

**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**

Ruth N. Hendy, Chair
Texas Department State Health Services
149347
Austin, TX 78754
512-834-6753 x2050
Ruth.hendy@dshs.state.tx.us

Lee Cornman, Vice-Chair
Florida Department Agriculture PO Box
Consumer Services
Tallahassee, FL 32399-1650
850-488-0295
cornmal@doacs.state.fl.us

State Regulatory

Jacqueline Owens
Wisconsin Dept. Agriculture,
Trade & Consumer Protection
Madison, WI 53708
608-224-4734
Jacqueline.owens@wi.gov

Ellen Laymon
Oregon Dept. Agriculture
Salem, OR
503-986-4725
elaymon@oda.state.or.us

Local Regulatory

Ben Gale
Santa Clara Co. Dept. Env. Health
San Jose, CA 95112-2716
408-918-1955
Ben.gale@deh.sccgov.org

Vicki Everly
Santa Clara Co. Dept. Env. Health
San Jose, CA 95112-2716
408-918-1955
Vicki.everly@deh.sccgov.org

Bill Hardister
Mecklenberg Co. Health Dept.
Charlotte, NC 28202-2222
704-336-5533
Bill.hardister@mecklenburgCountyNC.gov

Industry

Terry Levee
Winn-Dixie Stores
5050 Edgewood Court
Jacksonville, FL
terrylevee@winn-dixie.com

Ken Rosenwinkel
Jewel-Osco/Supervalu
1955 W. North Ave
Melrose Park, IL
ken.rosenwinkel@supervalu.com

Academia

Dr. John Marcy, Ph.D.
University of Arkansas
Fayetteville, AR 72701
479-575-2211
jmarcy@uark.edu

Dr. Margaret Binkley, Ph.D.
Ohio State University
Columbus, Ohio 43210
614-292-4529
mbinckley@ede.osu.edu

Federal

Kevin Smith
FDA
5100 Paint Branch Pkwy
College Park, MD 20740
301-436-2149
Kevin.smith@fda.hhs.gov