



## BEFORE YOU APPLY, read the following:

- The Hemp Commission will consist of **nine commissioners** appointed by the director of the Oregon Department of Agriculture – six producers, two handlers and one member of the public.
- On this application, you must **specify the position number** for which you want to be considered.
- **Attach letters of recommendation** to your application. The ODA director will consider recommendations from commodity commissions, producers, and producer associations pursuant to ORS 571.406(6).

## TO QUALIFY AS A COMMISSIONER, you must be a:

- Citizen of the United States and resident of Oregon and one of the following.
  - **Producer/Grower** – who has produced hemp under a license or registration issued by the Oregon Department of Agriculture (ODA) for at least three years prior to the appointment (since 2019).
  - **Handler/Processor** – who has processed hemp under a license or registration issued by the ODA for at least three years prior to the appointment (since at least 2019).
  - **Public Member** – who is not associated with the production or processing of hemp.

## GEOGRAPHIC QUALIFICATIONS FOR PRODUCERS/GROWERS and POSITION NUMBERS

- **Central, Producer Position 1**
  - Crook, Deschutes, Gilliam, Jefferson, Lake, Morrow, Sherman, Wasco, and Wheeler counties.
- **Eastern, Producer Position 2**
  - Baker, Grant, Harney, Malheur, Umatilla, Union, and Wallowa counties.
- **Northwest, Producer Position 3**
  - Benton, Clatsop, Columbia, Clackamas, Hood River, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill counties.
- **Southwest, Producer Position 4**
  - Coos, Curry, Douglas, Jackson, Josephine, and Klamath counties.
- **State at Large, Producer Positions 5 and 6** – to the extent possible, represent otherwise-underrepresented communities in hemp production or aspects of hemp production.

## HANDLER/PROCESSOR QUALIFICATIONS and POSITION NUMBERS

**State at Large, Handler Position 1 or Handler Position 2** – to the extent possible, the two Handler commissioners will represent separate types of processing such as for CBD (essential oils), for fiber, or for grain.

## PUBLIC MEMBER QUALIFICATIONS

**State at Large public member** does not have a position number. Cannot be associated with growing or processing hemp.

## LENGTH of TERMS

The first set of commissioners will be appointed to serve various term lengths to create a structure where one-third of the nine commissioners complete their terms in the same years.

The terms for the first set of commissioners will be:

- Three commissioners (Producer 5, Handler 1, and the Public Member) will serve two years.
- Three commissioners (Producer 2, Producer 6, and Handler 2) will serve three years.
- Three commissioners (Producer 4, Producer 3, and Producer 1) will serve four years.

After completing the first term, the ODA will recruit applicants who the director will appoint to four-year terms.



## DEFINITIONS and STATUTES

- Oregon Administrative Rule 648 Division 30 defines a **Producer** the same as a **Grower** and a **Processor** the same as a **Handler** as defined in ORS 571.269 (see below).
- ORS 571.406(6). The ODA director will consider recommendations from commodity commissions, producers, and producer associations. Attach any recommendation letters to your application.

### ORS 571.269 Definitions

“**Grower**” means a person, joint venture or cooperative that produces industrial hemp.

“**Handler**” means a person, joint venture or cooperative that receives industrial hemp for processing into commodities, products, or agricultural hemp seed.

“**Industrial hemp**”

- Means all non-seed parts and varieties of the *Cannabis* plant, whether growing or not, that contain an average tetrahydrocannabinol concentration that does not exceed 0.3 percent on a dry weight basis.
- Means any *Cannabis* seed that is part of a crop; is retained by a grower for future planting; is agricultural hemp seed; is for processing into or for use as agricultural hemp seed; or has been processed in a manner or to an extent that the *Cannabis* seed is incapable of germination.
- Does not mean industrial hemp commodities or products.

## REASONS for REMOVING a COMMISSIONER from OFFICE

- Three unexcused absences during the commissioner’s term in office, or other neglect of duty in office;
- Use of the commissioner position for personal financial gain or to avoid personal financial detriment;
- Unauthorized use or disclosure of confidential information;
- Conduct in violation of Oregon government ethics law;
- Conduct in violation of Oregon public meeting or public records law;
- Misappropriation or misuse of Commission funds;
- Failure to act for the positive economic benefit of the commodity; or
- Failure to satisfy one or more qualifications for appointment.

## PER DIEM STIPEND and EXPENSE REIMBURSEMENT for OFFICIAL DUTIES

The state law on per diem stipends paid to all state boards and commissions, ORS 292.495, requires that the per diem stipend be equal to the per diem paid to members of the Legislative Assembly, subject to the availability of funds in the budget of the state board or commission. The law, as revised in 2021, requires that commissioners who report an adjusted gross income of less than \$50,000 (or \$100,000 if filing jointly) must be paid the per diem stipend if they submit a written request. The per diem stipend will be paid for each day, or partial day, on official commission duties. The per diem stipend amount is \$155, as of October 1, 2021.

- The commission is adopting an administrative rule that would allow paying every commissioner, not just those who meet the financial qualification, if the commission has funds available in its budget.
- Any commissioner may decline the per diem stipend or travel and expense reimbursement by not submitting a written claim.
- Commissioners may submit a written request to be reimbursed for travel or other expenses incurred in the performance of official duties, within limits. Chapter 648, Division 40 administrative rules cover this subject.
- The reimbursement for expenses to employ a substitute at work remains at a maximum of \$25 per day.
- Commissioners who are employed in full-time public service remain ineligible to claim the per diem stipend.



Instructions: Fill out with computer. Print to sign page 5. Scan, then submit your complete form via email.

- Submit via email (preferred): Commissions@oda.oregon.gov
If necessary, mail to: ODA AgDev Commodity Commission Oversight Program
635 Capitol St. NE, Salem, OR 97301-2532
All applicable fields must be complete for your application to be considered.

Note: This application is subject to the Public Records Act; it may be disclosed upon request. Personal information will be redacted.

ALL APPLICANTS - FILL OUT SECTION BELOW

Form section for applicant information including Oregon Hemp Commission, Position Number, Type (Producer, Processor, Public Member), and Oregon Resident status.

Form section for applicant details including legal name, business name, occupation, years in industry, and contact information (business/home address and phone).

PRODUCER OR HANDLER APPLICANTS ONLY - FILL OUT SECTION BELOW

Form section for producer or handler applicants including qualification requirements and registration/license information.

PUBLIC MEMBER APPLICANTS ONLY - FILL OUT SECTION BELOW

Form section for public member applicants including association with growing or processing hemp and explanation of involvement.



OREGON HEMP COMMISSION	Position Number _____	Type: <input type="checkbox"/> Producer <input type="checkbox"/> Processor <input type="checkbox"/> Public Member
Applicant legal name		

**ALL APPLICANTS – PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Have you ever been convicted of any criminal offense or violation (except for minor traffic offenses?)  Yes\*  No
- If you have held a professional license, have you ever had disciplinary action of any nature taken against you regarding such license?  Yes\*  No
- If you are appointed, is there anything in your background that might reflect poorly on the State of Oregon or on the Hemp Commission, if known publicly?  Yes\*  No  
*\*If you answer "yes" to any of questions 1-3, give full details on a separate sheet of paper.*
- If appointed you will be required to complete training on State of Oregon policies, including but not limited to the mandatory training on sexual harassment and discrimination prevention policies. Will you be willing to complete this training?  Yes  No\*\*  
*\*\*If you answer "no" to question 4, please use a separate sheet of paper to explain.*
- If appointed and you meet income-level qualifications, you will be eligible to claim a stipend for each day on official commission business. Are you willing, on a separate form, to check a box to indicate whether your adjusted gross income reported during the previous tax year is less than \$50,000 (or less than \$100,000 if filing jointly)?  Yes  No

**To assist in appointing a variety of commissioners, provide the following info.** Add pages as necessary.

1. Your professional background:
2. List agricultural organizations you're involved with whose central mission is relevant to Oregon commodity commissions. Include your role and number of years involved:
3. Farming, marketing, research, educational or other experiences you will utilize as a Hemp Commissioner:
4. Years of hemp-related work experience:
5. Describe propagation methods or processing methods you use and any innovative practices:

Continues on next page.



<b>OREGON HEMP COMMISSION</b>	Position Number _____	Type: <input type="checkbox"/> Producer <input type="checkbox"/> Processor <input type="checkbox"/> Public Member
Applicant legal name		

**Background, continued:**

6. Previous and/or current government service:

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7. Please describe your goals for the commission as related to the future of Oregon-grown industrial hemp.

To assist us in meeting affirmative action objectives, we would appreciate information about your background. This information is optional and may be used for data collection only. Under state and federal law, this information may not be used to discriminate against you.

**Race/Ethnicity:** (Select one)

- African American/Black
- American Indian/Alaskan Native
- Asian
- Caucasian/White
- Hispanic/Latino
- Native Hawaiian/Pacific Islander
- Multi/Other

**Gender identity:** \_\_\_\_\_ **LGBTQ:**  **Disability:**  Yes  No

**√ Please print, sign and date. Return form via email (preferred) or postal mail. See information on page 1.**

By signing this form, I hereby affirm that all information provided by me on this form and on any attachments is true to the best of my knowledge and I will accept appointment if selected by the ODA director.

Legal signature: _____	Date: _____
Printed legal name: _____	

American with Disabilities Act (ADA): This information is available in alternative formats. Call 541-656-8951. The Oregon Department of Agriculture's Commodity Commission Oversight Program provides equal opportunity to all applicants without regard to race, color, sex, national origin, religion, age, disability, or genetic information.

**THIS AREA FOR ODA USE ONLY (07/22)**

- Program initial and date \_\_\_\_\_  Appointed to commission
- Application:  Incomplete  Not appointed to commission
- Meets qualifications:  Accepted  Denied

\_\_\_\_\_  
*Director's signature and date*