

Conference for Food Protection Constitution and Bylaws/Procedures Committee FINAL Report

Committee Name: Constitution and Bylaws/Procedures

Council: Executive Board

Date of Report: December 4, 2009

Submitted by: Ruth N. Hendy, Chair

Committee Charges:

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 deliberations.
4. Follow the direction of the Board.

Charges to the Committee, as presented in final issues from the 2008 Biennial Meeting (Issue 2008 II-001) are to:

1. Renumber, as necessary, the Constitution, Bylaws and Conference Procedures as accepted by the Assembly of Delegates.

Charges to the Committee from the Executive Board during the 2008-2010 biennium are to:

1. Review the Constitution and Bylaws provisions concerning definitions of membership categories.
2. Review Conference Procedures concerning voting rights of federal agency members of committees.

Committee Activities and Recommendations:

Specific Outcomes for Each Assigned Charge

1. Recommendations to improve Conference administrative functions:
 - A. Proposals to amend the Constitution and Bylaws:
 - 1) Parliamentary Authority. The Committee proposes a new article, to be inserted before the current Article XIX of the Constitution, to be entitled Parliamentary Authority that would read as follows:

“ The rules of parliamentary procedure comprised in the current edition of Roberts Rules of Order, Newly Revised, shall govern all proceedings of the Conference and the Executive Board, subject to such special rules as have been or may be adopted.”

b) Establishment of a quorum for Executive Board meetings. The Committee recommends that the quorum for Executive Board meetings remain at a majority (half plus one). No action necessary by the Executive Board or the Conference.

c) Constitution article concerning the name of the organization. The Conference for Food Protection Constitution does not have an article that specifies the name of the organization, although the name is mentioned in the Preamble. The Committee voted to take no action on the question.

2. Recommendations concerning Conference policies

a) The Committee recommends to the Executive Board that the Conference Audit Policy be re-written as follows:

“Purpose: Remain as currently written

Policy:

- The CFP Audit Committee, a standing committee, shall conduct an annual review of the CFP financial records and report their findings to the Executive Board.
- The CFP Executive Board, at the discretion of the Board, may request an external review of the CFP financial records, at the expense of the CFP.”

The Executive Board, at the August, 2009 Board meeting, adopted the Committee recommendation.

2. Review Proposed Memorandums of Understanding

There were no Memorandums of Understanding submitted to the Committee for review.

3. Renumber, as necessary the Constitution, Bylaws and Conference Procedures.

This was done by the CFP Executive Director.

4. Review Conference Procedures concerning the voting rights of federal agency members of committees

The Committee discussed whether standing committees with their own bylaws be able to vary from Section VIII(D)(2) of the Conference Procedures. The Committee conclusion was that a federal agency can set their policy of whether their employee could be a voting member. No recommendation was made concerning changing the wording in the Procedures or the Constitution and Bylaws.

5. Review the Constitution and Bylaws concerning definitions of membership categories.

The Committee held several discussions on the question of definition of membership categories. Conclusions to this point are:

- 1) The Constitution and Bylaws refers to members by their constituency (federal regulatory, state regulatory, local regulatory, academia, consumer, and food industry);
- 2) Food industry is further delineated into food processing, food service, retail food stores and food vending;
- 3) an element of the food industry not included in these categories is the food service support industry, currently addressed as “other”;
- 4) there is not a category for retiree, other than moving from regulatory, academia or industry to consumer.

The Committee has no recommendations on this charge at this time.

Specific Recommendations

1. The Committee continue discussions on membership categories.

Requested Action:

Listing of all Committee-Submitted Issues

- CB1—Constitution and Bylaws Committee
- CB2—CFP Constitution—Add a new article to be entitled “Parliamentary Authority”

List of all Committee-Submitted Attachments

Committee Member Roster

- Committee roster attached to this report