

VI. ORGANIZATION

The Technical Committee shall be organized in accordance with the manual for Cooperative Regional Research (USDA/CSREES, Revised January 1986) and shall operate under the regulations specified therein.

Officers

All voting members of the technical committee are eligible for office, regardless of sponsoring agency affiliation. The **chair**, in consultation with the administrative adviser, notifies the technical committee members of the time and place of meetings, prepares the agenda, presides at meetings of the technical committee and the executive committee. The chair is responsible for preparing or supervising the preparation of the annual report of the regional project. The **secretary** records the minutes and performs other duties assigned to him/her by the technical committee or the administrative advisor. The secretary shall prepare and email the minutes of any official meeting to committee members within a six-week period.

Subcommittees

An executive committee consisting of the chair and two or more other members of the technical committee may be designated to conduct the business of the committee between meetings and perform other duties as assigned by the technical committee. Subcommittees will be named by the chair as needed for specific assignments. This format may include subcommittees to develop procedures, manuals, and phases of the regional project; to review work assignments; to develop research methods; and to prepare publications.

VII. SIGNATURES

Title: Technical and Economical Efficiencies of Producing, Marketing, and Managing Landscape Plants.

Administrative Advisor

Date

Chair, SRRC

Date

Chair, SAAESD

Date

Administrator, CSREES

Date