

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: July 12, 2012

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):**

Review and approval of committee members as submitted at August Board meeting. Contact of potential committee members has been pending notification of committee chair selection.

## PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

The Constitution and Bylaws/Procedures Committee submitted six issues to the Conference by the prescribed deadline for inclusion in the 2012 Biennial Meeting deliberations. All six issues were adopted and are listed as follows with identified action.

### Committee submitted Issues and content documents =

- **Issue 2012 II – 001, Report - Constitutions and Bylaws/Procedures Committee** (with Attachments: *Constitution and Bylaws/Procedures Committee Final Report* and *Committee Roster*) – Accepted as Submitted

**Issue Action:** The Conference further recommends that the Constitution and Bylaws/Procedures Committee be assigned the following charges:

**Charge:** Continue work on charges previously assigned by the Executive Board to:

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.

- **Issue 2012 II – 002, Statement of Neutrality for Council Chair / Council Vice Chair** (with Attachments: *Council Chair Position Description Neutrality Statement* and *Vice-Council Chair Position Description Neutrality Statement*) – Accepted as amended.

**Issue Action:** The Conference recommends the addition of a statement of neutrality, as developed by the Constitution and Bylaws Committee, in the position descriptions for Council Chair and Council Vice-Chair.

Action pending: approved language needs to be added to the Council Chair / Council Vice-Chair position descriptions as directed by the Conference. C&B Chair will work with the Executive Director and Executive Assistant to facilitate such.

- **Issue 2012 II – 003, Clarification of Terminology in Conference Governing Documents** (with Attachments: *Editorial Revision to CFP Guidance Documents – Bylaws* and *Editorial Revision to CFP Guidance Documents - Procedures*) – Accepted as submitted.

**Issue Action:** The Conference recommends the editorial revision of the *Conference for Food Protection Constitution and Bylaws* and the *Conference for Food Protection Procedures* documents to correct and clarify the use of the terms "Conference", "Conference for Food Protection", and "Biennial Meeting" as appropriate.

Completed – see below.

- **Issue 2012 II – 004, Merger and Conformance of CFP Governing Documents** – Accepted as submitted.

**Issue Action:** The Conference recommends the 2012 - 2014 Constitution and Bylaws/Procedures Committee be charged to:

1. review the Conference for Food Protection governing documents (*Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, policies, position descriptions, etc.*) to facilitate a merger and conformance of these documents,
2. report back to the Executive Board on the progress of this charge, and,
3. present an issue on this charge at the 2014 CFP Biennial Meeting.

- **Issue 2012 II – 005, Definitions for Conference Constituencies** – Accepted as amended.

**Issue Action:** The Conference recommends newly created language relative to definitions for Conference constituencies, as developed by the Constitution and Bylaws/Procedures Committee, be incorporated into the *Conference for Food Protection Constitution and Bylaws* in Article III Registration and Membership, as a new Section 5 (all new language is in underline format).

Completed – see below.

- **Issue 2012 II – 006, Council Committee Size and Constituency** – Accepted as amended.

**Issue Action:** The Conference recommends:

1) that relevant sections in paragraph D. Appointment of Members, under Section VIII. Committees, in the *CFP Conference Procedures*, including the subsection on Federal agency participation, be moved to Section 1 of Article XIV Committees, in the *CFP Constitution and Bylaws*; and

2) that newly created language relative to Council Committee size and constituency be incorporated into the *CFP Constitution and Bylaws* in Article XV, as a new Section 8.

Completed – see below.

Since the completion of the 2012 Biennial Meeting, the Conference Executive Director has completed the necessary additions/modifications to the Constitution & Bylaws document and the Conference Procedures document as directed by above Conference actions and forwarded to Executive Assistant for posting on the CFP website. The posted documents are now current.