

**Conference for Food Protection
Executive Board Meeting Committee Report**

COMMITTEE NAME: Constitution and Bylaws Committee

COUNCIL (I, II, or III): Standing Committee - Executive Board

DATE OF REPORT: April 12, 2013

SUBMITTED BY: Lee M. Cornman, 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 Issues 2012 II-001 and II-004:

Charge:

1. 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.
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.5.), (H.2.).
3. Clarify what the Executive Board may, under the Constitution and Bylaws and Conference Procedures, do with extracted Issues.

Charge: Review and consolidate the existing *Conference for Food Protection Constitution and Bylaws*, *Conference for Food Protection Procedures* and *Conference for Food Protection Biennial Meeting Manual*, position descriptions, conference policies, etc., into a comprehensive "*Conference for Food Protection Manual*".

Charge: Report back to the Executive Board; and, submit recommendations as Issues at the 2014 Biennial Meeting.

Executive Board Charges: None at this time.

COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable):

None at this time.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

The Constitution and Bylaws Committee has not been fully active since the last Executive Board meeting. It is the plan of the chair to hold a sub-committee meeting with the Issues Co-Chairs and the Executive Assistant to brainstorm on ideas for implementation of the current committee charges in early May 2013. I will also initiate committee conference calls with the full C&B committee following the Executive Board meeting to facilitate completion of the committee charges.