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ANNOUNCEMENT OF OPEN SEATS on the HASS AVOCADO BOARD

HASS AVOCADO PRODUCER MEMBERS & ALTERNATES

The Hass Avocado Board (HAB) announces the availability of X open producer seats on the Board of Directors, X member seats and X alternate member seats. Persons appointed to fill these seats will serve on the Board from November 1, 20xx to October 31, 20xx.

Producers who are interested in serving as a Member or Alternate Member of the Hass Avocado Board must complete and return the form provided below. Completed forms may be faxed or mailed, but must be received at the Hass Avocado Board office no later than Month xx, 20xx.

General requirements for nomination and election are as follows:

- To be eligible to serve on the Board as a producer member or alternate, or to be eligible to nominate persons other than themselves, producers must certify that they are engaged in the business of producing Hass avocados in the United States for commercial use, and that they own, or share in the ownership and risk of loss of such Hass avocados. Board members and alternates shall be **domiciled** in the U.S.

Following receipt of nominee names, HAB will conduct an election process to arrive at two names for each open seat. The names of those receiving the highest number of votes for the available seats will be submitted to the U.S. Secretary of Agriculture. The Secretary will make the final decision on who will be appointed to fill the open seats. For information, call HAB xxx-xxx-xxxx.

If you are an eligible producer and would like to be considered as a candidate for the Producer Member and/or Alternate seat, complete and sign the form below and return to the Hass Avocado Board.

By my signature I hereby certify that I meet the conditions of eligibility to serve on, or nominate a producer to serve on the Hass Avocado Board.

	<input type="checkbox"/>	
Name (print) _____		Signature _____
Address _____	City _____	Zip _____
Grove Name _____		
Grove Address _____		Zip _____
Telephone Number _____		Fax Number _____
E-mail Address _____		

Must be received in HAB office no later than Month xx, 20xx

**Return via FAX to: Hass Avocado Board, xxx-xxx-xxxx
Scan email to xxxx@xxxxx.com
or mail to: HAB Board Open Seats, Street, City, State Zip Code**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0093. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: program.intake@usda.gov.

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