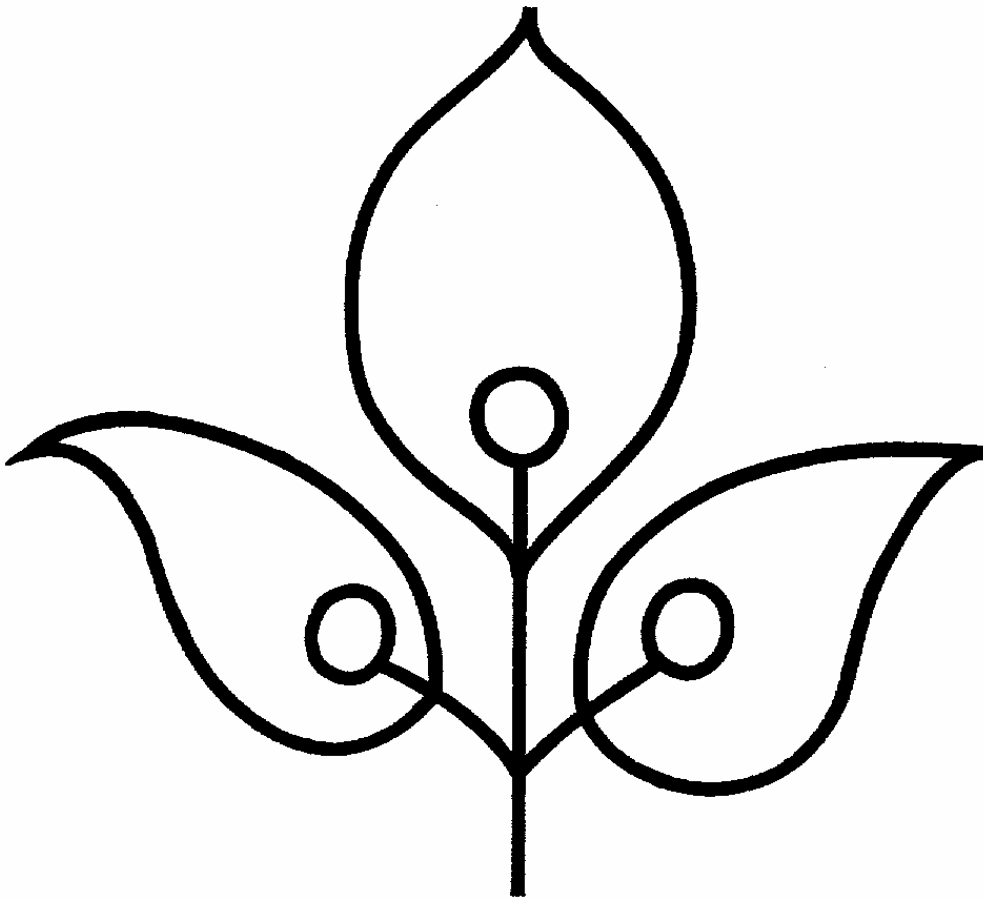


NATIONAL PLANT BOARD

MEMBERSHIP MANUAL



Revised September 2003

NATIONAL PLANT BOARD MEMBERSHIP MANUAL

INTRODUCTION

This manual was developed to provide basic organizational information about the National Plant Board (NPB). It will provide guidance to members elected or appointed to offices and positions of the NPB and should promote standardization and uniformity of procedures and policies in the NPB. It will identify organizations and agencies that the NPB frequently interacts with.

National Plant Board Internet Address

<http://www.aphis.usda.gov/npb/>

Note: It is the intention of the NPB Board of Directors to distribute an initial copy of this manual to the membership and cooperators. The manual will be placed on the NPB website on

the Internet and all future updates will be available from that source.

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THE PLANT BOARD SYSTEM OF THE UNITED STATES

WHAT IS THE NATIONAL PLANT BOARD

The National Plant Board is an organization of the plant pest regulatory agencies of each of the states and Commonwealth of Puerto Rico. Member agencies must be members in good standing of the regional plant board in which their state or commonwealth is located.

PURPOSE

Purposes of the National Plant Board as stated in its constitution include:

1. To provide national representation for the Eastern Plant Board, the Southern Plant Board, the Central Plant Board, and the Western Plant Board, and to receive, consider and implement to the extent possible, all regional plant board recommendations.
2. To foster effective and harmonized plant health programs; to act as an information clearinghouse on plant pest prevention and regulatory matters; to provide for a discussion of principles, policies and methods; and to make recommendations to the regional boards for the promotion of efficiency, harmony and uniformity in and among the states in the field of plant pest prevention and regulation.
3. To collaborate and communicate effectively with public and private agencies and organizations on plant health and plant pest regulatory issues which affect the states.
4. To protect agriculture, horticulture, forestry, and the environment on state, national and international levels.
5. Notwithstanding any other provisions of this document, the organization is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501 (c) (3) or corresponding provisions of any subsequent tax laws.
6. No part of the net earnings of the organization shall benefit any member, member representative, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, member representative, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

7. No substantial part of the activities of the organization shall be distributing propaganda, or otherwise attempting to influence legislation or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates for public office.

THE NATIONAL PLANT BOARD MEMBERS

National Plant Board membership includes only United States of America official state or commonwealth plant regulatory agencies that are members in good standing with their regional boards. Each National Plant Board member agency is allowed to cast one non-binding vote on issues brought before the general session of the National Plant Board. Issues voted on are limited to referrals to or from regional boards and/or the Board of Directors. A current directory of members is available at: <http://www.aphis.usda.gov/npb/npbmemb.html>.

WITH WHOM DOES THE NATIONAL PLANT BOARD WORK

National Plant Board members work cooperatively with the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Forest Service (FS), and Agriculture Research Service (ARS) to prevent the entry of new pests, insects, diseases and weeds into the country and also work to prevent the movement of pests as appropriate between and within states. They inspect plants and agricultural commodities for export so that required phytosanitary certification can be provided. They also provide consultation from the state perspective by serving on technical and advisory committees established by cooperators.

Members all are actively involved in working with groups, industries and the general public as needed, to prevent the development of plant pest problems and to solve those problems which do occur.

In addition to the USDA agencies mentioned above, the NPB also works cooperatively with many different agencies and organizations such as the Department of Homeland Security, the National Association of State Departments of Agriculture (NASDA), the Interstate Pest Control Compact (IPCC), the North American Plant Protection Organization (NAPPO), and industry groups such as the American Nursery and Landscape Association (ANLA).

It is recommended that members visit the websites for all the organizations with whom the NPB is closely associated through the links provided on the website at: <http://www.aphis.usda.gov/npb/npblinks.html>

NATIONAL PLANT BOARD FORMATION

The National Plant Board was formed in 1925 with a membership composed of two members each from the Western Plant Board, Eastern Plant Board, Southern Plant Board and Central Plant Board. The Board

functioned through these eight members until 1976 when the constitution was amended to give membership to all states and territories.

NATIONAL PLANT BOARD CONSTITUTION AND BYLAWS

The National Plant Board Constitution and Bylaws have been revised and corrected several times since the formation of the board. They were substantially revised and approved on August 16, 2000. The current Constitution and Bylaws are available at the website at: <http://www.aphis.usda.gov/npb/npbmemb.html>

NATIONAL PLANT BOARD HISTORICAL RECORDS

Historical records of the National Plant Board have been placed in the Kansas State Historical Society, Library and Archive Division, 6425 SW 6th Avenue, Topeka, Kansas 66615, Phone: 785-272-8681 Ext. 302, FAX: 785-272-8682, E-mail: dgarwood@kshs.org. These records may be accessed by contacting the society. The Central Plant Board, Southern Plant Board and Horticultural Inspection Society papers have also been deposited with the Kansas State Historical Society.

NATIONAL PLANT BOARD MEETINGS

The annual meeting of the National Plant Board normally is held during the third week of August. The meeting site is rotated among the four regional plant boards. Meetings are open and are usually well attended by representatives of cooperating federal agencies and industries. Non-members wishing to be heard on any matter within the scope of the Board's activities may be granted approval by a majority of the Board of Directors before an open meeting.

THE NATIONAL PLANT BOARD OFFICERS

The officers of the National Plant Board consist of a president, vice-president, and a secretary-treasurer elected annually for a maximum of two years, or until their successors are elected and qualified. The officers perform the duties usually performed by such officers, together with such duties prescribed by the constitution and bylaws, or the Board of Directors. Current officers are listed on the National Plant Board website at: <http://www.aphis.usda.gov/npb/npbmemb.html>

THE REGIONAL PLANT BOARDS

In 1919, eleven states, the Territory of Hawaii, the Canadian Province of British Columbia and the Mexico District of Lower California met and organized the Western Plant Board for the purpose of discussing and developing uniformity in conducting plant protection work. The Western Plant Board later grew to its current size. Current members of the Western Plant Board are Alaska, Alberta, Arizona, British Columbia, California, Colorado, Hawaii, Idaho, Mexico, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming

The remaining states and the Commonwealth of Puerto Rico were organized into three separate regional plant boards in 1925. The National Plant Board was created the same year.

The Eastern Plant Board consists of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and West Virginia

The Southern Plant Board consists of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, and Virginia.

The Central Plant Board consists of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The Regional Plant Board Constitutions and Bylaws can be obtained from the respective Secretary/Treasurer for each regional board.

THE NATIONAL PLANT BOARD, BOARD OF DIRECTORS

The Board of Directors establishes policy and directs the official business of the National Plant Board. In addition, the Board of Directors functions as a liaison between the National Plant Board and the regional plant boards, agencies of the federal government, and other appropriate stakeholder organizations.

The Board of Directors is a twelve member body composed of the president, vice-president, and secretary-treasurer, immediate past National Plant Board President, presidents of the regional plant boards, and four at-large members, one designated by each regional plant board. Only one representative per official member agency of the National Plant Board may serve as a member of the Board of Directors. In the absence of any duly qualified member of the Board of Directors, an alternate member duly authorized by the appropriate regional board is entitled to serve for the absent member at the meeting of the Board of Directors. All members of the Board of Directors must be representatives of official state or commonwealth plant regulatory agencies that are members of the National Plant Board. Regional board representation on the Board of Directors must be equal.

NATIONAL PLANT BOARD PRINCIPLES OF PLANT QUARANTINE & PLANT QUARANTINE, NURSERY INSPECTION, AND CERTIFICATION GUIDELINES

In 1931 the National Plant Board adopted a set of 17 conditions for consideration of regulatory action to quarantine an area to prevent a pest from entering. These guidelines, the "Principles of Plant Quarantine," have been used since their adoption by state and federal regulatory plant protection agencies when considering whether or not to enact a quarantine against a potentially dangerous pest.

In 1992, the National Plant Board recognized the need to promote and foster greater harmony among pest prevention programs administered by federal, state and local agencies. Consequently, a Quarantine and Nursery Standards Committee (QNSC) was appointed in 1993 to undertake the task of addressing specific pest prevention problems and issues. These National Plant Board Plant Quarantine and Nursery Inspection Guidelines are the product of the QNSC's dedicated efforts. A first draft was presented to the regional plant boards and their respective state memberships in the spring of 1994. That draft also was discussed at the NPB's 1994 annual meeting in Chicago, Illinois. The QNSC used the comments and suggestions received to develop a second draft for 1995 review by the states and regional plant boards. Minor revision based on the further comments and suggestions in 1995 yielded a final document adopted by the NPB at its August 13-16, 1995 annual meeting in San Diego, California. The document is revised as needed and the most recent edition is posted on the National Plant Board website (<http://www.aphis.usda.gov/npb/npbmemb.html>). A model nursery and plant pest law are also available at this site.

**DUTIES OF THE PRESIDENT
OF
THE NATIONAL PLANT BOARD**

1. Preside over meetings of the National Plant Board (NPB), and the National Plant Board Board of Directors (NPB BOD)
2. Conduct the duties as are mandated by the NPB Constitution and delegated by NPB BOD for the President.
3. Plan with the Vice President and the Local Arrangements Chairman, the program and other activities for the annual meeting of the NPB. Mutual agreement on the meeting duties of each of the three should be the initial item in this program planning.
4. Work with the PPQ Deputy Administrator or designee to develop the NPB BOD/USDA Plant Protection & Quarantine Management Team (USDA PPQ MT) agenda approximately one month before the meeting.
5. Call special meetings of the NPB BOD.
6. Conduct telephone, email or mail ballots on items of business being considered by the NPB BOD.
7. Prepare and give testimony as a representative of the NPB on plant quarantine and other plant regulatory matters before appropriate congressional committees. This testimony may be oral, written or both.
8. Attend or appoint an alternate to attend the National Association of State Departments of Agriculture (NASDA) annual Fall meeting to assist in the deliberations of the NASDA Plant Industry Committee. Participate in other NASDA functions and/or deliberations related to NPB functions as appropriate.
9. Attend, when possible, the annual meeting of the regional plant boards.
10. Attend or appoint a NPB delegate to attend the annual meeting of the North American Plant Protection Organization (NAPPO).
11. Secure annually, recommendations from the regional plant boards for nominees for Entomological Society of America, NASDA and Carl Carlson awards and make final selection of nominees from the NPB. Send award guidelines in time for the regional board annual meetings. See awards section for additional duties of the President.

12. Appoint other committees and sub-committees of NPB, and NPB BOD as are necessary to carry out the business and activities of these organizations and call these committees into session after securing the approval of the NPB BOD. Provide NPB members with a current list of committee members or representatives.
13. Contact State Directors, Commissioners, or Secretaries of Agriculture prior to the NPB annual meeting urging them to send their state representative.

**DUTIES OF THE VICE PRESIDENT
OF
THE NATIONAL PLANT BOARD**

1. Act as the President of the National Plant Board in the absence of the President.
2. Serve as Chairman of the Program Committee for the annual meeting of the NPB, with a time schedule for program development being June of each year. A preliminary draft agenda should be available by June 1 to send out with meeting information mailing that is sent by the Local Arrangements Chairman. Serve as Chairman of the Resolutions Committee for the annual meeting of the NPB.
3. Consult with the Local Arrangements Chairman for the next NPB meeting to determine responsibilities for that meeting. Usually, the host state is responsible for contacts with the local hotel or other meeting sites, housing accommodations, arrangements for local speakers, arrangements for a banquet and any other evening entertainment, arrangements for one afternoon field trip for everyone and arrangements for a separate Guests program.
4. Report as necessary on resolutions passed at previous National Plant Board meeting.
5. Conduct other duties as assigned by the President
6. Represent the NPB at USDA PPQ MT meetings and send meeting summaries to the President.

**DUTIES OF THE SECRETARY-TREASURER
OF
THE NATIONAL PLANT BOARD**

1. Establish a Commercial Checking Account at a local bank with the balance of the National Plant Board funds received from the previous Secretary-Treasurer. Arrange for the President and/or the Vice President to also be able to write checks on the account.
2. Send a letter to the Secretary-Treasurers of the Regional Plant Boards requesting payment of dues **by January 10th** of each year. The current amount of dues is included in the Bylaws.
3. Request from the Regional Plant board Secretary-Treasurers copies of the resolutions passed, and a list of new officers elected at their regional meetings.
4. Send to the Local Arrangements Chairman for the next NPB meeting, a copy of the attendance record for previous meetings, and a copy of the mailing list, which is obtained from the previous year's meeting host.
5. Prior to the NPB meeting, inform the NPB BOD of any pre-convention meeting of the NPB BOD that may have been called by the President and send the NPB BOD members copies of the Regional Plant Board resolutions, and any other information that may prepare them for the meeting.
6. Prepare and present to the NPB at their annual meeting, a Secretary-Treasurer report, including a complete accounting of the funds handled during the previous year and a proposed budget for the coming year. Fiscal records should be made available to the auditing committee at the time of the annual meeting.
7. Serve as the Secretary for the National Plant Board Board of Directors (NPB BOD). Send a summary of the NPB BOD/USDA PPQ MT meetings to each member of the NPB, with a memo indicating that NPB members should contact their regional board member for additional information.
8. Record the minutes of any pre-convention NPB BOD meeting and of the annual NPB meeting and any other meetings at the direction of the President.
9. Immediately after the annual meeting, send copies of the resolutions passed at the meeting to all NPB members, and to persons or organizations indicated in the resolutions.

10. Immediately after the annual meeting, re-write the resolutions designated to be sent to NASDA for possible action in the form acceptable to NASDA and send copies of the rewritten resolutions to the Executive Vice President and CEO of NASDA. (Note: the turnaround time is SHORT).
11. Prepare the minutes of any pre-convention NPB BOD meeting and send copies to all NPB BOD members.
12. Prepare a brief summary of the annual meeting and send it, along with a list of the new officers and the location and time of the next meetings, to the Executive Director of the Entomological Society of America.
13. Prepare, sign and have countersigned by the President any "Certificates of Appreciation" or "Recognition" that may have been authorized by the NPB BOD. Send these, with appropriate letters, to the honored person or persons.
14. Prepare a list of all Regional and National Plant Board Officers and send copies to all National Plant Board members.
15. Prepare the minutes of the annual NPB meeting and send/email copies to all National Plant Board members, and other participants and interested parties. (Note: these are the Proceedings).
16. Handle the fiscal transactions of the National Plant Board.
17. Conduct correspondence, records management (see detailed instructions), and other miscellaneous duties required of the Secretary-Treasurer.
18. Turn the NPB files and the balance of the NPB funds over to the new Secretary-Treasurer after the meeting at which the new Secretary-Treasurer was elected.

DETAILED INSTRUCTIONS FOR RECORDS MANAGEMENT (from duty #17)

By no later than the end of each calendar year, the Secretary-Treasurer will:

1. Collect from all other NPB BOD members, all official records for the NPB that remain in their respective possessions from six (6) years earlier and years previous.
2. Review and sort all such collected records, including those in the Secretary-Treasurer file.
 - A. Remove and destroy duplicates that are clearly NOT needed.

- B. Extract any records with current retention value, and place them - so marked for retention - in the current file.
- 3. Assemble the >reviewed/sorted= previous year records in order, so they will be ready for transfer to the Archives*.
 - A. Separate correspondence, from financial, from Proceedings.
 - B. Arrange each of the three record groups chronologically by category and by year.

Before leaving the position of Secretary-Treasurer, pack and ship the records from six (6) years previous, (via parcel delivery - UPS, etc.) to:

Kansas State Historical Society
120 S. W. Tenth Street
Topeka, KS 66612
(PH: 913-561-3251)

IMPORTANT: EACH SHIPMENT IS TO BE DOCUMENTED BY A TRANSMITTAL LETTER IDENTIFYING THE RECORDS TRANSMITTED. A COPY OF THAT LETTER IS TO BE HELD IN THE SEC.-TREAS. FILE AS A PERMANENT RECORD.

* (Informational note: At the 1987 annual meeting in Jackson, Wyoming, the National Plant Board voted unanimously to donate its records to the Kansas State Historical Society for archiving there.)

EXAMPLE OF FORMAT FOR TRANSMITTAL LETTER TO TRANSFER NPB RECORDS TO ARCHIVES. (Should be on NPB letterhead stationery.)

Kansas State Historical Society
120 S. W. Tenth Street
Topeka, KS 66612

Attn: Mr Darrell Garwood

Dear Mr. Garwood,

This letter documents the transfer of National Plant Board records for the years _____ to your agency for the purpose of adding them to the permanent archives of this organization.

Sincerely,

Secretary-Treasurer, National Plant Board

cc: Permanent file/Sec.-Treas., NPB

**DUTIES OF THE LOCAL ARRANGEMENTS CHAIRMAN
OF
THE NATIONAL PLANT BOARD**

1. Consult with the Vice President to determine responsibilities of each for the next NPB meeting.
2. Obtain from the Secretary-Treasurer a summary of attendance data for past meetings and an address list.
3. Make arrangements for lodging of meeting participants with the hotel, motel or other place where the meeting is to be held. USDA and other federal personnel often are limited to per diem rates when traveling out-of-state. Some consideration should be given to special rates for government participants. Several rooms from the block of rooms reserved for the meeting should be set aside for invited speakers. They often cannot make reservations as early as routine participants.
4. Determine travel schedules of common carriers for meeting dates.
5. Determine if a registration fee for the meeting will be needed and how much.
6. Coordinate with the Vice President and supply local program information to be incorporated with the meeting session data. Once the agenda is finalized the Local Arrangements Chairman will be responsible for printing the final agenda.
7. Notify members concerning travel, housing and registration fee arrangements and include a preliminary draft meeting agenda about **two months** before the meeting.). Be sure to mail meeting accommodation information to program participants as soon as they are identified.
8. Send invitations and annual meeting information to NPB retirees along with a free registration application. Secure lists of retirees from the Regional Board Secretary/Treasurers.
9. Make arrangements for meeting rooms for the main meeting and for any committee or director meetings requested by the President.
10. Obtain and introduce at the meeting a speaker (usually the local Director, Commissioner or Secretary of Agriculture) to greet members at the start of the meeting.
11. Arrange for a banquet including place, menu, master of ceremonies and entertainment.
12. Arrange for any other evening entertainment, luncheons, breakfasts and coffee breaks that may be desired.

13. Arrange for an afternoon field trip for participants and families. If a fishing trip or similar pre-meeting activity is planned, a large supply of food (sandwiches, chips, etc.) and extra large supply for beverages (as many as 4 per participant) should be provided.
14. Arrange for a separate Guests Program that could include a hospitality room, special programs and one or more field trips during the period the Board is in session.
15. Maintain a registration desk the afternoon of the day before the meeting starts and the morning of the first day of the meeting to obtain registration fees and data and sign ups for special events.
16. Obtain during the meeting and give to the Secretary-Treasurer after the meeting the following:
 1. a list of all meeting participants and others that accompanied them to the meeting,
 2. the amount of registration fee charged,
 3. the number of hospitality rooms supplied for guests,
 4. the number of committee rooms used,
 5. the number of people attending special luncheons or breakfasts,
 6. the number of people attending banquet, and
 7. the number of men, women and children registered for the meeting.
17. Give announcements concerning local activities and conditions at designated times throughout the meeting.

Conduct other duties as local and current conditions demand.

**NATIONAL PLANT BOARD
TRAVEL REIMBURSEMENT POLICY**

From time to time it is advantageous to invite special speakers to the National Plant Board (NPB) annual meetings in order to properly address certain topics. Occasionally it might be necessary that the NPB reimburse these invited special speakers for expenses incurred. Also, other situations may arise when individuals may be reimbursed for travel costs incurred by the NPB. The following shall be guidelines for reimbursement of such expenses:

- I. If the speaker would not normally be eligible for reimbursement from the agency or organization which he or she represents.
- II. If the speaker's expenses cannot be covered by funds provided by another agency or organization.
- III. The NPB budget must be in such condition that reimbursement can be provided without jeopardizing normal cash flow.
- IV. Reimbursement for expenses must be approved by the NPB BOD prior to the finalization of the agenda.
- V. Receipts for expenses incurred should include air travel receipts, motel receipts, and any other receipt for individual expenses over \$20.00. Meals, taxi, etc. need not be documented with receipts when under \$20.00.
- VI. All documentation for reimbursement should be sent directly to the NPB Secretary-Treasurer as soon as possible after the annual meeting.
- VII. Travel expenses for the NPB President may be paid by the NPB when the President's state cannot or will not cover expenses. Such reimbursement shall comply with paragraphs III, V and VI above.
- VIII. Travel expenses for NPB members who travel at the request of or in lieu of the NPB President shall be paid by the NPB when the member's state cannot or will not cover expenses. Such reimbursement shall comply with paragraphs III, V, and VI above.

National Plant Board Meeting
August 21, 1995
Kalispell, Montana

NATIONAL PLANT BOARD NOMINEES FOR AWARDS POLICY

Each year each regional plant board may nominate a National Plant Board (NPB) member for the National Association of State Departments of Agriculture (NASDA) Honor Award, the American Nursery and Landscape Association sponsored Entomological Society of America (ESA) Distinguished Achievement Award in Regulatory Entomology, and the Carl Carlson Award. An information package in support of each regional board's nominee is reviewed by the NPB Awards and Service Recognition Committee, which forwards its selections to the NPB BOD for final approval. The following guidelines shall be followed regarding this process:

- I. The NPB President shall provide guidelines for each award to each regional plant board president approximately 30 days prior to the regional plant board's annual meeting. The guidelines also may be accessed from the NPB website.
- II. Each regional plant board may nominate a NPB member for each award.
- III. The regional plant board president or his designee(s) shall be responsible for providing personal data packages in support of the regional board's nominee to the NPB President on or before June 1.
- IV. The NPB President shall duplicate the data packages and submit them to the NPB BOD by June 7.
- V. Each NPB BOD member shall review the data packages and submit a recommendation to the NPB President by June 21.
- VI. The NPB President shall tally the recommendations and submit the NPB's nominees to the appropriate agency (ESA, NASDA) for further consideration.
- VII. In the event that the NPB President is a regional plant board nominee paragraphs IV. and V. shall be handled by the NPB Vice President .
- VIII. The NPB's nominees shall be announced during the NPB annual meeting.

**ESA DISTINGUISHED ACHIEVEMENT AWARD IN REGULATORY ENTOMOLOGY
(ENTOMOLOGICAL SOCIETY OF AMERICA)
Sponsored by the American Nursery and Landscape Association**

The purpose of the award is to honor regulatory entomologists for their valuable contributions to American horticulture. The award, established in 1975 by the American Nursery and Landscape Association consists of \$500.00 and an inscribed plaque.

Eligibility. The nominee must have demonstrated excellent performance through innovations in insect detection techniques, pest control operations, regulatory activities, and regulatory entomology training efforts. Previous recipients of this award are not eligible for future nominations. Nominees must be Entomological Society of America (ESA) members.

Award Procedures. Nominations should be submitted in the following format:

1. Biographical sketch of the nominee.
2. Photograph (black and white, passport size).
3. Professional improvement efforts, job experience, other professional responsibilities or achievements.
4. Membership and offices held in honor societies.
5. Leadership and participation in professional societies and awards.
6. Evaluation and appraisal of nominee.
7. Accomplishments with emphasis on service to American horticulture.

One nomination shall be submitted from each branch president through his branch Awards Canvassing Committee, the National Plant Board through its President, the Plant Protection and Quarantine Programs, Animal Plant Health Inspection Service; and USDA through its Deputy Administrator. All nominations should reach the National ESA Office no later than **July 1**.

Resubmission of a Nomination. Renomination of candidates is encouraged. A formal letter of renomination must be submitted each year prior to the submission deadline. Previously submitted documentation will be retained for one year and only new information need be forwarded with the letter.

Award Procedures at the ESA Annual Meeting. The presentation is made at the ESA Annual Meeting and the recipient must be present to receive the award.

Committee Procedures. The awards committee will be comprised of the current chairman of ESA, Section Eb, the immediate past chairman and the immediate past two chairman of Section Eb. The current chairman of Section Eb will be the awards committee chairman. The person selected will be made known to the Executive Director of the Society on or before **September 1**.

Entomological Society of America
9301 Annapolis Rd.
Lanham, MD 20706-3115

Phone: 301-731-4535
Fax: 301-7314538

**ENTOMOLOGICAL SOCIETY OF AMERICA (ESA)
DISTINGUISHED ACHIEVEMENT AWARD IN REGULATORY ENTOMOLOGY**

YEAR	NOMINEE	RECIPIENT
1975	Howard L. Bruer, Tennessee	Howard L. Bruer, Tennessee
1976	Melvin C. Tucker, Arkansas	G. G. Rohwer, USDA, APHIS
1977	Harold L. Porter, Ohio	Melvin C. Tucker, Arkansas
1978	Henry Nixon, Pennsylvania	Dean F. Lovitt, Michigan
1979	Henry Nixon, Pennsylvania	Halwin L. Jones, Florida
1980	Alfred S. Elder, North Carolina	Charles P. Schwalbe, USDA, APHIS
1981	Alfred S. Elder, North Carolina	Alfred S. Elder, North Carolina
1982	Carl M. Scott, Georgia	Charles M Amyx, USDA, APHIS
1983	H. B. Jackson, Jr., South Carolina & Harold L. Porter, Ohio	Harvey L. Ford Jr., USDA, APHIS
1984	H. B. Jackson Jr., South Carolina	H. B. Jackson Jr., South Carolina
1985	Ray Brush, AAN	Jack D. Coley, Mississippi
1986	Judson E. May, Arizona	Alfred Wheeler, Pennsylvania
1987	H. Dean Garwood, Kansas	Sueo Nakahara, USDA, ARS
1988	H. Dean Garwood, Kansas	H. Dean Garwood, Kansas
1989	Arthur H. Mason, Minnesota	Thomas J. Henry, USDA, ARS
1990	Richard D. Gaskalla, Florida	Richard D. Gaskalla, Florida
1991	Bill W. Metterhouse, New Jersey	Bill W. Metterhouse, New Jersey
1992	Howard M. Singletary, North Carolina	Howard M. Singletary, North Carolina
1993	Bill F. Gimpel, Maryland	Bill F. Gimpel, Maryland
1994	Homer L. Collins, USDA, APHIS	Homer L. Collins, USDA, APHIS
1995	W. A. (Bill) Dickerson, North Carolina	W. A. Dickerson, North Carolina
1996	Victor C. Mastro, USDA, APHIS	Victor C. Mastro, USDA, APHIS
1997	Tad Hardy, Louisiana	John Gorman, FDA, Ohio
1998	Robert Waltz, Indiana	
1999	Charles Coffman, West Virginia	Charles Coffman, West Virginia
2000	Richard L. Wescott, Oregon	
2001	Stephen Johnson, Nebraska	
2002	Stephen Johnson, Nebraska	Stephen Johnson, Nebraska
2003	Tad Hardy, Louisiana	(nomination to ANLA was late)

NASDA HONOR AWARDS
(NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE)

Since 1972, NASDA has conducted its annual honor awards program for employees of the state departments of agriculture. It has become an important part of our annual meeting program and gives recognition to outstanding professionals who work for NASDA members.

The recipients are selected by an independent panel of judges who are familiar with the work of state agriculture agencies, but not employed by NASDA or any member states. Actual presentation of the awards occurs as a highlight of our annual meeting in September.

We have polled previous members of the panel of judges about the criteria used in choosing past Honor Award winners. They said many factors enter into the judging decision, but indicated the following were most frequently used:

1. A clear concise description of the candidate's specific contributions and accomplishments in his or her field of work.
2. Details of specific instances of outstanding performances.
3. Years of service are considered, but not a deciding factor. The award should be for outstanding contributions to the individual's profession, not basically a "retirement" longevity award.
4. Participation and service in state, regional and national job-related organizations.
5. Recognition awards given by peers.
6. Ability to be innovative and solve problems.
7. Progressive upward mobility in job.
8. Ability to work harmoniously with others
9. Examples of concrete accomplishments and achievements that have benefited the state.

NASDA will make one award presentation in each of the following categories:

- ! Administration - individuals in purely administrative positions.

! Service - all others.

Each state or affiliate organization may submit only one nomination. Please be sure to indicate on the nomination form the category from which your nominee should be considered.

After the judges' panel makes its selection in the two categories and the awardees are properly honored at the NASDA Annual Meeting, the two awardees automatically become NASDA's nominees for the USDA Recognition event held in autumn in Washington D.C.

The deadline for receiving these award applications in the NASDA office is **July 1**.

Richard W. Kirchhoff
Executive Vice President and CEO
NASDA
Suite 1020
1156 15th Street, N.W.
Washington, DC 20005

Phone: 202-296--9680

Fax: 202-296-9686

RULES GOVERNING THE NASDA HONOR AWARDS PROGRAM

I. Eligibility

A. Any state department of agriculture employee below the level of Commissioner is eligible to be considered.

B. Selections will be made in each of two categories (Please indicate on the nomination form in which category your nominee is to be considered, and in one category only).

1. Administration

2. James A. Graham Award for Outstanding Service to Agriculture

II. Nomination

- A. Each Commissioner, Secretary or Director of Agriculture may nominate one person from their department.
- B. Each of the 20 affiliate organizations of NASDA may nominate one member from their individual organization.

III. Selections

- A. The Executive Vice President of NASDA will appoint a selection committee, made up of agriculture oriented people outside of NASDA, to study the nominations and to select one recipient in each of the two categories.
- B. The selections shall be made prior to the NASDA Annual Meeting, with the recipients being named during the annual meeting.
- C. The two NASDA Honor Award recipients will be the NASDA nominees for the annual USDA Honor Awards Program.
- D. The nomination forms are to be returned to the NASDA Washington D.C. office by **July 1**. This is the deadline for nominations, and no nominations will be accepted after that date.

**NASDA Honor Award
Nomination**

1. Department or Associate Organization:

2. Type of Nomination (check one):

----- Administration ----- James A. Graham Award for Outstanding Service to Agriculture

3. Nominee: -----

4. Position of Nominee: -----
--

5. Official Headquarters: -----
--

6. Basis for Nomination (nominee's achievements):

Detailed Basis for Nomination

7. Value and Extent of Contribution(s):

8. Career Resume (a brief description of positions held during period of performance):

9. Publications (list only those pertinent to the nomination):

10. Honors and Awards:

11. Nominations submitted by:

(Commissioner, Secretary, Director or Affiliate Organization President)

Organization: -----

Address: -----

Telephone: -----

Date: -----

Send to Richard W. Kirchhoff, Executive Vice President and CEO
1156 15th Street, N.W., Suite 1020. Washington D.C. 20005
Fax: 202-296-9686

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)
HONOR AWARD - ADMINISTRATION**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		
1975		
1976		
1977		
1978		
1979		
1980		Rollin M. Dennistoun, Minnesota
1981		William G. Parham, Jr.
1982		Richard D. Chumney, New Jersey
1983		Daniel Harlan
1984		Charles H. Greene
1985		Denis N. Blank, Nebraska
1986		John J. Repko
1987		Ray Forrest
1988		William H. Kosesan, Oregon
1989		
1990		James I. Kennedy, Missouri
1991		Isi A. Siddiqui, California
1992		Ronald M. King, Illinois
1993		Ron Conley, Georgia
1994		Nicholas J. Neher, Wisconsin
1995		Jim Bridges, Georgia
1996		Carol Shipp, New Jersey

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE (NASDA)
HONOR AWARD - SERVICE**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		
1975		
1976		
1977		
1978		William Cranstoun, New Jersey
1979		
1980		Vashek Cervinka
1981		Rudolph Clark
1982		Lewis Barefield, Arkansas
1983		Roberto Parajon
1984		Richard D. Tretsven
1985		Ken Meier
1986	H. Dean Garwood, Kansas	Max A. Van Buskirk, Jr., Pennsylvania
1987	Ken P. Roberts, Wisconsin	Murit Dean Aichele, Washington
1988	Ken P. Roberts, Wisconsin	Jack D. Coley, Mississippi
1989	Bill W. Metterhouse, New Jersey	Robert L Gordon, North Carolina
1990	Don Kludy, Virginia	Clarence L. Campbell, Florida
1991	Isi A. Siddiqui, California	Robert L. Williams, West Virginia
1992	Arthur H. Mason, Minnesota	Paul J. Friedman
1993	Lyle B. Forer, Pennsylvania	Howard M. Singletary, North Carolina
1994	Richard D. Gaskalla, Florida	George B. E West, California
1995	Richard D. Gaskalla, Florida	John L. Smith, North Carolina
1996	Richard D. Gaskalla, Florida	Richard D. Gaskalla, Florida
1997	Thomas Sim IV, Kansas	Donald Eaddy, North Carolina
1998	Robert J. Balaam, New Jersey	
1999	Stephen Johnson, Nebraska	Stephen Johnson, Nebraska
2000*	Robert J. Balaam, New Jersey	Robert J. Balaam, New Jersey
2001	William Dickerson, North Carolina	
2002	William Dickerson, North Carolina	William Dickerson, North Carolina
2003	Bill Callison, California	Bill Callison, California

* Award named changed to NASDA James A. Graham Distinguished Service to Agriculture Award

beginning in 2000.

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE (NASDA)
HONOR AWARD REGULATION**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		Clyde Bowers, Oklahoma
1975		
1976		Halwin L. Jones, Florida
1977	Henry Nixon, Pennsylvania	
1978	Harry Galloway, Nevada	Harold L. Porter, Ohio
1979	Melvin C. Tucker, Arkansas	Melvin C. Tucker, Arkansas
1980	Carl M. Scott, Georgia	Eugene E. Killion
1981	William H. Kosesan, Oregon	Bill W. Metterhouse, New Jersey
1982	Dean F. Lovitt, Michigan	Dean F. Lovitt, Michigan
1983	David A. Ivie, Texas	Joesph E. Francka, Missouri
1984	Carl W. Nichols, California	Martha E. Rhodes, Florida
1985	Salvatore (Sal) Alfieri, Jr., Florida	Salvatore (Sal) Alfieri, Jr., Florida
1986Award discontinued.....	

**USDA SUPERIOR SERVICE AWARD
(UNITED STATES DEPARTMENT OF AGRICULTURE)**

YEAR	RECIPIENT
1977	Halwin L. Jones, Florida
1979	Harold L. Porter, Ohio
1980	William Cranstoun, New Jersey
1980	Melvin C. Tucker, Arkansas
1981	Bill W. Metterhouse, New Jersey
1992	Isi A. Siddiqui, California
1994	Howard M. Singletary, Jr., North Carolina

**NATIONAL PLANT BOARD
CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD
IN REGULATORY PLANT PROTECTION**

Rules Governing the Award

The purpose of this award is to recognize and honor individuals that have distinguished themselves in the field of regulatory plant protection. Those who have consistently upheld the principles of plant protection and quarantine and the ideals of the National Plant Board (NPB) in serving those citizens and industries regulated. The award was established in 1994 in remembrance of Carl E. Carlson, State Entomologist, Iowa Department of Agriculture and Land Stewardship from 1979 to 1992. The award is sponsored by Pioneer Hi-Bred International, Inc. through the Central Plant Board. The award consists of an inscribed plaque and \$250.00. The award is presented each year at the annual meeting of National Plant Board.

Active employment (past or present) in an agency dealing with plant pest regulatory activities is a prerequisite for the candidate. The nomination shall include, a biographical sketch of the nominee, a photograph, a brief description of professional duties, job experience, other professional responsibilities or achievements, leadership and participation in related endeavors, awards and an evaluation and appraisal of the nominees' accomplishments.

The nominee must have demonstrated excellent performance in regulatory activities, regular and active participation in appropriate meetings and recognized by their peers as caring to the needs of all clientele being served. Previous recipients of this award are not eligible. The renomination of candidates for this award is welcome. Submit a formal letter of renomination each year before the submission deadlines. You need to send only new information as the NPB awards committee will retain all candidate documentation for two years.

The following may each submit one nomination: (1) each regional plant board President through his or her awards committee, (2) the United States Department of Agriculture (USDA), Animal Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) through its Deputy Administrator.

Submit all information on the nominee to the current President of the National Plant Board by **June 1**.

Directions for award plaque:

The plaque should be walnut 14" x 17" in the shape of the United States. There should be a star in the state of the recipient and the base plate for the inscription should be black with gold letters.

Inscription:

(Insert Year) NATIONAL PLANT BOARD

CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

Presented to:

NAME

STATE

by his (her) colleagues in recognition of distinguished achievement while consistently upholding the principles of plant protection and quarantine and the ideals of the National Plant Board in serving the citizens and industries regulated and contributing to the health and welfare of the plant environment nationwide.

NATIONAL PLANT BOARD

CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

YEAR	NOMINEES	RECIPIENT
1994	Virgil R. Knapp, Indiana Paul Hornby, Florida Gregory A. Cooke, New York	Gregory A. Cooke, New York
1995	Virgil R. Knapp, Indiana Charles L. Staines Jr., Maryland Scott Rose, Washington Tad N. Hardy, Louisiana	Tad N. Hardy, Louisiana

1996	Donald A. Orton, Illinois Terry Smith, Florida Charles L. Staines, Jr., Maryland	Charles L. Staines, Jr., Maryland
1997	Gary W. Gibson, West Virginia Robert F. Obermire, Oregon Donald Orton, Illinois Terry Smith, Florida	Donald Orton, Illinois
1998	Gary Gibson, West Virginia Richard Jackson, Oregon Terry Smith, Florida Robert McAdams, Illinois	Gary Gibson, West Virginia
1999		Robert McAdams
2000	Jeanetta Cooper, Arkansas Larry R. Hanning, Missouri Robert Stanley Jackson, Oregon Carl P. Schulze, Jr., New Jersey	Larry R. Hanning, Missouri
2001		Jeanetta Cooper, Arkansas
2002		Carl P. Schulze, Jr., New Jersey
2003	Bill Hilbert, Kansas Eric LaGasa, Washington Lynn Snodderly, Tennessee	Bill Hilbert, Kansas

**NATIONAL PLANT BOARD
RETIREE RECOGNITION**

The National Plant Board annually or as needed recognizes contributions made by members and associates as follows:

- Past NPB Members - Framed Certificates and Letters of Appreciation
- USDA State Plant Health Directors - Unframed Certificates and Letters of Appreciation
- State & Federal Employees and other Cooperators – Letters of Appreciation

EXAMPLE OF CERTIFICATE

<p>NATIONAL PLANT BOARD</p> <p>CERTIFICATE OF APPRECIATION</p> <p>TO</p> <p>_____</p> <p>In Appreciation for Your Years of Dedicated Service and Special Assistance to the NPB</p> <p>Your Guidance and Friendship will be Missed</p>	
_____ President	_____ Date

NATIONAL PLANT BOARD MEETINGS (HISTORICAL)

Number	Date	Location
1	1927 -	Unknown
44	1970	
45	1971	Harrisburg, Pennsylvania
46	1972	Miami, Florida
47	1973	Indianapolis, Indiana
48	1974	Jackson Hole, Wyoming
49	1975	Richmond, Virginia
50	1976	Charleston, South Carolina
51	1977	Madison, Wisconsin
52	1978	Reno, Nevada
53	1979	Niagara Falls, New York
54	August 18-21, 1980	Brownsville, Texas
55	August 18-20, 1981	Duluth, Minnesota
56	August 16-19, 1982	Sacramento, California
57	August 16-18, 1983	Honolulu, Hawaii
58	August 14-16, 1984	Cherry Hill, New Jersey
59	August 20-22, 1985	Orlando, Florida
60	August 18-21, 1986	Kansas City, Missouri
61	August 17-20, 1987	Jackson Hole, Wyoming
62	August 16-18, 1988	Atlantic City, New Jersey
63	August 15-17, 1989	Mobile, Alabama
64	August 13-16, 1990	Lincoln, Nebraska
65	August 19-21, 1991	Kalispell, Montana
66	July 26-29, 1992	Portland, Maine
67	August 8-11, 1993	New Orleans, Louisiana
68	August 7-10, 1994	Chicago, Illinois
69	August 13-16, 1995	San Diego, California
70	August 18-21, 1996	Pittsburgh, Pennsylvania
71	August 10-13, 1997	St. Petersburg, Florida
72	August 16-19, 1998	Grand Rapids, Michigan
73	August 15-18, 1999	Portland, Oregon
74	August 12-16, 2000	Wilmington, Delaware
75	August 12-16, 2001	Ashville, North Carolina
76	August 11-14, 2002	Duluth, Minnesota
77	August 10-13, 2003	Tacoma, Washington

PAST NATIONAL PLANT BOARD OFFICERS

Year	Chairman	Vice Chairman	Secretary/Treasurer
1980	Carl W. Nichols, CA	Alfred S. Elder, SC	Lester H. Burrows, MO
1981	Carl W. Nichols, CA	H. B. Jackson, SC	H. Dean Garwood, KS
1982	H. B. Jackson, SC	H. Dean Garwood, KS	Bill W. Metterhouse, NJ
1983	H. B. Jackson, SC	H. Dean Garwood, KS	Bill W. Metterhouse, NJ
1984	H. Dean Garwood, KS	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT
1985	H. Dean Garwood, KS	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT
1986	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT	Guy W. Karr, AL
1987	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT	Guy W. Karr, AL
1988	O. Roy Bjornson, MT	Guy W. Karr, AL	Carl E. Carlson, IA
1989	O. Roy Bjornson, MT	Guy W. Karr, AL	Carl E. Carlson, IA
1990	Guy W. Karr, AL	Carl E. Carlson, IA	Lyle B. Forer, PA
1991	Carl E. Carlson, IA	Lyle B. Forer, PA	Isi A. Siddiqui, CA
1992	Lyle B. Forer, PA	Isi A. Siddiqui, CA	Howard M. Singletary, NC
1993	Lyle B. Forer, PA	Isi A. Siddiqui, CA	Howard M. Singletary, NC
1994	Isi A. Siddiqui, CA	Howard M. Singletary, NC	Stephen V. Johnson, NE
1995	Isi A. Siddiqui, CA	Howard M. Singletary, NC	Stephen V. Johnson, NE
1996	Howard M. Singletary, NC	Stephen V. Johnson, NE	Robert J. Balaam, NJ
1997	Howard M. Singletary, NC	Stephen V. Johnson, NE	Robert J. Balaam, NJ
1998	Stephen V. Johnson, NE	Robert J. Balaam, NJ	Bill Callison, CA
1999	Stephen V. Johnson, NE	Robert J. Balaam, NJ	Bill Callison, CA
2000	Robert J. Balaam, NJ	Bill Callison, CA	Bill Dickerson, NC
2001	Robert J. Balaam, NJ	Bill Callison, CA	Bill Dickerson, NC
2002	Bill Callison, CA	Bill Dickerson, NC	Kenneth J. Rauscher, MI
2003	Bill Callison, CA	Bill Dickerson, NC	Kenneth J. Rauscher, MI
2004	Bill Dickerson, NC	Kenneth J. Rauscher, MI	Scott Pfister, VT