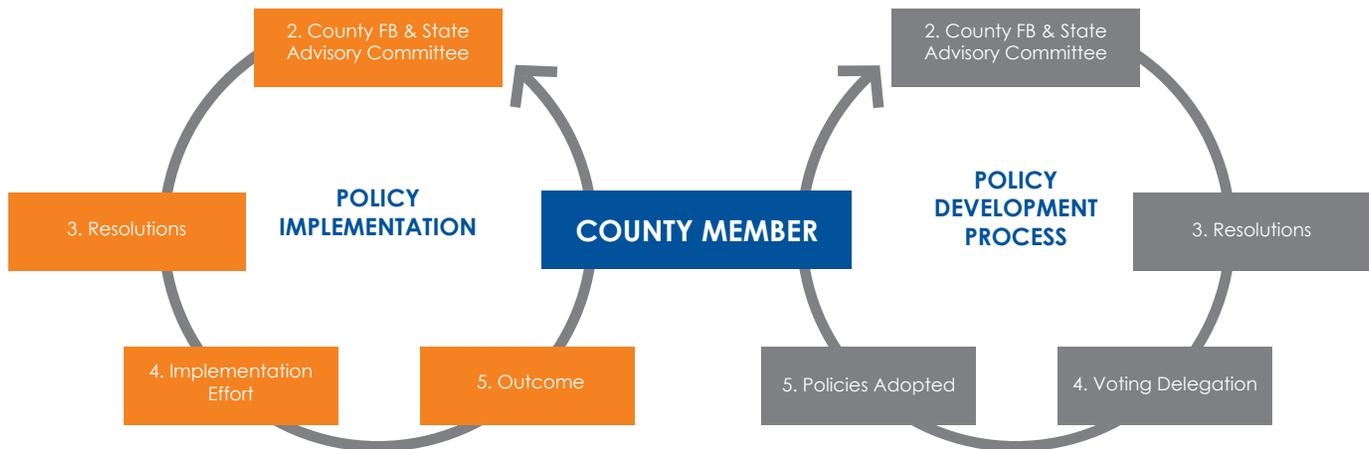
# FLORIDA FARM BUREAU Policy Development

The Agricultural Policy Division at Florida Farm Bureau focuses on local, state and national matters. Within this team, staff addresses various aspects of achieving the organization mission “to increase the net income of farmers and ranchers, and to improve the quality of rural life.” In summary, the team works to implement the desired policy that Farm Bureau members want and that all starts with you.

Policy is truly the basis on which the organization was founded. As a member, your position is instrumental in making sure that Florida Farm Bureau continues its reputation for forward-thinking, sound and logical policy.

## GETTING STARTED

1. You have an idea, need or concern.
2. Your county Farm Bureau researches and considers your idea.
3. You vet the resolution and provide it to the Agricultural Policy Division in writing for distribution to the appropriate committee or for oversight review.
4. The FFBF Oversight Committee serves as the resolutions committee. It reviews all new resolutions and any in conflict.
5. FFBF delegates address every policy and new resolution and make final decisions on adoption.
6. If your FFBF policy has a national implication, it will be forwarded to American Farm Bureau.
7. You benefit from your own policy. After all, it started with you!



## HINTS FOR DRAFTING POLICY

Criteria for a good policy:

- Does it directly affect agriculture?
- Does it ask for or will it result in action?
- Is it forward-thinking?
- Is it of high interest to our members?
- Should it be accomplished by Farm Bureau?
- Is the concern/issue covered in a current policy?

Suggestions on what to write:

- State the problem and the expected result
- Be specific enough to establish a clear goal
- Be general enough to give latitude to accomplish goal

# FLORIDA FARM BUREAU Policy Development

## EXAMPLE OF SOUND POLICY

### Sale of Raw Milk

In the interest of public safety, we oppose the sale of raw milk and raw milk products that do not meet food safety standards for human consumption.

Additionally, we highly discourage the human consumption of raw milk and raw milk products labeled as pet food. (DAIRY)

### *Answers all questions:*

- 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? ✓
- Is the concern/issue covered in a current policy? ✓

## POLICY RESOURCES

### Farm Bureau Resources

1. Individual Farm Bureau members
2. County Farm Bureau Committees
3. Farm Bureau Advisory Committees
4. Farm Bureau staff
5. Farm Bureau Resources
  - *County President's Weekly*
  - *FloridAgriculture e-news*
  - *FloridAgriculture magazine*
  - *FFBF Issue Briefs*
  - [www.floridafarmbureau.org/](http://www.floridafarmbureau.org/)
  - [www.fb.org/](http://www.fb.org/)

### Non-Farm Bureau Resources

1. University of Florida/IFAS
  - Faculty/staff
  - Research and Education Centers
2. Agricultural organizations
3. Federal, state and county officials
4. Federal, state and county agencies



## POLICY DEVELOPMENT CALENDAR

- |                     |  |
|---------------------|--|
| January:            | <ul style="list-style-type: none"><li>• Advisory Committee member's 1-year term begins (Jan. 1- Dec. 31)</li><li>• AFBF Annual Meeting</li><li>• FFBF Legislative Days in Tallahassee (even years)</li></ul> |
| February:           | <ul style="list-style-type: none"><li>• AFBF Issue Advisory Committee meetings</li><li>• FFBF Winter Advisory Commodity Conference (odd years)</li></ul>   |
| March, April & May: | <ul style="list-style-type: none"><li>• FFBF Spring Advisory Committee meetings</li><li>• FFBF Legislative Days in Tallahassee (odd years)</li><li>• FFBF Field to the Hill</li></ul>                        |
| July & August:      | <ul style="list-style-type: none"><li>• FFBF Fall Advisory Committee meetings</li><li>• FFBF Advisory Committee nominations due</li></ul>  |
| September:          | <ul style="list-style-type: none"><li>• FFBF Oversight Committee Meeting</li></ul>   |
| October:            | <ul style="list-style-type: none"><li>• FFBF Annual Meeting<br/>(Late resolutions due by 4 p.m. on the first day)</li></ul>  |
| November:           | <ul style="list-style-type: none"><li>• FFBF new policy book available</li></ul>   |
| December:           | <ul style="list-style-type: none"><li>• Advisory Committee member retirement letters mailed and welcome letters immediately follow</li></ul>   |

# Meet The Staff

## AGRICULTURAL POLICY



### **Jaime Jerrels**

Director of Agricultural Policy

[jaime.jerrels@ffbf.org](mailto:jaime.jerrels@ffbf.org)

352-384-2654

Advisory Committees: Peanut/Cotton, Fruit/Vegetable, Citrus, Oversight



### **Jason Mathis**

Assistant Director of Agricultural Policy

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352-384-2612

Advisory Committees: Apiculture, Aquaculture, Environmental Horticulture, Forestry



### **Geoffrey Patterson**

Assistant Director of Agricultural Policy

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352-384-2633

Advisory Committees: Beef, Dairy, Equine

## NATIONAL AFFAIRS



### **John Walt Boatright**

Director of National Affairs

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352-384-2658

Advisory Committees: Sugar, Trade, Labor



## STATE LEGISLATIVE AFFAIRS



### **John Walt Boatright**

Interim Director of State Legislative Affairs

[johnwalt.boatright@ffbf.org](mailto:johnwalt.boatright@ffbf.org)

850-222-2557

Advisory Committee: Tax



### **Courtney Larkin**

Assistant Director of State Legislative Affairs

[courtney.larkin@ffbf.org](mailto:courtney.larkin@ffbf.org)

850-222-2557

Advisory Committee: Support Staff

## GOVERNMENT AND COMMUNITY AFFAIRS



### **Charles Shinn**

Director of Government and Community Affairs

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352-374-1522

Advisory Committee: Water/Natural Resources



### **Curt Williams**

Assistant Director of Government and Community Affairs

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352-316-2685

Advisory Committee: Support Staff



### **Jake Fojtik**

Assistant Director of Government and Community Affairs

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352-727-0547

Advisory Committee: Support Staff



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