

## Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

**COMMITTEE NAME:** Constitution Bylaws/ Procedures Committee

**COUNCIL (I, II, or III):** Standing

**DATE OF REPORT:** April 5-6, 2011

**SUBMITTED BY:** Ruth N. Hendy, Chair & Lee Cornman, Vice Chair

**COMMITTEE CHARGE(S):**

**Constitutional Charges, as stated in Article XV, Section 3 of the Constitution:**

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 Established by Issue:**

1. Review, and make recommendations, on committee membership categories and definitions for the section on committee membership in the Constitution.

**Charges Established by the Executive Board:**

1. Add a "statement of neutrality" to the Council Chair and Vice-Chair position description.
2. Clarify the "scope" of activities assigned to committees that includes
  - a) development of a process of expanding or adding committee charges between biennial meetings
  - b) clarification of language in Conference Procedures Section VIII (D),(F),(H).
3. Research "scope" of Executive Board authority concerning direct approval of policy and Procedures changes by the Executive Board rather than approval through Issue submission At the Conference Biennial Meetings.
4. Clarify the use of "Conference" and "Biennial Meeting" in the Constitution, Bylaws, and Procedures.

5. Clarify what the Executive Board may, under the Constitution and Bylaws and Conference Procedures, do with extracted Issues.

**REQUESTED ACTION BY BOARD (If Applicable):**

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

1. Work has been done on the clarification of the terms “Conference” and “Biennial meeting” when used in the Constitution and Conference Procedures. A copy of the proposed edits is available for review by the Executive Board.

2. Work is progressing on defining committee membership categories and definitions for the section on committee membership in the Constitution.

3. Work is continuing on the remaining charges.