

## **Business Rules and Decision Making Process**

### Pesticide Advisory Committee

#### Mission statement

The Pesticide Advisory Committee's mission is to promote the safe use of pesticides and to prevent or minimize adverse effects on public and environmental health from the use of pesticides.

#### **Purpose of the Committee**

The committee was established in the Natural Resources and Environmental Protection Act, Act 451, Part 83, Pesticide Control, Section 8326 to consult with and advise the department director on the administration of Act 451, Part 83. The committee is no longer mandated, but has decided to continue its advisory duties. In addition the committee will:

1. analyze and summarize information pertaining to pesticide use,
2. evaluate issues related to disposal of pesticide containers and potential contamination related to their size and cleaning procedures,
3. utilize available information pertaining to the misuse of pesticides to determine whether the training programs offered or approved by the director are effective in curtailing misuses,
4. review training requirements for applicators and persons licensed under this part, including the opportunity to review and comment on each area tested under this part as appropriate,
5. other tasks as determined by the committee.

The goal of the committee is to conduct these tasks assigned under the statute, bring pesticide related issues to the committee for discussion, and make recommendations to the director.

As a guideline, issues addressed by the committee will involve pesticide products regulated under the Federal Insecticide, Fungicide and Rodenticide Act and Act 451, Part 83, but need not fall within the limitations of those regulations.

#### **Membership**

Committee membership shall include:

1. The Director of the Michigan Department of Agriculture and Rural Development, or a designee
2. The Director of the Michigan Department of Natural Resources, or a designee
3. The Director of the Michigan Department of Environmental Quality, or a designee

4. A representative of the Michigan Department of Environmental Quality selected by the Director of the Michigan Department of Environmental Quality who has expertise regarding water quality programs
5. The Director of The Michigan Department of Community Health, or a designee
6. The Director of the Michigan State University Extension – Pesticide Safety Education Program.

Acting upon the recommendations of the committee, the director of the Michigan Department of Agriculture shall appoint additional members to the committee, 1 each representing the following:

1. The Michigan Pest Management Association (MPMA), per recommendation from the MPMA board
2. Licensed outdoor commercial applicators.
3. Producers of agricultural commodities
4. Licensed aerial applicators
5. Nongovernmental organizations for environmental preservation
6. Farm employees
7. Those in the medical or health science profession experienced in the toxicology of pesticides
8. Agricultural chemical industry
9. Nongovernmental organizations representing human health interests.
10. Other members as needed may be appointed for full terms or as temporary positions.

Once a potential new member is identified, the chair will invite the new member to sit in on the next meeting prepared to:

- share relevant experience with members
- present biography, resume, or curriculum vitae with references
- if applicable, submit a recommendation or endorsement from the association or interest group being represented

Members of the committee may designate an affiliated authorized representative or substitute to represent them on the committee.

The committee shall meet quarterly and on the call of the director for special meetings, who shall serve as chairperson. The director shall call a meeting of the committee upon request of 2 or more members. Committee member meeting attendance of 51% or greater constitutes a quorum. The committee shall participate in subcommittees as needed to prepare information for review by the full committee. Each committee member or state department represents one vote.

In addition to the committee tasks identified under “Purpose of the Committee”, committee members will present pesticide issues relevant to their membership position, represent their constituents on issues before the committee, and participate between meetings as needed to accomplish the goals of the committee.

The director shall remove any member who is absent, either personally or through a designated representative or substitute, for 4 or more consecutive meetings. Vacancies shall be filled for the balance of an unexpired term. An appointment shall be for 3 years. Reappointments may occur.

## **Meetings**

All meetings of the committee are open to the public. By a majority vote of the committee members present, the committee may elect to close the session to members of the committee only. Draft meeting minutes will be generated within 8 business days of the meeting and will be reviewed, edited and approved at the next committee meeting. After minutes are approved, a final version will be available 5 business days after the meeting and then posted on the department web site. The committee shall annually publish a report to be submitted to the director at the close of the calendar year. The report shall include all of the following:

- A review of the recommendations of the committee.
- Recommendations regarding amendatory language for Act 451, Part 83.
- Recommendations regarding resources necessary to adequately implement Act 451, Part 83.
- A summary of the annual enforcement actions taken under Act 451, Part 83.

Meeting criteria shall consist of:

- Meeting agenda to be distributed by e-mail 10 days prior to scheduled meeting date.
- Agenda mailing shall contain minutes of previous meeting, reports, and other related material. Related material or reports greater than 10 pages should be made available at the meeting.
- Meeting structure:
  - Attendees should introduce themselves and their sponsors/affiliations.
  - New attendees and visitors should state their background and the reason they are at the meeting.
  - Meeting agenda should be followed with explanation for any changes.
  - Initial agenda item should be approval of the minutes of previous meeting
  - Subsequent agenda items should have approximate duration suggested by the chair.
  - New Issues, revisions, or problems should be scheduled for subsequent meetings.
  - Prior to adjournment, the committee chair should identify tasks to be undertaken, persons responsible for the task, the time for completion, and brief evaluation of meeting.

## **Decision-making**

Any member of the committee may offer issues for discussion, decision or recommendation. The process to be used for making decisions or recommendations is as follows:

1. Member submits a 1 page written description of the issue and recommended action a minimum of 1 month prior to a scheduled meeting.
2. The committee chairperson reviews the issue and forwards to committee members at least 1 week before meeting
3. Committee discussion at meeting
4. Motions may accept, reject or postpone decision (postponement implies further work necessary)
5. Postponement may require further work on issue by submitting member, subcommittee or full committee.
6. Resubmit written issue with additional details at least 1 month prior to a scheduled meeting
7. The committee chairperson reviews the issue and requests clarification or forwards to committee members within 1 month of submittal
8. Committee discussion at meeting
9. Motions may accept, reject or postpone decision (postponement implies further work necessary)
10. Provided a quorum of committee members are present, committee members vote on motion with a majority vote from quorum required for approval.
11. If a quorum is not present and a vote is necessary the chair will issue a vote needed notice to members. The voting deadline is one week from date of issuance.
12. Committee chair manages activity related to action (resolution or recommendation to the director.)

Subcommittees may be formed to work on issues between meetings and may include non-members as needed to develop an issue for further review by the committee.