



Pennsylvania Farmers Union
Policy Committee

Policy Submission/Deliberation/Adoption Protocol

Purpose:

To standardize and provide a framework for the submission of policy to the Policy Committee, the process and framework for the deliberation of additions, or corrections to, deletions from, and other modifications to (including to format, title or structure) the standing Policy of the Pennsylvania Farmers Union.

Submission:

Proposed additions, deletions, corrections, or other modification to PFU policy should be submitted to the Policy Committee no later than 60 days prior to the PFU Annual Membership meeting. Notice of the impending deadline shall be provided in the PFU newsletter in Q4, as well as by email, social media and/or whatever mode of communication deemed appropriate by the Policy Committee, based on the technology of the day.

Latecomers for modification to Policy (“modifications from the convention floor”) shall, per PFU Bylaw, be allowable, provided that the following provisions are met:

- Additions, deletions, corrections, or other modifications must be submitted, in writing, to the Board Secretary prior to the beginning of the policy deliberation portion of the Annual Meeting.
- Provision must be made for one of the following, so that the proposed changes may be quickly and easily disseminated to the membership in attendance for consideration:
 - Electronic transfer by email, text, or portable electronic storage device (“thumb drive” or wireless transfer)
 - Paper copies amounting to 1 copy per 5 members in attendance. (ie: 100 members = 20 copies, 60 members = 12 copies, etc), plus 1 copy for the Policy Committee & one for the BOD Secretary.

Deliberation

Deliberation of proposed additions, corrections and other modifications to the standing policy shall be conducted during the course of the PFU Annual Membership meeting, wherever and whenever said meeting takes place. Prior to said meeting, advertisement



shall be made of where the standing policy can be found online, and provision made to supply a copy to any member who requests hard copy thereof by parcel post or ordinary

mail. *It has been proposed that a webform for policy change submissions be generated to accompany the policy page on the current PFU website. But, as yet, that capability is not available*

- After a brief introduction to the process, proposed changes, additions, corrections or other modification, timely submitted, shall be presented, to the body of the membership in attendance at the annual meeting.
- Policy changes will be presented, and deliberated per Robert's Rules of Order (motion, second, discussion, close, aye/nay vote).
- In the case of votes too close to be determined in the usual fashion, a paper ballot will be provided to each member in attendance. In either instance, simple majority shall rule. As is customary, in the case of a tie in a *ballot vote*, the President shall cast the deciding vote.
- Policy Committee members, as well as the President (per Robert's Rules of Order) may contribute to the debate, discussion, and vote. They may also motion or second. The chairperson, or other members of Policy Committee presenting to the membership from the deus, however, may not participate in any of those, per the same Robert's Rules for meetings of a public body.
- *Additions* of new language to policy may be either earmarked to a certain section/place within the standing policy, or the decision as to where it should be added, specifically, may be left to the discretion of the Policy Committee. Either is acceptable, and neither should be deemed preferable.
- Though suggestions for changes and/or additions to such will be accepted, revisions to the introduction to the standing policy shall be reserved, as a means to summarize the document, to the Policy Committee and/or the Board of Directors.
- At the conclusion of the disposal of the issue of new additions, deletions or other changes to standing policy, duly submitted, a call will be made of the floor for any additional changes, which will have had to be initiated by the process described above. The same process as for the timely submitted changes will then be followed, with Robert's Rules also in force during.

PO Box 863, Stroudsburg, PA 18360
717-576-0794
www.pafarmersunion.com



- Within 24 hours of completion of the deliberation, the newly-adopted policy document shall be properly annotated with any changes, and the place and date of the Annual Meeting shall be updated, as an electronic document (in both .docx and .pdf format) by the chair of the Policy Committee to both the PFU President and PFU staff. The now-standing document shall then be provided to the membership via the PFU Website, and by other means, electronic or otherwise, as necessary or appropriate.

PO Box 863, Stroudsburg, PA 18360
717-576-0794
www.pafarmersunion.com