

Constitution and By-laws and Procedure Manual Committee
Report to Executive Board

Date: July 25, 2007

Prepared by: Jane Griffith

Committee charge:

The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws. The Committee shall 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. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Committee Members:

<u>Name</u>	<u>Affiliation</u>	<u>Phone #</u>
Jane Griffith	Wawa,Inc	610-358-8180
Barbara Gerzonich	NY, Dept of Health	518-402-7600
Ellen Laymon	Oregon, Dept of Agriculture	503-986-4725
Larry Eils	NAMA	312-346-3700
Paul Panico	Retired	740-927-0889
Marsha Robbins	HACCPplus	602-395-9164
Steve Grover	Burger King Corp.	305-378-3410
Kevin Smith	FDA	301-346-2149
Ralph Stafko	FSIS-USDA	202-690-6592

Progress Report:

The Constitution and By-laws has been updated to reflect changes in the job responsibilities, to provide clarification and correct typographical errors. It has been reviewed by the Committee and is going for final review, comments, and edit. Upon final Committee approval of the document, we will prepare Issues for submission in December.

Further discussion and editing is continuing on the Conference Procedures. The Committee has made progress in updating the Procedures. Additional conference calls will be held to discuss language changes to clarify and further define certain procedures throughout the document.

The AFDO-MOU has been received and the Committee is waiting for the CDC - MOU expected to be presented and approved at the August 2007 Board Meeting. An Issue will be submitted for acceptance for each of the MOU.

Requested Board (or other) Actions:

The Committee appreciates input from the Board to guide in the completion of the committee's charge. At this time, the Committee is working to further define the responsibilities of the Program Chair. We respectfully request guidance and input from the Board on this aspect of our charge concerning scope of this position's responsibilities including financial aspect, logistics, scheduling, compensation, etc.

Recommendation(s) for future charge

n/a