



## Executive Summary

### Overview of the Organization

Pet Food Institute Political Action Committee (Pet PAC) is a connected Federal PAC of the Pet Food Institute (PFI) and is formed as such at the Federal Election Commission (FEC). The PAC is a separate entity from PFI with a separate IRS Tax Identification Number and bank account. The Pet PAC is organized to accept donations from individuals who work for members companies of PFI and PFI staff. Pet PAC then uses those funds to make contributions to candidates running for the U.S. House of Representatives and U.S. Senate.

### Governance

The Pet PAC is governed by a board of directors, the Pet PAC Board. The PAC Board consists of four voting members and one non-voting officers. The PAC Board is to be comprised of the following: PFI President and CEO, PFI Chair of the Government Relations Committee (GRC), PFI Director of Government Relations, and the PFI Board of Directors Chair. The PFI President and CEO shall serve as Chairman of the PAC Board and the Chair of the GRC shall serve as Vice-Chair of the PAC Board. The PFI Government Relations Director shall serve as Secretary and the PFI Business Operations Manager shall serve as Treasurer.

### Board Roles and Responsibilities

The PFI Director of Government Relations as PAC Secretary, overseen by the PAC Board, shall be responsible for the strategy and operation of the PAC including soliciting executives of member companies, political contribution budgeting, and compliance with the giving guidelines. The PAC Board will vote to approve the yearly PAC giving strategy, however each contribution request is at the discretion of the PAC Chair. The PAC Treasurer will be responsible for handling the financial transactions and maintaining the financial records of the PAC. The Secretary will be responsible for maintaining the minutes of PAC Board meetings and activities, including the filing of FEC reports.

### Giving Guidelines

The Pet PAC will make political contribution decisions based on a set of giving guidelines adopted and enforced by the PAC Board. The giving guidelines ensure each contribution request is reviewed in a uniform manner and judged against an objective set of criteria. Contributions to be issued outside of the giving guidelines must be approved by the PAC board.

### Solicitation and Reporting Rules

As a connected PAC, the Pet PAC is restricted regarding who it may solicit and requires prior approval to do so. The restricted class includes: individual members of the association; association executive personnel; and executive/shareholders of member corporations. Member corporations must provide written approval for the PAC to solicit their eligible personnel. The PAC must comply with FEC reporting obligations by filing quarterly reports of its financial activity during an election year and semi-annual reports during a non-election year.