***Agricultural and Seasonal Workforce Services Advisory Committee***

***Supplemental Procedures***

This document provides procedures to supplement the Charter guiding the actions of the Committee. This is a living document that may be modified with the approval of a majority of the voting members of the Committee. This document was last approved by the Committee on October 17, 2019.

**QUORUM**

Five voting Committee members shall be considered as constituting a quorum for the transaction of business.

**MEETING CONDUCT AND ORDER OF BUSINESS**

All Committee meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, though the Committee may follow alternate policies and procedures when adopted by the Committee. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by a Committee member and must be approved by majority vote of the Committee members present.

All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the Committee in which case a majority of voting members present must vote in the affirmative for the Committee to approve the motion or resolution. All final actions taken by the Committee shall be open to the public.

An oral roll call vote of all voting members of the Committee is required for final acceptance and transmittal of the biennial report to the Legislature and Governor.

**INITIAL AND SUBSEQUENT TERMS OF MEMBERSHIP**

All members are appointed by the Commissioner to serve an initial term through December 31, 2020 and shall remain on the Committee after that time, with the Commissioner’s approval.

At the November 2020 Committee meeting, the voting members shall recommend to the Commissioner, by voluntary or random assignment, which members may serve a subsequent two-year term and which members may serve a subsequent four-year term subject to appointment by the Commissioner. Two representatives of agricultural workers and two representatives of agricultural employers shall be appointed to four-year terms, and the other two representatives of agricultural workers and two representatives of agricultural employers shall be appointed to two-year terms by the Commissioner. Each term shall begin on January 1, 2021. The two-year terms shall expire December 31, 2022, and the four-year terms shall expire December 31, 2024.

Following the initial staggering of terms as described above, members shall be appointed to four-year terms, beginning on January 1 of an even year and ending on December 31 of the second odd year. At the end of each term, members may either be replaced or re-appointed by the Commissioner. There is no term limit.

**RESIGNATION OR REMOVAL OF MEMBERS**

If a member wishes to resign their appointment before the end of their term, they must send the resignation in writing to the Employment Security Department Commissioner. The Commissioner shall then appoint a replacement member to fill the position for the remainder of the resigning member’s term, appointing from a list of names provided by a recognized statewide organization as outlined in state law.

The Commissioner may remove a member from the Committee for good cause.

The Committee may request removal of a member for good cause. If the Committee wishes to pursue removal of a member, at least five members must sign a written letter to the Commissioner outlining the reasons for which the member should be removed. The Commissioner must determine if the Committee’s request constitutes good cause. The Commissioner retains full authority to remove members, or to decline the Committee’s request.