



Arizona Department of Agriculture

Plant Services Division
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INDUSTRIAL HEMP PROGRAM RULES COMMITTEE CHARTER

The Industrial Hemp Program Rules Committee (the "Committee") is an advisory committee to the Director of the Arizona Department of Agriculture (the "Department") as authorized under A.R.S. § 3-106.

Purpose

The purpose of the Committee is to provide input and advise the Director of the Department, or the Director's designee, on the development of administrative rules used to license and regulate the industrial hemp program applicants and licensees.

Duties and Responsibilities

As a public body, the Committee is required to follow Arizona's Open Meeting Law, A.R.S. §§ 3-431 to 3-431.09. The members of the Committee shall review Chapter 7 of the *Arizona Agency Handbook* issued by the Arizona Attorney General's Office.

The Committee shall work with the Department to provide feedback on administrative rules developed by Department staff and the Department assigned Assistant Attorney General.

The Committee shall select a Chairperson and Co-chairperson and replace any vacancies during the term of the Committee.

The Committee's primary responsibilities include:

- Comprehensively review draft administrative rules as provided by Department staff.
- Provide input and comments, in a manner as recommended by Department staff, to utilize in the development of draft administrative rule language.
- Coordinate with Department staff on the recommendation of program fees and terms of applicant eligibility.
- Upon the completion of the development of draft administrative rules, and other feedback items, provide a summary of comments to the Director for consideration.

Members of the Committee may be asked to provide stakeholder perspective feedback during public outreach events (no more than three per event) to engage prospective stakeholders and the public at locations to be determined.

Appointment Term

The term of the Committee will be from August 3, 2018 until August 3, 2019. The Committee serves at the discretion and pleasure of the Director. The Director may choose to terminate the Committee prior to August 3, 2019, if necessary.

Liaison

The Director had assigned Brian McGrew, Industrial Hemp Program Manager, as the primary point of contact for the Committee. Please call, 602-542-3228 or email bmcgrew@azda.gov for questions or requests.