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Approved 4/20/2016**

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COMMITTEE NAME: Constitution and ByLaws/Procedures

DATE OF REPORT: **Initial fall progress report** **Spring progress report** **Second fall progress report**

Date submitted: 7/18/2018 **Date amended (if applicable):** *Click here to enter a date.* **Date accepted by Executive Board:** *Click here to enter a date.*

COMMITTEE ASSIGNMENT: **Council I** **Council II** **Council III** **Executive Board**

REPORT SUBMITTED BY: Davene Sarrocco-Smith, Chair and Jason Horn, Vice Chair

COMMITTEE CHARGE(S):

Issue # 2016 II-026

1. To develop one document/manual from the existing governing documents. This task has not been completed and has been carried over from Issue: 2016 II-026.

Executive Board Charge

1. To address the at-large constituency, especially regarding the number of members that could or should sit on committees.

Committee Work plan and Time Line

1. Initial conference call to take place in September.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. **Acknowledgement of the report**
2. **Approval of Committee roster**

ATTACHMENTS:

1. **Content Documents:**

a. **Committee Member Roster:**

- b. **See changes noted above under “requested action”** **No changes to previously approved roster**
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.

c. **Committee Generated Content Documents (OPTIONAL):** **No draft content documents submitted at this time**

2. **Supporting Attachments (OPTIONAL):** **Not applicable**