

Conference for Food Protection – Committee FINAL Report

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COMMITTEE NAME: Ad Hoc Committee Membership Committee

DATE OF FINAL REPORT: July 11, 2019

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Brenda Bacon, Chair of Ad Hoc Committee Membership Committee

COMMITTEE CHARGE(S):

1. Review proposals from the CB&P in the “Organizational Options for Committees” attachment to the CB&P Committee periodic status report dated 3/1/2019;
2. Form a single proposal addressing committee constituency size and at-large membership; and
3. Report findings back to the Board at the August 2019 Board meeting.

COMMITTEE WORK PLAN AND TIMELINE:

1. Conference call(s) by July 9 to determine recommendation to the Executive Board.
2. Submit final report to the Executive Board to deliberate at the August 2019 meeting.

COMMITTEE ACTIVITIES:

1. Dates of committee conference calls: May 31, 2019 and July 9, 2019.
2. Overview of committee activities.

Dave Gifford, Thomas McMahon, David Lawrence and Brenda Bacon participated on a May 31 conference call. The C&BL committee suggestions in their status report were discussed and it was determined that none of the options were ideal. Discussed replacing the term “at-large” with “alternate”. Discussed the unwieldiness of the very large council committees when there is an abundance of at-large members due to the language in the C & BL requiring all volunteers serve on the committee they signed up for. This Ad Hoc committee determined that a fixed number of alternates would be selected from the committee volunteers. These alternates would be included in all committee activities and could be called upon by Committee Chair and Vice Chair to replace a voting member should they depart the committee voluntarily or from non-participation. This will make it clear to all committee members who are voting and who are alternates (much like Council members during the conference). Other CFP members can listen in on the committee deliberations. The council committee rosters would provide a list of voting members, consultants and alternates. Deliberation included that the primary mechanism for CFP members to get experience to better serve on Council is through committee work. Having the alternates would be easy for committee chairs to select a member to fill a vacancy. Committees should strive for balanced representation.

The conference call on July 9, 2019 finalized discussion of the amount of alternates for committees and to revise language in C&BL Article XV Section 13. Present on this call was Dave Gifford, Amber Daniels, Thomas McMahon, David Lawrence and Brenda Bacon. Ann Johnson provided email comments throughout this process and provided valuable input.

3. Charges COMPLETED and the rationale for each specific recommendation: See 2 above.
4. Charges INCOMPLETE and to be continued to next biennium: N/A

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Approve the recommendation provided by the Ad Hoc Committee Membership Committee and assign to C&BL Committee to submit an issue to the 2020 Biennial Meeting of the Conference for Food Protection.

LISTING OF CFP DOCUMENTS TO BE SUBMITTED BY COMMITTEE:

1. *Report – Ad Hoc Committee Committee Report*
 - a. List of content documents submitted with this Report:
 - (1) *Committee Member Roster (see attached PDF)*
 - (2) *Article XV Section 13 with strikeouts and additions*
 - (3) *Article XV Section 13 “clean copy”*