

Conference for Food Protection - Committee FINAL Report

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

COMMITTEE NAME: Constitution, Bylaws and Procedures (CBP) Committee

DATE OF FINAL REPORT: January 3, 2018

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: John M. Luker, Chair

COMMITTEE CHARGE(S):

- 1. Submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws.**
- 2. Review proposed memorandums of understanding and ensure consistency among the memorandums of understanding, the Conference Procedures manual, the Constitution and Bylaws and other working documents.**
- 3. Report all recommendations to the Board prior to Council II deliberations.**
- 4. Follow the direction of the Board.**

Issue: 2016 II-026

Charge: The Conference recommends that the Constitution, Bylaws and Procedures Committee continue work on assigned charges to:

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting 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 Industry constituency on Council I.
3. Report back to the Executive Board; and submit recommendations as Issues at the 2018

Issue: 2016 II-027

Charge: *The Conference recommends that new language be incorporated into the current CFP Commercialism Policy (established 2000) to clarify:*

1. The Commercialism Policy covers documents developed through the Conference for Food Protection (CFP) committee process and CFP intellectual property including the Conference for Food Protection name and/or logo, and
2. The use of Conference for Food Protection (CFP) name and/or logo for commercial, promotional and/or endorsement purposes is prohibited by any entity other than the CFP without the express approval of the CFP Executive Board. Prohibited usage may include, but is not limited to research, press releases, product promotions, etc.

Issue: 2016 II-029

Charge: Amend the CFP Constitution and Bylaws Article XIV Committees by adding a new subsection in Section 2 to add the Finance Committee as a standing committee of the Conference and subsequent renumbering.

COMMITTEE WORK PLAN AND TIMELINE:

1. This committee held an organizational conference call in June 2017. The initial meeting was used to review charges from the 2016 Biennial Meeting. The call was cut short due to a family emergency of the Chair and a follow up call was held in July 2017.
2. Some additional charges were assigned to the committee by the Executive Board during its meeting in August 2017t

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3. The Committee created three work groups to draft Issues that would provide the proposed changes to the CFP documents to address the charges from the previous Biennial Meeting and those assigned by the Executive Board.
4. The proposed Issues, Final Report and Committee Roster were submitted to the Executive Board in January 2018 for review and approval.
5. There were no changes to the work plan and timelines and the committee met all the goals.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

- *Committee conference calls were held on June, July, and December 2017*

2. Overview of committee activities:

- Finalize committee membership - August 2016
- Work on revision of governing documents - December 2017
- Submit Final Report and Draft Issues to Executive Board for Review and Approval - January 2018

3. Charges COMPLETED and the rationale for each specific recommendation:

- a. **Charge 2, Issue 2016 II-027** The CFP Commercialism Policy was amended and approved by the Executive Board to incorporate all of the changes recommended in this Issue; revised policy has been posted to the CFP website.
- b. **Charge 3, Issue 2016-II-029** Article XIV - Committees of the CFP Constitution and Bylaws was amended by adding a new subsection 3 Finance Committee in Section 2 to recognize a new standing committee of the Conference.
- c. A review of the current CFP Constitution and Bylaws (2016) by the CBP Committee revealed that descriptions of the duties for the Nominating and Strategic Planning Committees were missing from Article XV - Duties of Committees. The Chairs of these standing committees were asked to submit to the CBP Committee a brief description of the duties and charges for their respective committees. The CBP reviewed, discussed and approved these descriptions as submitted and incorporated them into Issues CBP 2 and CBP 3. These Issues were subsequently submitted to the Executive Board for review and were approved by an e-vote on January 9, 2018.
- d. The CFP Executive Board created an ad hoc Publications Committee with the following charges:
 1. *Clarify CFP Non-commercialism policy and CFP "endorsement" (in publications, committee outputs, marketing, etc)*
 2. *Determine copyright level of CFP generated documents (public domain or CC-noncommercial use only)*
 3. *Determine committee role in creation of a publication (including authorship; e.g. get committee approval early in the process)*
 4. *Determine a CFP "peer review" process for documents to be placed on CFP website or bear reference to a CFP committee when submitted to a journal and determine when or if a committee may submit to a journal without CFP review*
 5. Write draft policy and develop draft guidance document for CFP use

Because of the workload and ongoing nature of the charges, the ad hoc committee recommended to the Executive Board that a Publications Committee be created as a standing committee of CFP to undertake the charges identified above. The Executive Board approved this recommendation at its semi-annual Board Meeting in August, 2017 and instructed the ad hoc committee to work with the CBP committee to prepare an Issue for submission for consideration at the 2018 Biennial Meeting. The Chair of the ad hoc committee and the Chair of the CBP

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committee worked together to craft Issue CBP 4. This Issue was reviewed and approved by the members of the CBP Committee and the Executive Board.

- e. Members of the Executive Board expressed concern that the current Constitution and Bylaws didn't include a membership constituent group that accurately reflected the interests of certain professional associations such as NEHA and NACCHO. The Executive Board asked the CBP Committee to explore ways to address this concern and prepare an Issue for consideration at the 2018 Biennial Meeting. The resulting efforts of the committee are presented in Issue CBP 5. This Issue was reviewed and approved by the Executive Board via an e-vote process that ended on January 3, 2018.

4. Charges *INCOMPLETE and to be continued to next biennium:*

- a. **Charge 1, Issue 2016 II-026** Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting 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)

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.**

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **Issue #1: Report - Constitution, Bylaws, and Procedures (CBP) Committee The Constitution, Bylaws and Procedures Committee requests the acknowledgment of the final committee report and to recognize the committee members for their work. (This committee is a standing committee and will continue its work for the next biennium on completing the charges specified in Issue 2016 II-026 Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting 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).**

List of content documents submitted as attachments with this Issue:

- (1) CBP Final Report - January 3, 2018 - **Attachment I**
 - (2) *Committee Member Roster* - **Attachment II**
2. **Issue #2: CBP 2 - Modify the Constitution and Bylaws, Article XV, section _ (sections to be renumbered accordingly) to add duties and charges to the Constitution and Bylaws for the Nominating Committee, a standing committee.**
 3. **Issue #3: CPB 3 - Modify the Constitution and Bylaws, Article XV, section __ (sections to be renumbered accordingly) to add duties and charges to the Constitution and Bylaws for the Strategic Planning Committee, a standing committee.**
4. **Issue#4: CBP 4 - Add to the Constitution and Bylaws, Article XIV, Section 2, Subsection 11 - to identify the Publications Committee as a Standing Committee. Also, modify Article XV, section __ (sections to be renumbered accordingly) to add duties and charges to the Constitution and Bylaws for the Publication Committee, a standing committee.**

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- 5. Issue#5: CBP 5 - An amendment to Article III, Section V, Subsection 1 of the Conference for Food Protection Constitution and Bylaws to add "Regulatory Support" as a membership constituency**