

## Item 3.2.2

### COUNCIL MEMBER POSTION DESCRIPTION

The Conference for Food Protection (CFP) has three (3) Councils known as Council I - Laws and Regulations; Council II - Education, Certification and Administration; and Council III - Science and Technology, for the deliberation of Issues promoting food safety and consumer protection. Each Council consists of twenty (20) members plus a Council Chair and Council Vice Chair representing industry, regulatory agencies, academia and consumer organizations as defined by Article IX of the Constitution and Bylaws. The Council Chair and Council Vice Chair select members for their Council from Conference members in good standing who have completed an application during the prescribed filing period. Council rosters are submitted to the Conference Chair and approved by the Executive Board. Except as specified in Article IX, Section 3, S u b s e c t i o n 3 of the Constitution and Bylaws, the term of a Council member shall begin at appointment and continue through the fall Board meeting following the next biennial meeting. If a Council member cannot attend the biennial meeting, the Conference Chair may appoint a replacement from the list of approved alternate candidates.

#### Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the Constitution and Bylaws.

#### **COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT**

- Has a thorough knowledge of the Constitution and Bylaws, Conference Procedures, Biennial Meeting Information Manual and Robert's Rules of Order.
- Attends the Council Member and Robert's Rules of Order Orientation sessions prior to the start of Council sessions.
- Prior to the beginning of the biennial meeting, reviews Issues and attachments to prepare for Council deliberations.
- Actively participates in the deliberation of Issues during Council sessions at the biennial meeting.
- Each Council member has one vote on each Issue brought before a Council.
- Identifies and/or excludes self from voting when there is a conflict of interest. CFP Council Member Final Page 2 of 2 Adopted: August 2005; revised April 2019
- Attends their respective Caucus meetings during the Conference to update and answer questions of their respective constituencies.
- Actively participates between biennial meetings through their own organization or on CFP committees to carry out Conference recommendations.
- When unable to attend a biennial meeting notifies the Council Chair as early as possible so a replacement may be selected. Selection Criteria
- A member in good standing of CFP.
- Maintains a position such that constituency representation is appropriate.

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- Commits to serving at all Council deliberations during the biennial meeting and continues to serve through the fall Board meeting following the biennial meeting. Has the approval and support of their employer.