Overview of Changes:
1. Changes to Article VIII, Section 8:
a) Addition of the verbiage to the first sentence: “to address the charges of the Board and complete the duties of the Committee.”
b) Moved the second sentence that reads, “Workgroups shall provide written reports and recommendations to the Committee for deliberation.” to Article XII, Section 3.

2. Changes to Article XII:
a) Changed order of Sections 1-3 to improve the flow of information
b) Removed second sentence in Section 3, reworded the sentence, and then moved to Section 2 of the same Article.

3. Changes to Article XIV:
a) Added new verbiage to the end of the first sentence: “and then submitted as an Issue during the next biennial meeting.”
b) Removed the second sentence as it was now reworded into the first sentence and no longer needed.

4. Change to footer to reflect: “Revised Bylaws pending approval at 2014 Biennial Meeting”

Strikethrough font indicates content being removed; underline indicates content added

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Food Protection Manager Certification Committee Bylaws

Preamble

The Food Protection Manager Certification Committee, hereinafter referred to as the Committee, of the Conference for Food Protection, hereinafter referred to as the Conference, exists to carry out charges assigned via the Conference Issue process and from the Conference Executive Board, hereinafter referred to as the Board, relating to food protection manager training and certification and operates within the objectives stated in the Constitution and Bylaws of the Conference.

Article I. Name.

The Name of the Committee is Food Protection Manager Certification Committee.

Article II. Objectives.

Section 1. Systematically identify and address issues concerning Food Protection Manager Certification Programs.

Section 2. Adopt sound, uniform accreditation standards and procedures that are accepted by the Conference.

Section 3. Promote uniformity among all jurisdictions that subscribe to the principles of the Conference by obtaining their recognition and adoption of the Conference Standards for Accreditation of Food Protection Manager Certification Programs.

Section 4. Promote strategies to enhance equivalence among food protection manager certificates issued by certifying organizations.

Section 5. Establish and refine policies and standards to which certifying organizations shall conform.

Article III. Organization and Operation.

Section 1. The Committee is a standing committee within the Conference.

Section 2. The Committee shall consider all Issues charged to the Committee and shall work to develop consensus. The Board may submit charges to the Committee at any time. The Committee is to deliberate the charges expeditiously, or within the time frame determined by the Board or the Committee Chair.

Section 3. The Committee shall use the protocol established in these Bylaws to address its charges.

Section 4. All Committee recommendations shall be submitted as Issues to the Conference for deliberation. The Committee shall follow the protocol for Issue submission as established by the Conference.

Section 5. All Issues, intellectual properties, and/or inventions created by the Committee and approved by the Assembly of Delegates become the property of the Conference.

Article IV. Quorum

A quorum to conduct Committee meetings and conference calls shall be the presence or participation of one more than half of the filled Committee positions**.** A Committee quorum shall be considered a sufficient number for voting on issues under deliberation. The decisions resulting from a quorum vote shall be deemed representative of the Committee.

Article V. Composition of Organizational Components and Eligibility Requirements for Serving in Official Capacities.

Section 1. The Committee shall be chaired by a Chair and Vice-Chair. Prior to each biennial Conference meeting, the incoming Chair and Vice-Chair shall be selected by the

outgoing committee. The Chair, Vice-Chair and committee members shall be approved by the Board.

The Chair and Vice-Chair shall not be selected from the same constituency affiliation.

Section 2. The Committee Chair and Vice-Chair shall serve until the conclusion of the next biennial Conference meeting.

Section 3. The Committee Chair and Vice-Chair may serve consecutive terms with approval of the Board.

Article VI. Committee Structure and Representation.

Section 1. To be eligible to serve on the Committee as a voting member or non-voting alternate, individuals must commit in writing to active participation and be approved by the Conference Chair and the Board.

Section 2. The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers or recruit volunteers as appropriate to balance the committee as delineated in these Bylaws. In the event of a Committee vacancy with no designated alternate in that constituency, the Chair will first recruit from the remaining list of volunteers provided during the initial Committee selection process.

Section 3. The composition of the Committee is a balanced representation of industry, regulatory, academia, certification organizations, training providers, and consumers. The Committee membership representation shall consist of a maximum of thirty (30) full votes from the following constituencies:

Subsection 1. Nine (9) representatives from regulatory agencies with food safety responsibilities:

a. Two (2) from State regulatory agencies;

b. Two (2) from local regulatory agencies;

c. Two (2) from federal government agencies; and

d. Three (3) “At Large” appointments;

Subsection 2. Nine (9) industry representatives:

a. Three (3) from the foodservice (restaurant) industry;

b. Three (3) from the retail food store industry; and

c. Three (3) "At Large" appointments. (*At large selections may include professional or trade organizations that directly represent the restaurant, retail food, institutional foodservice, and food vending segments of the industry, and whose mission incorporates a public health protection component.)

Subsection 3. Five (5) total votes for certification organizations that are accredited by the Conference's accreditation process. All accredited certification organizations who volunteer will be given a voting position on the Committee; if more then five (5) organizations participate on the Committee, fractional but equal voting rights will be calculated as established in these Bylaws;

Subsection 4. Three (3) Food Protection Manager training providers;

Subsection 5. Two (2) representatives from academia; and

Subsection 6. Two (2) consumer/independent representatives/public members.

Section 4. Committee members will serve a two (2) year term, concurrent with the cycle of the biennial Conference meeting. Committee members are eligible to serve for consecutive terms contingent upon an assessment by the Committee Chair and Vice-Chair to ensure a balance between members who have previously served on the Committee and new members.

Section 5. Up to two (2) non-voting alternates will be included on the Committee roster each for industry, regulatory, academia, training providers, and consumers to best represent the category of each constituency. Each certification organization participating on the Committee may designate one (1) alternate from their own organization.

Section 6. The incoming Chair of the Committee shall make every effort to retain at least 50% of the Committee membership for a continuing term. This retention is recommended due to the complexity of issues, the need to retain continuity of Committee functions, and the short time frame between biennial Conference meetings.

Section 7. In the event a Committee member changes constituency during their term, the Chair may consider them for any open seat on the Committee which needs representation from their constituency or consider any open alternate position. If the Chair determines that there are no appropriate openings available, the Committee member will be asked to resign from the committee.

Article VII. Committee Organization, Operation, and Meetings

Section 1. The Committee shall receive its direction from the Board. The Board shall assign the Committee its charges as approved during the biennial Conference meeting. The Board may assign additional charges to the Committee to ensure that the Conference Standards for Accreditation of Food Protection Manager Certification Programs and accreditation process are administered in a fair and responsible manner.

Section 2. The Committee shall meet at least annually and at the biennial Conference meeting. All Committee meetings are open to anyone to attend. In addition to meetings, the Committee shall schedule conference calls, as deemed appropriate, for addressing issues under deliberation. In the event that sensitive, financial or proprietary information is under consideration by the Committee, the Chair shall have the option to conduct an executive session until the confidential portion of the proceedings has been concluded.

Section 3. In addition to the charges received from the Board, Committee members may submit Issues and alternative recommendations to the Committee for discussion. Issues and recommendations introduced by Committee members shall be submitted using the Conference format.

Section 4. Voting.

Subsection 1. A consensus building decision process will be used. When Committee members are asked to vote, each member will be able to express one of three positions.

- A thumb up indicates agreement with the issue on the floor
- A thumb sideways means the position on the floor is not the member's optimal solution, but they can accept the position
- A thumb down indicates that a member does not agree with the issue on the floor and would like an alternative recommendation considered.

The Committee Chair shall provide an opportunity for the dissenting member(s) to express the alternative position(s). After discussion of these alternative positions, the Chair will call for a final vote from the Committee.

Subsection 2. Except for certification organizations, all voting Committee members and alternates designated for that meeting shall have one (1) vote.

Subsection 3. All certification organizations accredited by the Conference's accreditation process participating on the Committee shall not to exceed a total of five (5) votes.

- If more than five (5) certification organizations volunteer to participate on the Committee, the five (5) votes allocated to certification organizations shall be fractionalized (evenly divided).

- The voting fraction shall be determined when the final committee membership is approved by the Board and shall remain in effect until the next biennial Conference meeting.
- Each certification organization shall be allowed no more than one (1) vote or one (1) voting fraction at any meeting.

Subsection 4. The Vice-Chair may voice positions on issues and may vote on all matters before the Committee.

Subsection 5. The Chair is a non-voting member of the Committee; however, in the event of a tie, the Chair may vote as the tie-breaker.

Section 5. Committee funding. The Board may allocate funds to the Committee for its charges. These funds may be used to contract the services of outside experts to assist the Committee, attend meetings with potential accreditation entities, and other miscellaneous expenses that the Committee must incur, e.g., use of meeting rooms. Funding shall not be allocated to cover an individual Committee member's travel or per diem expenses to attend meetings. Committee funding may be used only as directed by the Board.

Article VIII. Duties of the Committee Chair

Section 1. The Chair and Vice Chair, with the approval of the Board shall select Committee members in accordance with these Bylaws.

Section 2. The Chair, with concurrence of two-thirds (2/3) of the voting members of the Committee may appoint non-voting Ex-Officio consultants and advisors to the Committee in accordance with these Bylaws.

Section 3. The Chair shall preside at all meetings of the Committee, except as provided in these Bylaws.

Section 4. The Chair shall coordinate the arrangement of meetings and conference calls and ensure that meeting dates and locations are posted in advance on the Conference web site.

Section 5. The Chair shall be responsible for distributing to Committee members and other meeting participants an agenda for the meeting or conference call. This agenda may be distributed by email, fax, mail, or other suitable means.

Section 6. The Chair may assign a Committee member, using a rotation basis or other appropriate means among all Committee members, to take minutes during designated meetings and conference calls.

Section 7. The Chair shall be responsible for distributing minutes of all Committee meetings or conference calls in a timely manner, usually within three weeks of the event.

Section 8. The Chair may designate ad hoc workgroups to conduct research, study proposals, and develop procedures or recommendations related to complex issues and/or charges to address the charges of the Board and complete the duties of the Committee. ~~Workgroups shall provide written reports and recommendations to the Committee for deliberation.~~

Article IX. Duties of the Committee Vice-Chair

Section 1. In the event the Chair is unable to perform the duties of the Chair, the Vice-Chair shall act as Chair.

Section 2. When acting as Chair, the Vice-Chair shall perform all the necessary duties for the Committee as outlined in these Bylaws.

Section 3. The Vice-Chair shall perform all duties assigned by the Chair.

Article X. Duties of Committee Members/Alternates

Section 1. Committee members shall have the responsibility to notify the Committee Chair of their inability to attend a meeting or participate on a conference call at least fifteen (15) days prior to the scheduled meeting or conference call. For any committee member that is unable to attend a scheduled meeting or conference call, an alternate will be assigned. Selection of the designated alternate will be agreed upon by the Committee Chair and the absent member and chosen to best represent the constituency of the absent member. This designated alternate may vote on issues before the committee only during the specified meeting or conference call.

Section 2. Committee members and alternates shall have the responsibility to review for comment standards, reports, recommendations, issues or other Committee documents distributed within the time frames designated by the Committee.

Section 3. Committee members and alternates shall have the responsibility to complete work assignments within time frames designated by the Committee.

Section 4. Committee members and alternates shall have the responsibility to notify the Committee Chair or the Chair's designee of their inability to complete a work assignment.

Section 5. Committee members that do not participate for three (3) consecutive meetings and/or conference calls shall have their continued participation as Committee member assessed by the Committee Chair and evaluated by the Committee. The Committee member may be subject to being removed from their membership position. Removal of a Committee member for failure to perform duties as

specified in these Bylaws, shall require the concurrence of two-thirds (2/3) of the voting members of the Committee.

Article XI. Committee Consultants and Advisors

Section 1. The Committee may contract the services of a consultant for issues beyond the scope of the Committee's expertise, if deemed necessary or if charged by the Board. The Committee Chair may identify a consultant or assign a consultant to an ad hoc workgroup with the approval of the full Committee.

Section 2. Contractual obligations for consultant services shall have the concurrence of two-thirds (2/3) of the voting members of the Committee and be approved by the Board.

Section 3. Committee consultants and Conference appointments to the Accreditation Committee shall serve as non-voting Ex-Officio members of the Committee.

Section 4. The Chair and Vice-Chair may invite, with approval from the Committee, advisors or subject matter experts to participate in meetings and conference calls, if it is determined that such individuals would provide additional information, insight, clarification, guidance or other assistance to the Committee, for a specified purpose. These advisors or subject matter experts will be non-voting guests in meetings and conference calls.

Article XII. Workgroups

Section 1. ~~The Committee Chair may designate ad hoc workgroups to address the charges of the Board and complete the duties of the Committee.~~ Workgroups shall report to the Committee Chair and Vice-Chair as determined by the Committee Chair.

Section 2. Each workgroup shall select a group leader who is responsible to report group activities to the Committee Chair and Vice-Chair.

Section 3. ~~Workgroups shall report to the Committee Chair and Vice-Chair as determined by the Committee Chair. These reports shall also be disseminated to the full Committee.~~ Workgroups shall provide written reports and recommendations to the full Committee for deliberation.

Article XIII. Committee Reports

Section 1. The Committee Chair shall be responsible for preparing written or oral reports to the Board detailing the activities and expenditures of the Committee. Written reports of the Committee's activities shall be submitted as required by the Conference procedures.

Section 2. The Committee Chair shall coordinate the development of a final report of the Committee activities to Council II with recommended actions. The final report shall be done as part of an Issue submission and shall comply with all Conference procedures.

Section 3. The Committee Chair, Vice-Chair, or designee as specified in writing to the Council II Chair, shall be in attendance when Council II meets during the Conference meeting to present and discuss the Committee's report and any Issues submitted by the Committee.

Article XIV. Amendments

The Food Protection Manager Certification Committee Bylaws may be altered, amended, or repealed by two-thirds (2/3) vote of the Committee and final concurrence from the Board, and then submitted as an Issue during the next biennial meeting. ~~An ad hoc workgroup chaired by the Vice-Chair may be appointed by the Chair of the Committee to make recommendations to the Bylaws for consideration by the Board.~~