Conference for Food Protection
Executive Board Meeting
April 30-May 1, 2009

Constitution and Bylaws/Procedures Committee Report

Date of Committee Report: April 30, 2009

Submitted by: Ruth N. Hendy, Chair
Lee Cornman, Vice-Chair

Committee Charge:
The duties of the Constitution and Bylaws/Procedures Committee, as stated in Article XV, Section 3 of the CFP Constitution are to:
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 deliberation.
4. Follow the direction of the Board.

Committee Members:
The list of committee members are attached at the end of this report.

Progress Report/Committee Actions
The Constitution and Bylaws/Procedures Committee serve at the direction of the Executive Board (Board). During the August, 2008 Executive Board meeting the Constitution and Bylaws/Procedure Committee (Committee) received the following assignments.

1. Parliamentary Authority
Article XVII Section 4 Rules of the Conference meeting is the only place in the Constitution and Bylaws that refers to a parliamentary authority and states that Robert’s Rules of Order shall prevail, unless specified rules are established. With the concurrence of the Board, the Committee will prepare an issue to address this subject. The proposed Constitution amendment establishing Robert’s Rules of Order Newly Revised as the Conference parliamentary authority will be brought to the August, 2009 Board meeting.

2. Establishment of a Quorum for Executive Board Meetings
A quorum is defined as the minimum number of members who must be present at meetings for business to be conducted. General Robert said that a quorum should approximate the largest number that can be depended on to attend any meeting except in very bad weather or other extremely unfavorable condition. If the quorum is not defined in the Constitution or Bylaws, then Robert’s Rules of Order Newly Revised sets the
quorum at a majority, or half plus one, of the membership. The committee is seeking direction from the Board concerning the number that the Board wants to set as the quorum for the Board meetings. A proposed Constitution amendment and CFP issue will be brought to the August, 2009 Board meeting.

3. Electronic Voting
Article V Duties of the Assembly and the Board, Section 4 allows the Board to utilize a mail service, electronic mail, or fax ballots to establish a position, action, or confirm telephone conference call votes. No action needs to be taken by the Committee at this time.

4. Definition of Membership Constituencies
The Constitution and Bylaws refers to members by their constituency (federal regulatory, state regulatory, local regulatory, academia, consumer, and food industry). Food industry is further delineated into food processing, food service, retail food stores and food vending. There is an element of the food industry that is not included in these categories—the food service support industry—which is currently addressed as “other.” The Committee will be addressing the question of adding that terminology to the membership categories.

5. Audit Policy
The Committee Chair has been informed of a discrepancy in the Audit Policy and the practices of the Conference. The Audit Policy states that the Conference for Food Protection financial records shall be audited every four years by a CFA, beginning in 1998, at the expense of CFP. However, this has not been done since 1998; the CFP Audit Committee has been conducting an annual audit of the financial records, as provided by the Constitution and Bylaws. The Committee is seeking direction from the Board concerning if the Board wants the Committee to propose changes to the Audit Policy.

6. Other Activities
The Committee Chair reviewed the Food Managers Training, Testing, and Certification Committee bylaws and found no conflicts with the CFP Constitution and Bylaws.
CFP Constitution and Bylaws/Procedures Committee  
2008-2010

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