

Bylaws for National CAPS Committee



March 2, 2023

USDA APHIS

V1.3

Contents

[Acronyms 2](#_Toc198288488)

[CAPS Mission 2](#_Toc198288489)

[Purpose of the Bylaws 2](#_Toc198288490)

[NCC Purpose 2](#_Toc198288491)

[Financial Support 3](#_Toc198288492)

[NCC Membership 3](#_Toc198288493)

[Membership Goals 3](#_Toc198288494)

[NCC – Permanent Members 3](#_Toc198288495)

[NCC – Rotating Members (3 Year Term) 3](#_Toc198288496)

[Non-Member – Standing Invitation 4](#_Toc198288497)

[Invited Participants to Monthly Calls or Meetings 4](#_Toc198288498)

[Membership Roles and Responsibilities 4](#_Toc198288499)

[All Members: 4](#_Toc198288500)

[National Policy Manager: 5](#_Toc198288501)

[National Operations Managers: 5](#_Toc198288502)

[Assistant Director, PPRA 5](#_Toc198288503)

[NCC Decision Making 5](#_Toc198288504)

[Annual Meeting 5](#_Toc198288505)

[Monthly Calls 6](#_Toc198288506)

[Rules of Conduct 6](#_Toc198288507)

[Document Management 6](#_Toc198288508)

[Federal Advisory Committee Act 6](#_Toc198288509)

[Maintenance of the Bylaws 6](#_Toc198288510)

[Prior Versions 7](#_Toc198288511)

# Acronyms

CAPS - National Cooperative Agricultural Pest Survey

NCC – National Cooperative Agricultural Pest Survey Committee

NOM - National Operations Managers for Pest Detection

NPM - National Policy Manager for Pest Detection

PD CFWG - Pest Detection Cross Functional Working Group

PPQ – Plant Protection and Quarantine

PPRA - Plant Pest Risk Analysis

PSS - Pest Survey Specialist

SPHD - State Plant Health Director

SPRO - State Plant Regulatory Official

SSC - State Survey Coordinator

# CAPS Mission

The CAPS Program’s mission is to conduct exotic plant pest surveys through a national network of cooperators and stakeholders to safeguard American agriculture and natural resources.

# Purpose of the Bylaws

To establish rules of operation for the National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC).

# NCC Purpose

The NCC provides a conduit for stakeholders to provide input to PPQ about the CAPS Program. The NCC duties include:

* Providing input regarding the National CAPS Guidelines.
* Communicating with peers about changes to the CAPS Program.
* Identifying gaps in training, information sharing, and data management in support of CAPS.
* Providing insights to PPQ and cooperators about CAPS and broader Pest Surveillance activities.
* Maintaining CAPS documents.

# Financial Support

Travel expenses to the annual NCC meetings will be budgeted for APHIS personnel. SPRO and SSC may request travel support through the PPQ-National Plant Board Safeguarding cooperative agreement.

CAPS Information System at Purdue will utilize available resources in the cooperative agreement when travel is warranted.

# NCC Membership

The CAPS program relies on close cooperation between PPQ and state regulatory authority. The NCC is comprised of 12 rotating members in two broad categories, permanent and rotating members.

## Membership Goals

NCC goals are to ensure CAPS cooperators are represented in the decision-making process and the program operates as efficiently as possible. The NCC values input from all cooperators due to variations in state/territory size, agricultural composition, natural environments, pest risk, and surveillance program management approaches.

## NCC – Permanent Members

The Pest Detection Cross Functional Working Group (PD CFWG) representatives are permanent members of the NCC. This group consists of:

* National Policy Manager for Pest Detection (NPM), Emergency Domestic Programs
* National Operations Managers for Pest Detection (NOM), Field Operations[[1]](#footnote-2)
* Assistant Director, Plant Pest Risk Analysis (PPRA) – CAPS Support, Science & Technology

## NCC – Rotating Members (3 Year Term)

Each rotating committee member will serve staggered 3-year terms (term years run from January 1 through December 31). Rotating members may not serve more than 2 consecutive terms (6 years). Members may be from the same state, but not from the same organization or office. The NPM will post the most updated rotations document at the collaboration site.

|  |  |  |
| --- | --- | --- |
| **Position[[2]](#footnote-3)** | **Number**  | **Stipulations** |
| State Plant Health Director (SPHD) | 2 | Selected by the SPHDs nationally in consultation with the PD CFWG, with supervisory approval. |
| State Plant Regulatory Official (SPRO)  | 4 | Selected or appointed by their respective Regional Plant Boards and President and approved by the PD CFWG.One member from each regional plant board.  |
| Pest Survey Specialist (PSS) | 2 | Selected by the PSSs nationally in consultation with the NOMs for Pest Detection, with supervisory approval.  |
| State Survey Coordinator (SSC) | 4 | Selected by the SSCs in that regional plant board in consultation with the PD CFWG, with supervisory approval.One member from each regional plant board. |

## Non-Member – Standing Invitation

These individuals will regularly supply information for NCC decision making and generally support the CAPS Program and other Pest Surveillance Programs. The NPM includes them in regular invitation list for the call. These positions include:

* PPQ S&T CAPS Support Lead and other S&T CAPS support
* Purdue University, CAPS Information System (CAPSIS) User Services

## Invited Participants to Monthly Calls or Meetings

Ad-hoc participants are the NPMs representing the PPQ Survey Supply and Procurement Program, Preliminary Identification, PPA 7721, and PPQ management. Any member of the NCC (permanent or rotating) may suggest to the NPM to invite specific presenters or participants not listed above. NPM will accommodate as many requests as possible but is the final decision maker on agenda topics and thus presenters and guest attendance.

# Membership Roles and Responsibilities

## All Members:

* Attend and actively participate during discussions.
* Communicate and provide program relevant information to internal and external stakeholders.
* Timely communication of program challenges to the PD CFWG.
* Communicate and coordinate with subject matter experts and groups to support the CAPS program.
* Proactively assess and improve procedures and processes in support of the CAPS program.
* Disseminate information and solicit feedback to their constituencies in a timely manner.
* Convey key information to peers from the NCC.
* Gather feedback from peers to share with the NCC.
* Serve on NCC sub-committees/working groups as needed.
* Facilitate a smooth transition of rotating members.

## National Policy Manager:

* Organize the annual NCC meeting
* Organize monthly NCC calls
* Organize bylaw updates
* Update NCC Rotations
* Serve as liaison to Emergency Domestic Program leadership
* Manage meeting minutes and NCC Records

## National Operations Managers:

* Serve as backup to the National Policy Manager as needed.
* Serve as liaison to PPQ Field Operations leadership.

## Assistant Director, PPRA

* Serve as liaison to PPQ S&T Leadership
* Manage the Science and Technology CAPS support team
* Deliver pest recommendations for National Priority Pest List
* Advise the NCC on removal of pests from the National Priority Pest List
* Deliver new Approved Methods for Pest Surveillance
* Deliver changes to Approved Methods for Pest Surveillance

# NCC Decision Making

The NCC strives for consensus on issues of concern. If an impasse is reached, the PD CFWG may try to resolve the issue. Members will factor constituents concerns and interests into their decision-making process.

# Annual Meeting

Are designed to facilitate conversations and decision making about CAPS. Key topics include:

* National Priority Pest List
* Changes to the CAPS Program
* S&T support

Invitations to the annual meeting will be sent by the NPM at least 2 months prior to the meeting. Each permanent and rotating member should plan on attending the meeting. The PD CFWG may invite additional meeting participants at their discretion. If rotating members are not able to attend the meeting, they may send an appropriate replacement. New members transitioning on to the NCC may work with their existing counterpart to determine the best individual to attend the meeting.

# Monthly Calls

NCC monthly calls are scheduled the first Thursday of the month at 2 pm Eastern Time. The goal of these calls is to facilitate NCC member communication and decision making. Topics may vary from month to month and any member may suggest a topic to a permanent member. The NPM is responsible for managing the agenda. Permanent and rotating members are expected to regularly attend the meetings. Other participants should plan on attending when presenting relevant topics. New members may start their transition early, at their own discretion. The new members will work with the existing member to consider their familiarity with CAPS and the topics being discussed. Both the new member and the existing member may attend the November, December, and January monthly meetings during the term transition period.

# Rules of Conduct

* Respectfully communicate with other members.
* Maintain discretion on sensitive issues until a final decision is made.
* Foster an environment of trust and confidentiality among its members.
* Wait for final guidance/notes before sharing discussions from meetings with constituents.
* Approach decisions as a representative of your constituency rather than a single state. Refrain from using membership on the NCC to further state issues.

Violation of the rules of conduct may result in removal from the NCC.

# Document Management

NCC documents are available on the [CAPS Resource and Collaboration](https://caps.ceris.purdue.edu/ncc) website. Log in may be required.

# Federal Advisory Committee Act

Any government entity (i.e., federal, state, local, and/or tribal government officials) may be invited to participate in discussions with an agency of the Federal government without requiring deliberations to be conducted according to the Federal Advisory Committee Act (FACA). Non-government employees will not be asked to engage in discussions that could be interpreted to provide “consensus advice recommendations or advice” to the federal government. Their role will be to provide information and perspective on specific issues. The views of non-NCC members will be considered along with all other information and views available. Therefore, the NCC will not need to conduct meetings under FACA procedures.

# Maintenance of the Bylaws

Any questions, concerns, or suggestions to improve these Bylaws may be addressed to Tina Gresham, the National Policy Manager for Pest Detection, USDA-APHIS-PPQ, Emergency and Domestic Programs, (208) 351-9857, Tina.Gresham@usda.gov

# Prior Versions

2023 Version approved by the NCC on March 2, 2023.

2023 Version 1.1 - Edited for clarity during the 2024 NCC Annual Meeting.

2023 Version 1.2 – PPQ NOM representation and PPQ NPM contact information updated. Updated standing participant list for monthly calls.

2023 Version 1.3 – Edited to align language with administration executive orders and Section 508 compliance.

1. As of FY2024, one NOM position is vacant. [↑](#footnote-ref-2)
2. A person must hold the position identified to be considered eligible to be a member of the NCC. [↑](#footnote-ref-3)