



July 15, 2021

To: PSEP Coordinators

From: Courtney Weatherbee, NPSEC Executive Assistant on behalf of Katie Moore, NPSEC Secretary

RE: NPSEC Board of Directors open positions

Based on the National Pesticide Safety Education Center (NPSEC) bylaws, the NPSEC board is to be comprised of the following representatives:

- 8 PSEP Educators representing 4 regions (2 from each region)
- 2 Registrants
- 1 AAPCO Liaison
- 1 AAPSE Liaison
- 1 ASPCRO Liaison
- Ex-officio members of regulatory agencies, as designated by the Board, that may include, but not limited to EPA, USDA, NIOSH, OSHA

The following Board positions are up for nomination:

- Western Region PSEP the remainder of the term which ends in 2022
- Northeast Region PSEP the remainder of the term which ends in 2022

Nominations are now being accepted for these positions. The roles and responsibilities of directors are spelled out in Article III of the Bylaws (see APPENDIX A). Nominations for these positions on the NPSEC Board of Directors will be accepted for review and approval by the NPSEC BOD at the next quarterly BOD meeting. A brief nomination form is attached as APPENDIX B. Self-nominations are welcome and encouraged. Please complete and return the nomination form via e-mail to cweatherbee@npsec.us.

APPENDIX A

National Pesticide Safety Education Center (NPSEC)

ARTICLE III — BOARD OF DIRECTORS

Section 1 — Board role, size, and compensation: The Board of Directors (Board) is responsible for overall policy and direction of the organization, and delegates responsibility of day-to-day operations to staff and committees. NPSEC is guided by a Board that includes the following representatives:

- 8 PSEP Coordinators representing 4 regions (2 from each region)
- 2 Registrants
- 1 AAPCO Liaison
- 1 AAPSE Liaison
- 1 APSCRO Liaison
- Ex-officio members of regulatory agencies, as designated by the Board, that may include, but not limited to EPA, USDA, NIOSH, OSHA

All Board members except ex-officio representatives have voting privileges.

The Board receives no compensation other than reasonable expenses.

Section 2 — Terms: All Board members shall serve three-year terms but are eligible for election to three consecutive terms (9 years). Board members who have served three consecutive terms are eligible for reelection to the Board after sitting out at least one-year. At the start of the organization, Board members, as nominated by the Advisory Board, shall be voted on by the Advisory Board as follows: four (4) to serve an initial 1-year term; four (4) to serve an initial 2-year term; and five (5) to serve a full 3-year term, with initial terms to be determined by random draw. In subsequent years, Board positions will be up for election every year following the procedures outlined below in Sections 4 and 5.

Section 3 — Meetings and notice: The Board shall meet at least quarterly, at an agreed upon time and physical or virtual place. An official Board meeting requires that each Board member have written or electronic notice at least two weeks in advance.

Section 4 — Board elections: New directors shall be elected or re-elected by those Board members not up for reelection in that year.

Section 5 — Election procedures: A Board Development Committee shall be responsible for nominating a slate of prospective Board members representing the open Board positions.

Section 6 — Quorum: A quorum must be attended by at least fifty-one percent of Board members for business transactions to take place and motions to pass.

Section 7 — Officers and Duties: There shall be four officers of the Board, consisting of a chair, vice-chair, secretary and treasurer. Officers are nominated and voted on by the full Board of Directors. Their duties are as follows:

The chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.

The vice-chair shall chair the Board recruitment committee and committees on special subjects as designated by the Board.

The secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

The treasurer shall make a report at each Board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8 — Vacancies: When a vacancy on the Board exists mid-term, the secretary must receive nominations for new members from present Board members two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9 — Resignation, termination, and absences: Resignation from the Board must be in writing and received by the secretary. A Board member shall be terminated from the Board due to excess unexcused absences, defined by the Board at the first Board meeting of the new year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10 — Special meetings: Special meetings of the Board shall be called upon the request of the chair or one-third of the Board. Notices of special meetings shall be sent out in writing or e-mail by the secretary to each Board member at least two weeks in advance.

APPENDIX B

National Pesticide Safety Education Center Board of Directors
NOMINATION FORM

Name:

Address:

Phone:

Email:

State/Territory/Tribe you serve:

Region (circle one): North East North Central Southern Western Other Number
of years as a PSEP Coordinator:

Please list one accomplishment you have achieved as a PSEP Coordinator that makes you especially proud:

As a PSEP Coordinator, what do you feel are some of the biggest challenges faced by PSEP's?

Please describe the area(s) of interest that you would bring to this position:

Of the following Board activities, please rank in order of interest your top three (3):

___ Executive Committee (Chair, Vice-Chair, Secretary, Treasurer)

___ Finance Committee

___ Revenue sharing/Sustainability

___ Communications (website, social media)

___ Training products/Quality assurance

___ Fundraising

___ Data collection

___ EPA Pesticide Safety Education Funds Management Program (PSEFMP)

___ Other