

## Conference for Food Protection – Committee FINAL Report

**Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board**

*With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.*

**COMMITTEE NAME: Constitution ByLaws and Procedures Committee**

**DATE OF FINAL REPORT: November 1, 2019**

**COMMITTEE ASSIGNMENT:**  Council I  Council II  Council III  Executive Board

**REPORT SUBMITTED BY: Davene Sarrocco-Smith, Chair**

### COMMITTEE CHARGE(S):

#### **Issue #2018 II-024**

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
2. Review membership and constituency at-large members on all committees and offer recommendations on how to address the quantity and functionality of committees.
3. Report back to the Executive Board; and submit recommendations as Issues at the 2020 Biennial Meeting.

### Executive Board Charges

1. Work with the Strategic Planning Committee to discuss the impact of changing the name of our organization from "Conference for Food Protection" to "Congress for Food Protection".
2. Work with Issue Committee Chairs regarding framework of Issue management process, specifically what is taking place from Issues being made public until the Biennium.
3. Add "App Liaison" position to the CFP Procedures document.
4. Define "student" for registration purposes, self-reporting and what happens if they get a job during the cycle? Do they have to pay again or registration fee or just let the student registration fee carry over until the next cycle?
5. Chair to review the Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting.
6. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.
7. CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of "governing," "administrative," and "instructional."
8. Chair to work independently with Issue Committee Chairs regarding Issue integrity.
9. CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues.
10. Review the CFP MOU with NACCHO.
11. Define roles of Co-Chair and Vice Chair in the CFP Biennial Meeting/Conference Procedures document

### COMMITTEE WORK PLAN AND TIMELINE:

1. Fourth Wednesday of every month conference calls took place. As of the February 27, 2019, conference call frequency had been increased to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month with the primary goal of continuing review and editing the Constitution and By Laws
2. Sub-committees were formed fall 2018: At-Large Constituency; Strategic Planning; Constitution review.
3. Sub-committees were formed spring 2019 and worked independently: Student Registration; Formatting; Grammar review, and MOU review.
4. Council Chair to work independently with Issue Committee Chairs regarding Issue integrity, spring 2019.

### COMMITTEE ACTIVITIES:

1. Full committee conference calls took place; 9/26/18, 10/24/18, 12/12/18, 1/23/19, 2/13/19, 2/27/19. 3/27/19, 4/10/19, 5/8/19, 5/22/19, 6/12/19, 6/26/19, 7/10/19, 10/9/19, 10/30/19.
2. Subcommittees were formed
  - a. At-Large constituency subcommittee
    - i. Brought drafts to full committee for discussion. Full committee reviewed and agreed on Committee At-Large document Jan. 23, 2019.
  - b. Strategic Plan
    - i. Worked with SPC and brought document for full committee review and agreement on Oct. 24, 2018, with an additional week for comments before SPC chairs were given last feedback on October 31, 2018.
  - c. Constitution Review
    - i. Continual review and editing of the 2018 Constitution and By Laws took place.

- d. Formatting for the Constitution
  - i. Current Constitution has inconsistent formatting throughout the document. Subcommittee provided this format: *Article/Section/Subsection/a)1. to be used throughout the document. The full committee voted and this format was agreed upon.*
  - ii. The reformatting of the Constitution will wait until after the Fall 2019 Executive Board meeting. Committee agreed.
- e. Grammar review of the Constitution
  - i. Discussion regarding review for the edited version of the Constitution took place. Subcommittee thought it best to wait until after the Fall 2019 Executive Board meeting. At that time grammar corrections to the Constitution will be made. Full committee agreed.
- f. Student Registration subcommittee
  - i. Objective was to develop a procedure for what CFP should do when “students” gain employment during the 2-year, already paid, membership. (See Content document)
    - (1) Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment.
    - (2) Recommendation that the Board should establish a set fee reduction for students to easily guide fees for future biennial conferences and publish fees in all Conference materials that reference fees.
  - ii. The draft was brought to the full committee for discussion. Full committee reviewed and agreed on document.
- g. *MOU subcommittee reviewed the MOU between NACCHO & CFP*
  - i. Verbage changes in sections III B, III C were recommended for clarification and section III D added a relevant example.
  - ii. No conflicts were found within the Constitution and the MOU with CFP & NACCHO.
  - iii. The full committee voted and the additions to the MOU were agreed upon.
- 3. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
  - i. In order to create a merge of existing documents, the documents being merged need to be harmonious with each other. Due to discord within the same documents as well as discord between documents, the rational approach was to have a solid foundational document. The CFP's foundational document is our Constitution. Once the Constitution is a solid foundational document, steps can be taken to make the rest of the CFP documents harmonious with the Constitution and each other.
- 4. Chair corresponded with Issue Committee Chairs regarding Issue integrity
  - a. Communications between Constitution, Bylaws, and Procedures Chair and Issue Co-chairs were held in March, 2019 to discuss Issue Submission Procedures. It was decided the best course of action was to add to the Council Member Position Description under Responsibilities and Duties “COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT”. This gives the ability for Council Chairs and Council members to approach items of concern with Issues and have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics.
- 5. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance. *Council Chair completed*
  - a. Council Committee Chairs and all Council committee members are to be on a roster approved by the Executive Board. CFP Biennial Meeting/Conference Procedures 2018 document VIII A. 1. This is also in the Constitution with existing conflicting language.
    - i. Article XIV Section 13, subsection 1 of the 2018 CFP Constitution state that the Committee Chair and Vice Chair each have a vote.
    - ii. Council Chairs or Council Vice Chairs are not on a Council Committee roster.
    - iii. Standing Committees shall be made to provide a balance in representation like all Conference committees.(Constitution Article XIV Section 1 and CFP Biennial Meeting/Procedures document VIII C 1)
    - iv. There is nothing in the Constitution regarding Standing Committee membership. The Procedures document lumps all Committees together with no notation of size or who votes.

1. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. Worked with the Strategic Planning Committee to discuss the impact of changing the name of our organization from “Conference for Food Protection” to “Congress for Food Protection”.
- b. Addressed At Large constituency and provided board with several options. (See Content Document)
- c. Worked with Issue Committee Chairs regarding framework of Issue management process, specifically what is taking place from Issues being made public until the Biennium.
- c. Added “App Liaison” position to the CFP Procedures document Section V, C. passed by Executive Board 1/28/19.
- d. Defined “student” for registration purposes, self-reporting and what happens if they get a job during the cycle? Do they have to pay again for registration fee or just let the student registration fee carry over until the next cycle? (See Content Document) Executive Board approved Fall 2019. All changes are administrative.
- e. Chair reviewed Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language

## Conference for Food Protection – Committee FINAL Report

preventing Issue submitters from contacting Council members in advance of the Biennial Meeting (Issue integrity). No written language exists.

- f. Chair reviewed governing documents for point of clarification if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.
  - (1) Recommendation
    - Council Committee Chairs and all Council committee members are to be on a roster approved by the Executive Board. CFP Biennial Meeting/Conference Procedures 2018 document VIII A. 1. This is also in the Constitution with existing conflicting language. Addressed in new draft Constitution.
    - Article XIV Section 13, subsection 1 of the 2018 CFP Constitution state that the Committee Chair and Vice Chair each have a vote.
    - Council Chairs or Council Vice Chairs are not on a Council Committee roster.
- g. CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” Executive Board passed 11/1/19 (see Content document)
- h. Chair to work independently with Issue Committee Chairs regarding Issue integrity.
  - (1) Recommendation
    - Add to the Council Member Position Description under Responsibilities and Duties “COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT”. This gives the ability for Council Chairs and Council members to approach items of concern with Issues that have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics. Approved at Fall 2019 Executive Board meeting.
- i. CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues. (see Content document)
- j. Reviewed the CFP MOU with NACCHO and had grammatical changes the Executive Board accepted Fall 2019 Board meeting. (see Content document)
- k. Issue 2018 II-024 the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
  - (1) In order to create a merge of existing documents, the documents being merged need to be harmonious with each other. Due to discord within the same documents as well as discord between documents, the rational approach was to have a solid foundational document. The CFP's foundational document is our Constitution. Once the Constitution is a solid foundational document, steps can be taken to make the rest of the existing CFP documents harmonious with the Constitution and each other.

### 2. Charges **INCOMPLETE and to be continued to next biennium:**

- a. Define roles of Co-Chair and Vice Chair in the CFP Biennial Meeting/Conference Procedures document

### COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Committee is requesting the Board to have verbiage added to the Biennial Meeting/Conference Procedures document. The verbiage could be added under VII B9; or it can be a stand alone item; or under VIII A. 1 (a).
  - The proposal: After the Assembly approves Constitutional changes, those changes be automatically sent to the Constitution and ByLaws Committee . The CB & P will review the Constitution and ByLaws and Biennial Meeting/Conference Procedures document and update all sections that would apply to the changes the Assembly of Delegates approved.

Reasoning: to attempt to keep the two governing documents updated and consistent.

### LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **CBPC Issue #1: Report – Constitution ByLaws & Procedures**
  - a. **List of content documents submitted with this issue:**
    - (1) *Committee Final Report*
    - (2) *Committee Member Roster*
    - (3) *CB & P At-Large Committee Membership Options*
    - (4) *Categorization of CFP documents*
    - (5) *Draft revised CFP Constitution and ByLaws*
    - (6) *Draft Memorandum Of Understanding between CFP & NACCHO*
  - b. **List of supporting attachments**
    - (1) Conference call meeting minutes
    - (2) Attendance at conference calls

2. *CBPC Issue #2: Draft Revised Constitution and ByLaws*
3. *CBPC Issue #3: At Large constituency*
4. *CBPC Issue #4: Draft Memorandum Of Understanding between CFP and NACCHO*