Standing Rules

Updated November 21, 2025

These provisions further define PAA Bylaws regarding Board Roles, Responsibilities, and Procedures.

The Standing Rules are maintained and updated as follows:

1. Each version of the PAA Standing Rules is archived by PAA Staff.
2. PAA Staff will follow up with the current president to gather feedback on any changes needed to the Standing Rules to share with the incoming president who will work with Staff to update the Standing Rules.
3. The Standing Rules will be included in the Board Orientation materials.
4. Modifications in the Standing Rules documents may be made at any time with approval by the Board. Any changes will be shared with the Board of Directors for review and comment before voting to accept the revised version.

Section 1: Board Responsibilities

1.1 Authority of the Board of Directors members

All Directors of the Board share a joint and collective authority which exists and can only be exercised when the group is in session or by Directors carrying out directives on behalf of the Board. Board members have authority only when acting as a body in regular or special meetings of the Association.

The Board will not be bound in any way by any statement or action by any individual Board member except when such statement or action is in pursuance of an adopted Board action or special instructions by the Board, or under specified delegation of responsibility.

1.2 Board Responsibilities

The Board as a single body is responsible for determining Potato Association of America policy and accountable for the following association activities that ensure long term sustainability.

A. Board Succession Planning:

- Assuring qualified leadership succession, developing a system of Board recruitment that assures ongoing leadership at the officer and director levels.
- Assuring capacity-building in volunteers, recognizing and nurturing existing Board members, and providing existing Board members with opportunities to grow and develop as leaders.

- Assessing the CEO performance, which includes hiring, termination, on-going evaluation of the management contract.

B. Environmental Scanning and Financial Planning

- To ensure that planning is based on the needs and preferences of current and potential constituents, Board members and Staff will regularly conduct a realistic assessment of the Association service capabilities and analysis of trends likely to impact on the future of the Association. The Association annual budget will be based on identified needs and preferences of current and potential constituents, and appraisal of Association capabilities.
- It is important that PAA affiliates with other organizations such as state, national and international associations. Therefore, the Board of Directors will include expenses for appropriate membership fees and Association service in the annual budget. The Board of Directors will annually review all affiliations and assess the cost-effectiveness of each before the expense is included in the annual budget.

C. Strategic Planning

- Establishing and reviewing the mission, vision, and strategic goals of the Potato Association of America.
- Assessing which services/programs PAA provides in alignment with the strategic goals.
- Evaluating PAA services/programs and operations on a regular basis for efficacy and alignment with the strategic goals.

D. Finance

- Assuring proper financial management for the Association.
- Ensuring financial accountability of the Association.
- Overseeing an on-going process of budget development, approval and review.
- Provide guidance for management and allocation of financial resources which will produce optimum benefits.
- Raising funds and/or ensuring that adequate funds are available to properly support operations.
- Overseeing properties or investments of the Association.
- Monitor and evaluate implementation of financial plans and guidelines to ensure the financial integrity of the Association.

E. Community Relations:

- Ensuring PAA programs and services appropriately address the needs of those they serve.
- Advocating for PAA services/programs, which includes an awareness that Board members are always emissaries of PAA in the community.
- Assessing strategic relationships and cooperative action, which includes determining occasions when the PAA could/should take part in coalitions or other activities.

F. Organizational Operations

- Ensuring that PAA's management systems are adequate and appropriate.
- Ensuring that there is integrity in the Board's governance process and that its established processes are adequate and appropriate.

- Ensuring that organizational and legal structures are adequate and appropriate.
- Ensuring that PAA and its Board members meet all applicable legal requirements.

1.3 Relationship of the Board and Staff

The Board represents its membership in establishing policies and long-range goals for the Association. It shall refrain from involvement in administrative functions except to monitor and evaluate. The Board delegates Staff with the authorization to uphold policies and administrative procedures, make decisions, and conduct activities which execute Board policies. The Board shall assess the executive performance of Staff to determine the degree to which Board policies are being fulfilled.

Section II: Individual Board Member Commitments

2.1 Legal requirements of Board members

All Board members will be expected to recognize and accept their legal position as governing agents of the Potato Association of America. PAA Board members occupy a role of fiduciary trust with regard to those served. If a Board member violates their trust or fiduciary duty, they may be subject to legal consequences. The duties and responsibilities of Board membership commence immediately when Board members assume their role on the Board.

2.2 Board Member Orientation and Development

Providing onboarding and professional development for Board members is vital to good governance of the Association. Board members will be given, soon after their appointment or election, a thorough orientation about the Association, board operations, finance, board ethics, responsibility, and fiduciary duties.

2.3 Board Member Commitment

Serving as a PAA Board member involves commitment. To meet that commitment, Board members are expected to:

- Ensure adherence to the Potato Association of America's mission.
- Attend and actively participate in all of the Board's meetings.
- When unavoidably absent from a meeting, notify the President and Staff prior to the meeting, and shall review minutes and results of the missed meeting.
- Be prepared to participate fully in Board and Committee meetings and events.
- Serve actively on standing committees and/or task forces.
- Act only with the full Board, not individually unless authorized to do so by the full Board.
- Speak for the full Board only when the full Board specifically delegates that role.
- Exhibit high ethical standards and integrity in all Board actions.
- Be an enthusiastic advocate for the Potato Association of America.
- Take responsibility and accountability for the Potato Association of America and all decisions made by the Board.
- Spend the time necessary to learn how to do the job and commit to continuous improvement.
- Demonstrate willingness to work as a team member with other Board members and Staff.

2.4 Board Code of Conduct and Ethics

All Board members of the Potato Association of America will:

- Listen carefully to fellow Board members and those served by the Potato Association of America.
- Respect the opinion of other Board members.
- Respect and support the majority decisions of the Board.
- Recognize that authority is vested in the Board when it meets in legal session and not with individual Board members.
- Keep well-informed of developments that are relevant to issues that may come before the Board.
- Participate actively in Board meetings and actions.
- Call to the attention of the Board to any issues that I believe will have an adverse effect on PAA or those we serve.
- Attempt to interpret the needs of the membership to PAA and relay the actions of the Association to its membership.
- Refer membership or staff complaints to the proper level in the chain of command.
- Recognize that the Board member's job is to ensure that PAA is well managed, not to violate delegations to manage the Association.
- Vote to hire the best possible solution (individual or firm) to manage the Potato Association of America.
- Represent all members of the Potato Association of America and not a particular geographic area or special interest groups.
- Board members are to consider themselves as “trustees" of the Association and do their best to ensure that the Association is well-maintained, financially secure, growing and always operating in the best interests of membership.
- Will continuously work to learn more about the Board member's job and how to do it better.
- Declare any conflict of interest between their personal/professional life and their position on the PAA Board and avoid voting on issues that appear to be a conflict of interest.

Board members will not…

- Be critical, in or outside of the Board meeting, of other Board members or their opinions.
- Use the Potato Association of America or any part of the Association for personal advantage or the personal advantage of friends or relatives.
- Discuss confidential proceedings of the Board outside the Board meeting.
- Promise prior to a meeting how they will vote on any issue in the meeting.
- Interfere with duties of the PAA Staff or undermine their authority.

2.5 Maintaining Ethical Credibility

Because the conduct of the Board has a direct impact on public and constituent perceptions about the Potato Association of America, Board members must maintain high credibility in adhering to legal and policy requirements.

- Board members will be active in attending meetings, studying, questioning, voting on all issues, monitoring progress, and maintaining effective committees of the Association.

- Board members will not condone conflicts of interest on the Board. A Board member or their family may not receive any gain (tangible or intangible) through the connection with PAA Board.
- Board members will vote against proposed actions if they feel there is insufficient information on which to base an opinion. Minutes of each meeting will be maintained and all votes properly recorded.
- Board members will adopt any rules, regulations, policies and budgets by majority vote.
- Board members will ensure that Bylaws and Procedures are kept up to date for ready reference, and rules and regulations are available for Staff and constituents.
- Board members will review fiscal records and controls at regular intervals.
- Board members will ensure that state and federal forms are prepared and filed as required by law.

2.6 Enforcement of Board Ethics

- Any Board member who believes that a fellow Board member has acted unethically should first review current Board Code of Conduct and ethics policy. Board members should not file or encourage the filing of ethics complaints that are frivolous or fail to protect the Potato Association of America.
- If the Board member continues to believe a fellow Board member has acted unethically, they should seek resolution by discussing their concerns with the colleague if such discussion is likely to be productive and does not violate any individual's right to privacy.
- If this discussion or other informal attempts to address the concern fail to resolve the problem, the Board member should bring the concern to the attention of the Board President. If the concern relates to the Board President, the issue should be brought to the attention of the Vice President.
- The Board President may choose to address the concern individually with the member in question or refer the concern to the Executive Committee of the Board for advice on resolution.
- Board members shall cooperate in ethical investigations, proceedings and resulting requirements. In doing so, they should make reasonable efforts to resolve any confidentiality issues. Failure to cooperate is itself an ethics violation.

2.7 Board Members as Advocates for the Association

Board members are potentially the most powerful advocates for the Potato Association of America's responsibilities and programs and are expected to take an active role in promoting the Association. Advocacy opportunities for Board members include fundraising, membership recruitment and service, and public relations.

PAA Staff may bring opportunities for Board member advocacy to the Board, such as:

- Requests for Association representation at meetings and events.
- A knowledgeable resource for media.
- Letter writing or other testimonials.
- Appearances before educational or community bodies.

Staff will ensure that each Board member has informational materials about the Potato Association of America programs and services and inform Board members about materials available for advocacy activities.

2.8 Limitation on Board Members as Spokespersons for the Association

Individual Board members may not speak to the media or accept public speaking engagements on behalf of the Association or its Board of Directors unless authorized by the President.

2.9 Prohibition on Contact with Outside Counsel

Only the Board President, the Chief Executive Officer, or their designee may contact legal counsel, auditors or other consultants on behalf of the Association. Costs billed to the Potato Association of America and associated with individual Board members contacting professional contractors without specific authority from the Board of Directors, will be billed to the Board member making the unauthorized contact.

2.10 Prohibition on Political Activity

The Potato Association of America is authorized to provide public information and education to international, federal, state and local hearings, meetings, requests and other proceedings relating to Association mission, programs and activities.

Board members must keep in mind that:

- Board members shall not engage, directly or indirectly, in partisan activities as representatives of the Association, and Association funds will not be used for that purpose.
- Board members are free, as individuals, to participate in political activity as long as they do not utilize Association funds, time or identity.
- Because of their position, Board members should exercise discretion at all times and not convey the impression that the Association is endorsing a political position or candidate.

Section III: Board Meetings

3.1 Meeting Agenda

All matters to be considered by the Board at the meeting will be included on the agenda and sent to Board members at least five working days prior to the meeting. All Board members will have an opportunity to request the President place items on the agenda prior to it being published and distributed.

The agenda may be amended after the meeting is convened only in cases where immediate action on the item is necessary, or when the item is for Board information, and only by consensus of a majority of the Board members. Agendas will be shared with invited guests prior to the meeting.

3.2 Staff Attendance at Board Meetings

Since it is the policy of the Potato Association of America to hold PAA Staff accountable for management of the Association, it is left to the Chief Executive Officer to ensure participation of any staff or contractors that needs to be at the meeting as a resource for issues the Board will consider.

3.3 Voting

With the exception of the President, all PAA Board members who are present when a question is put will vote unless they recuse themselves for conflict of interest or abstain for inadequate information to judge the merits. Results of the vote will be recorded in the minutes.

Voting will take place using a quality voting procedure called Fist to Five which is accomplished by raising hands as in voting, with the number of fingers raised that indicates level of agreement. If an individual is joining the meeting virtually without video, they can communicate their vote via the chat function or orally.

- A fist means, “I vote NO.” or in consensus it means, “I object and will block consensus (usually on moral grounds).”
- 1 finger means, “I’ll just barely go along.” OR “I don’t like this but it’s not quite a no.” OR “I think there is lots more work to do on this proposal.”
    - In consensus this indicates standing aside or not being in agreement but not blocking the consensus.
- 2 fingers mean “I don’t much like this, but I’ll go along.”
- 3 fingers mean, “I’m in the middle somewhere. Like some of it, but not all.”
- 4 fingers mean, “This is fine.”
- 5 fingers mean, “I like this a lot, I think it’s the best possible decision.”

Fist to Five Process:

1. Discuss the proposal and refine, as needed, before a vote is taken.
2. Voters make their hands visible with the number of fingers indicating their degree of agreement with the proposal.
3. The vote can stand as taken, with all fists and fingers counted, the majority winning. Or people with fists and one finger can be asked to speak to their objections and offer possible solutions to overcome their objections.
4. A low-quality vote (lots of 1s, 2s and 3s) likely means the decision is probably a stop gap measure and will need to be watched closely or revisited soon. It is generally wise to attach a date for review to make a decision that is low in quality.

3.4 Disqualification for Voting

No member of the Association Board may vote on any matter in which the Board member has a direct or indirect financial interest.

Any Board member having a conflict of interest or possibly conflict of interest should not vote or use their personal influence on the matter and will not be counted as part of a quorum for the action. The minutes of the meeting should reflect that a disclosure was made, the recusal from voting and the quorum situation.

3.5 Board Self-Evaluation

Performance accountability for the Board can only be maintained at a high level through regular self-evaluation of the Board's work. Therefore, the PAA Board will regularly conduct a self-evaluation to continuously improve its governing capacity. The evaluation will include, but not be limited to:

- Quality of meetings
- Committee performance
- Progress on the long-range plan
- Fiscal monitoring
- Cohesiveness of the board team
- Quality of the relationship with PAA Staff
- Exercise of vision on behalf of the organization
- Level of participation in board activities by all board members
- Community/member relations.

It will be the responsibility of the Board President to initiate the Board self-evaluation.

3.6 Minutes of the Board Meeting

Records of all actions of the Board will be set forth in the minutes of the meeting and are filed as the official record of the Association. The Secretary of the Board along with PAA Staff will ensure the accurate and complete recording of minutes and archival of approved minutes. Minutes of the meeting are a permanent record of the actions of the Board, not a record of discussion. Best practices for taking minutes for association board meetings include:

- The date, time and place of the meeting and the name of the presiding officer calling the meeting to order.
- A statement that a quorum was or was not present for the meeting.
- The names of those board members present, names of invited guests, Staff members, along with any board members absent from the meeting.
- The exact wording of all motions, whether passed or failed, and appropriate action items.
- Notation of the range of discussion regarding the motion to communicate context.
- Notation of each committee report.
- Notation that financial reports were examined by the Board.
- Notation of time of adjournment of the meeting.

Any Committee and Section minutes received by the Board after their last meeting should be noted and attached to the minutes. Additional reports or background materials may be attached if these items are important clarification for the minutes of the meeting.

Section IV: Communications

4.1 Public Communications

It is the Potato Association of America’s policy to encourage release of information to the public regarding programs, Board activities and industry concerns. The President or designee is the official spokesperson and shall provide the news media with a formal channel of communication. That communication will:

- Maintain integrity in dealing with the public and the news media.
- Use relationships with various news media in furthering the association's mission.
- Communicate accurately and honestly, consistent with other related association policies.

4.2 Prohibition on Use of Association Letterhead

Except for reports which are legally required to be sent out over an Officer's or registered agent's name, all correspondence from the Association will come from the President. Use of Association letterhead will be limited to official business only.

Board members must be aware that when addressing Association issues, they are always seen as Board members even when they designate comments as personal.

4.3 Staff Complaints and Public Concerns

It is the policy of the Potato Association of America that when a Board member is contacted by a Staff member or member of the general public with a concern or complaint about the Association or persons within the Association, the Board member will inform the President of the complaint or concern. The President will follow a timely course of action as outlined in the Bylaws and administrative Procedures of the Association.

4.4 Maintenance of Association Documents

All major Association organizational documents, such as the Articles of Incorporation, Bylaws, Standing Rules documents, minutes, annual reports, and any other historical or archived documents are compiled and archived by PAA Staff. The Secretary of the Board may inspect that these corporate documents are being archived to assure adequate protection and completeness.

4.5 Annual Report

The Secretary along with Staff will compile the annual report of the Association that will provide an update on the status of attaining yearly and strategic goals of the organization. With the exception of financial data, the annual report will be made available on the PAA website.

Section V: Finance Policy and Processes

5.1 General Provisions

- The Board shall strive for full transparency of all financial accounting of the Association. The Potato Association of America will use the Generally Accepted Accounting Practices (GAAP) framework of accounting standards, rules and procedures for preparing financial statements.
- Accounting principles and procedures used for active accounts will allow for competent management of Association revenues and expenses and will provide proficient systems of monitoring by the Board of Directors as well as outside auditors.
- All people with authority to directly accept, transfer, disburse or otherwise handle Association funds will be elected, hired or appointed by the Board after appropriate screening and review and held accountable for fiscal judgment and activities on the Association's behalf.
- To protect the association from embezzlement or malfeasance, the Board will assure that the individuals overseeing financial management of PAA from the company contracted for association management are insured.

5.2 Budgeting, Monitoring and Budget Amendments

An annual operating budget will be prepared by Staff and the Finance Committee and presented by the Treasurer to the Board for approval at least 30 days prior to the beginning of the next fiscal year. The budget will reflect anticipated revenues and the cost of carrying out Association programs and services for the next fiscal year. Individual line items within the budget will be as specific as practical. A schedule of any anticipated major one-time expenditures will be included with the annual operating budget that is submitted to the Board for approval.

The budget will be viewed by the Board as their annual financial plan for the Association, and approval of the budget by the Board will authorize the Board, Committees of the Board and staff to manage Association finances according to the plan without seeking further approval by the Board.

The Treasurer will keep the Board well informed of the ongoing status of the financial plan, and expenditures will not be made beyond the annual operating budget without seeking Board approval to amend the budget. Amendments to the budget will be presented to the Board for approval for the following reasons:

- Management or the Board proposes a major expenditure that was not included in the approved budget.
- A significant unanticipated revenue increase or shortfall.
- Cost overruns.

5.3 Permanent Reserve

The Association will maintain a reserve balance of a rolling three-year average of a single year's actual expenses in an insured investment account.

5.4 Spending Authorizations

The ultimate authority for disbursing Association funds resides with the President and Treasurer of the Board. Delegated disbursement authority, including for digital transactions such as bank transfers, automatic bill pay and on-line payments, may be granted to the contracted Administrator or other professional for routine expenditures in the approved budget and other disbursements approved by the Board.

5.5 Charitable Donations

The Association may sponsor or otherwise support events or organizations in keeping with its mission but does not make charitable contributions.

5.6 Contracts

Services to be outsourced with significant value will be described in a Request for Proposal and distributed to a range of prospective suppliers. All service agreements and contracts shall be awarded on the basis of cost, experience and references, approved by the Board and signed by the President or management firm designee. No contracts may be written or awarded to employees or Board members or the immediate family of either.

5.7 Investment Practices

Investments will be recommended to the Board by the Treasurer with consultation from the Finance Committee. The Treasurer will keep the Board apprised on the status of all investments as a part of regular financial reports.

5.9 Misapplication of Funds or Assets

Misapplication of funds or assets is often done in error rather than intention. It is important to determine if wrongdoing has been committed and under what circumstances.

Prohibited transactions include authorized, transferred or applied funding under conditions of conflict of interest; payment to a Board member for a provided service; or payment in excess of fair market compensation to another person in a position to exercise substantial influence over Association affairs.

The Board should determine if any prohibited activity has transpired and take action to rescind the authorization and transfer of any misappropriation of funds or assets.

5.10 Financial Reports and Audits

Reports reflecting the financial condition of the Association will be communicated to the Board monthly. A biennial audit review of Association finances will be conducted by an independent auditor on the Association's behalf.

5.11 Suspicion of Illegal Conduct

a) Suspicion of fraud, theft or other illegal activities should be taken seriously. For membership organizations in the State of Maine, minutes, bylaws, and all books and records of accounts of the organization must be made available to any voting member for all legitimate purposes such as suspected misconduct.
b) The Board will contact an attorney for legal advice on the Association's liability, rights and options available in the particular situation and if a state agency should be informed.
c) The President of the Board of Directors or designee will lead the investigation and handling of indications or accusations of illegal conduct. Initial information will remain confidential within the Board of Directors until such time as evidence of illegal activity is established.
d) It is the policy of the Potato Association of America that no employee will be discharged, threatened, or otherwise discriminated against for reporting a suspected violation of the law or rule of the U.S. or State of Maine.

5.13 Gifts to the Association

a) The Association Board is open to receiving gifts of materials, equipment, money or gifts in-kind. Before acceptance, major gifts must be approved by the Board as appropriate for Association needs and within the boundaries of the established mission and goals of the organization.
b) Gifts of significant value presented to Board members and employees while engaged in Association business remain property of the Association.

Section VI: Delegation of Authority to the Executive Officer

6.1 Role in the Organization

The Board of Directors is authorized to employ an Executive Officer of the Association that shall carry the title Chief Executive Officer (CEO) and serves as the chief administrative officer of the Association. The CEO oversees and has general active management of the business of the Association; sees that orders and resolutions of the Board are carried into effect; executes on behalf of the Association all contracts, deeds, conveyances or other instruments in writing which may be required or authorized by the Board of Directors for the proper and necessary transaction of the business of this Association; maintain records of and, when necessary, certify proceedings of the board; and perform other duties as may be assigned to them from time to time by the Board of Directors.

The CEO and designated staff members shall serve as ex-officio/non-voting member of the Board of Directors and all administrative committees of the Association.

6.2 Board/Staff Relationship

To assist the Board and Staff to work together efficiently, the following principals will guide them in determining responsibilities:

a) The Board represents its membership in establishing policies and long-range goals for the Association. Board members shall refrain from involvement in the administrative functions except to monitor and evaluate.

b) The CEO will provide information and counsel to the Board, making the Board aware of issues, events, relevant trends, material external and internal changes, and possible impacts upon which any Board policy has previously been established.

6.3 Monitoring Operational Performance

Monitoring executive performance is synonymous with assessing organizational performance. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. As the Board delegates management duties to the CEO, it must maintain a process for ongoing monitoring of the performance of the delegated duties.

The Board will monitor performance against the performance stipulations in the Association Management Contract.

Section VII: Committees

7.1 Committee Purpose

It will be the purpose of any Committee of the Potato Association of America Board to assist the Board of Directors in governing more efficiently. A Board committee is not designed to conduct staff work, with the PAA contracting with association management companies (AMCs) to aid in the completion of tasks associated with the day-to-day running of the Association. Committees will investigate, deliberate and analyze issues and programs on behalf of the Board and forward recommendations to the full Board for their deliberation and action. Standing Committees of the Association, their responsibilities, and membership are detailed in Section 7.8.

7.2 Committee Authority

Any Committee established by the Board will have only the powers specifically delegated to it by the Board. All Committee members shall have equal voting power within the Committee.

Standing Committees of the Board may consist of subcommittees, whose roles and membership are delineated in Section 7.8.

7.3 Committee Accountability

Committees and subcommittees are subsidiaries of the Board of Directors and will be expected to report their work to the full Board on a regular basis. Each committee/ subcommittee will be expected to make recommendations to the Board for action; such recommendations are to be made by the chair or designee in the form of a motion at a full Board meeting.

The Board will annually review the work of each Committee and determine if they are meeting their assigned goals and the mission of the Association.

7.4 Appointment of Committee Chairs and Members

The President of the Board will newly appoint or recommend the retention of the chair of each Standing Committee, following assumption of office at the close of the annual member business meeting.

Editor-in-Chief (EIC) of the *American Journal of Potato Research*, who also chairs the Editorial Committee, will be identified and recruited as a nominee by the departing EIC, with Board approval required for the nominee's assumption of the EIC position.

Committee chairs will select committee members from Association leadership, Sections, and the general membership, and may appoint a vice chair. An effort will be made to select committee members from current and former Board members, as well as from the general membership to ensure a variety of experience and backgrounds are represented as a means of strengthening committees and membership engagement.

7.5 Committee Meetings

The Committee Chair will convene all meetings of the Committee. Meeting dates will be coordinated with Staff to avoid conflict and to ensure completion of staff support and research for the Committee.

Minutes will be kept of all Committee meetings. Committees will submit a written summary of Committee actions and recommendations to the Board for the meeting at which Committee recommendations will be considered. Additionally, Committees will submit an annual summary of activity to the Board Secretary for inclusion in Annual Report of the Association.

7.6 Duties of Committee Chairs

Committee Chairs are expected to lead the committee just as the PAA President is expected to lead the Board. Committee chairs are accountable for ensuring the productivity of the committee by:

- Selecting committee members with a range of Association experience and in a timely manner.
- Planning the agenda for the committee meetings in consultation with PAA Staff.
- Ensuring that meeting notices, agendas, and any supporting documents are shared with committee members.
- Convening committee meetings and keeping meetings on track.
- Encouraging the committee to take action on the issues discussed by the committee.
- Ensuring that reports and recommendations for action from the committee are presented to the PAA Board.
- Report on committee activities at the annual member business meeting.
- Leading the committee in evaluating its own operations.

7.7 Duties of Committee Members

Duties of the members of individual PAA Committees may vary, but certain basic committee member responsibilities remain the same across all committees such as:

- Attend all meetings of the committee to which the committee member is assigned.
- Prepare for meetings by studying the agenda and researching issues to be discussed.
- Actively participate in committee meeting discussions.
- Follow through promptly on any assignments for the Committee.
- Support Committee recommendations before the full Board.

7.8 Standing Committees and Their Associated Responsibilities

a) **Annual Meeting Committee (AMC):** The Annual Meeting Committee (AMC) is composed of a Chair who is appointed by the President, and committee members selected by the Chair that may include previous chair(s) of the meeting site, and a Staff Liaison. The PAA Treasurer and Secretary will serve as Board liaisons to the Committee. This committee, with the aid of the Staff and other PAA subcommittees, is tactically responsible for site and logistics, program and scheduling, promotion, registration, and fiscal management of annual meetings of the PAA.

This committee along with the Staff will schedule the program for the PAA Annual Meeting, including the member business meeting, symposium, presented paper sessions, section meetings, and other functions of the Annual Meeting. Staff will send a request for annual meeting presentations, receive titles and abstracts of papers to be presented, and prepare a draft program that is shared with the Committee for review to ensure scheduling includes:

- Scheduling of the graduate student competition that allows competition committee members the ability to attend and evaluate all graduate student presentations.
- International and symposium speakers, paper/poster sessions, presentation abstracts, section meetings, and other associated functions of the meeting. Staff shall maintain a schedule of approved and requested symposia from PAA Sections and will periodically review, and update symposium guidelines as needed.

ii. **Site Selection Subcommittee** is composed of a chair appointed by the President. Committee members include past and current Annual Meeting Committee Chairs, the PAA President, and Staff. The committee, along with PAA staff will develop and maintain guidelines, procedures, processes, and best practices for determining future sites for PAA Annual Meetings. Recommended sites are submitted to the Board of Directors for approval at least one year prior. Following approval by the Board, the meeting location will be announced to members at the Annual Member Business Meeting.

b) **Association and Industry Outreach Committee:** In addition to the duties outlined in the Bylaws (Article 9. Section 4f) this committee is composed of two subcommittees:

- **Promotion and Communication:** Chaired by the Secretary, along with 3-5 committee members, this committee is charged with helping to strengthen PAA's outreach and connections with members and the broader potato community. The committee will work with Staff in providing content for the Association's quarterly newsletter, highlighting member accomplishments, awards and spotlights, and guiding PAA presence on social media.

- **Global Outreach:** This subcommittee of four members, appointed by the President, shall be responsible for maintaining communications and working relationships with professional societies and international potato organizations, and shall report to the membership on meetings and other international activities related to potatoes. The subcommittee is also charged with annually identifying and inviting an international guest to speak about their experience and expertise in potato that would be of interest to participants of the annual meeting. Ideally, the topic of the presentation would also relate to the symposium topic for the annual meeting. Presentation length should be 30-45 minutes with associated speaker travel costs to be paid by the Association.

c) **Awards and Recognition Committee:** This committee is responsible for nominating and recognizing worthy recipients for scholarships and service to the association and is comprised of the following two subcommittees:

- **Honorary Life Membership:** The Immediate Past President shall serve as chair along with committee members composing of the current President, Vice-President, the six Directors of the Board, and the two most recent Past Presidents. This subcommittee will receive and review the nominations submitted for Honorary Life Memberships each year and present their recommendations to the Board for approval.

- **Frank L. Haynes Graduate Student Research Award Competition:** The President will appoint the Chair of the committee. The Chair shall identify and select up to five additional subcommittee members representing the subject matter areas of the Association. This subcommittee shall develop the guidelines, procedures, and process for promoting graduate student participation in PAA through presentation of research papers at the annual meeting. Student presentations shall be evaluated by this subcommittee and consensus reached on awarding up to five oral award recipients and one poster award recipient. Awards are presented during the award ceremony at the annual meeting.

d) **Editorial Board:** In addition to the duties outlined in the Bylaws (Article 9. Section 4i) the Editorial Board shall have authority to ensure integrity in the review and acceptance of submitted manuscripts for publication in the Association’s journal and will strive to continually improve the journal’s impact for researchers and members of the potato industry.

e) **Executive Committee:** An Executive Committee of the Board is authorized as noted in Bylaws Article 9. Section 4a.

~~f)~~ **Finance Committee:** In addition to the duties outlined in the Bylaws (Article 9 Section 4b) Members of the committee are identified and appointed by the Treasurer with membership to include, but not limited to, the current President, Vice-President, two past PAA presidents, and a representative of the management organization who oversees the fiduciary components for the Association.

g) **Leadership Identification and Development Committee:** The Leadership Identification and Development Committee, is chaired by the Immediate Past President, along with the four previous PAA presidents. In addition to the duties outlined in the Bylaws (Article 9. Section 4c) the committee will solicit recommendations for qualified candidates from the PAA membership, confirm their willingness to serve in the role if elected, and present the slate of candidates for a vote by the PAA membership prior to the PAA Annual Meeting.

h) **Membership Committee:** The Membership Committee is chaired by the Vice-President along with four committee members, who are geographically distributed throughout North America and elsewhere as identified. In addition to duties outlined in the Bylaws (Article 9. Section 4e) the Committee is responsible for individual and sustaining membership recruitment.