**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 025**

**Issue: 2014 II-020**

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| **Council Recommendation:** | Accepted asSubmitted |  | Accepted as Amended |  | No Action |  |
| **Delegate Action:** | Accepted |  | Rejected |  |  |  |

*All information above the line is for conference use only.*

**Title:**

CBP 4 - Clarification of Committee Member Removal for Non-Participation

**Issue you would like the Conference to consider:**

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to clarify the "scope" of activities assigned to committees that includes clarification of language in Conference Procedures Section VIII (D), (F.5.), (H.2.).

The language in the Conference Procedures document referenced above is provided as follows:

**Section VIII, F.5.** A committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as committee members assessed by the committee Chair and evaluated by the committee. The committee member may be subject to removal from the committee. Removal of a committee member for failure to perform duties as specified above shall require the concurrence of 2/3 of the voting members of the committee.

**Section VIII, H. 2.** If Committee members are unable to fulfill their obligation, they are to notify the Committee Chair immediately so that the Committee Chair may appoint a replacement. Members who are unable to attend a meeting may not send a substitute, but may forward any material for Committee consideration.

Concern is expressed to the Executive Board each biennial period about removing non-participatory committee members. There was complete consensus by the Constitution, Bylaws and Procedures Committee that the existing language in Conference Procedures document does provides sufficient authority to execute the removal of a Committee member who does not participate in committee meetings or are unable to fulfill their obligation.

However, further discussion by the Executive Board with comments regarding the lack of Executive Board approval in the current language resulted in recommendation to modify Conference Procedures. All committee members must be approved by the Executive Board therefore, the recommendation provided below is to specify Executive Board review and recommendation of action.

**Public Health Significance:**

The Constitution and Bylaws/Procedure Committee shall submit recommendations to improve the Conference administrative functions through proposals to amend the Constitution and Bylaws and Conference Procedures.

**Recommended Solution: The Conference recommends...:**

amendment of the Conference Procedures Section VIII, (F.5.) relative to removal of non-participating committee members as follows (new language underlined):

**Section VIII, F.5.** A Committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as Committee members assessed by the Committee Chair and evaluated by the Committee. The Committee member may be subject to removal from the Committee. Removal of a Committee member for failure to perform duties as specified above shall require the concurrence of 2/3 of the voting members of the Committee to generate a recommendation for removal that is forwarded to the Board for review and determination of action.

**Submitter Information:**

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