

For: County Offices

COC ORGANIZATIONAL MEETING

Approved by: State Executive Director



1 Overview

**A
Background**

During the first meeting of Farm Service Agency county committees in each calendar year, members are to organize themselves for positions of chairperson, vice-chairperson and regular members, review delegations of authority, determine the need for bilingual staff and recommend appointment of a committee advisor, if warranted.

**B
Purpose**

This Notice provides guidance to committees to complete required actions.

2 Action

**A
COC**

County committee members shall:

- At the first regular meeting in January, before any regular business is conducted, determine who shall be chairperson, vice-chairperson, and regular member. (15-AO (Rev.3), par. 141.)

Disposal Date	Distribution
May 1, 2003	County Offices

OK Notice AO-1044

2 Action, continued

A COC

- Review redelegations of authority (16-AO (Rev.2), par. 214). NOTE: policy of 1-FI (Rev.13), par. 19 requires redelegations of authority to sign or countersign CCC-184 be renewed every 5 years. If these redelegations are more than 5 years old, they should be revoked and re-issued using the current CCC-392 (2-24-99.) Redelegations to COC members may be made only by the State Committee Chairperson and redelegations to federal employees only by the State Executive Director. Document review of all redelegations in the Minutes.
 - Determine the need for bilingual staffing and record determination in the county Minutes. (18-AO (Rev.2), par. 37 F.)
 - Recommend appointment of an advisor if warranted (16-AO (Rev.2), Part 3 Section 2.) NOTE: Only service as an FSA committee advisor after 1995 counts toward the 9 consecutive year term limitation.
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