

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Constitution, By-Laws and Procedures Committee

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

Date submitted: 8/1/2017

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: John M. Luker, Chair

COMMITTEE CHARGE(S): No official committee charges at this time.

A request was made during the Spring 2017 Executive Board meeting (April 2017 – Richmond, VA) for the Constitution, By-Laws and Procedures Committee (CBP) to come up with some suggestions for managing oversized committees due to excessive numbers of At-Large members.

The CBP Committee was also tasked with discussing whether or not an additional voting seat on the Executive Board is warranted for the Food Industry Support constituency, currently our largest CFP membership constituency.

Issue # _____

- 1.
- 2.

Issue # _____

- 1.
- 2.

COMMITTEE WORK PLAN AND TIMELINE:

Current committee membership confirmed – May 2017

CBP Committee conference call held – May 26, 2017

Second CBP Committee conference call held – July 13, 2017

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**

May 26, 2017 – Majority of the discussion on this conference call related to the question regarding adding an additional voting seat to the Executive Board for the Food Industry Support constituency. Some of the concerns discussed included an additional voting seat bringing the voting membership to 24, which could possibly result in a tie vote. This concern was mitigated with a review of Article V, Section 3 of the Constitution and By-Laws indicating the policy and procedure modifications conducted by the Executive Board require a 2/3 majority of voting members. Another concern related an additional financial strain on the Executive Board meetings. Further discussion identified the fact that Industry Board members cover their own expenses. Any additional costs would be minimal.

July 13, 2017 – Unfortunately we did not have a quorum during this meeting to decide which way we were going to proceed regarding the Food Industry Support seat on the Board. Further discussion (during this call and via email) included comments that the Food Industry Support constituency actually have access to the Board elected positions, either through current industry or regulatory membership. Some members of the CBP Committee did not think an additional seat was necessary. A comment was made to suggest the Industry constituency reassign of one of the 2 “Industry -At-Large” seats to the Food Industry Support Constituency.

The second topic the CBP Committee was asked to review for the August Board meeting was the current situation regarding the large numbers of At Large members on some committees. Our discussion request was to determine if there is a problem with at large non-voting members and if so, what may need to be done to fix the problem. During this conference call, we were fortunate to have a lot of discussion regarding at large non-voting members and the committee formation process in general. Unfortunately, as noted above, we did not

have a quorum present on the call. During the April Board meeting, the topic of At-Large members came up during the Council II report and was tabled until New Business was to be discussed on day 2. On Day 2, the issue of At-Large members was brought back to the board for discussion. After discussion, a task was assigned to our Committee to come up with a proposal on how to manage committees due to the “excessive” number of at-large members currently on some committees.

Some of the discussion points from the CBP call on 7/13 are identified below:

Comments

- The CB&P Committee should request, from the Board, some specific concerns with the current make up of committees to date. If there is to be modifications to committee formation, any and all concerns to date should be addressed at this time.
- Depending on the change(s) requested, it may need to be introduced as an Issue at the biennial meeting, or some changes (Procedure document changes) can be accomplished through an Executive Board vote.
- Section 10, subsection 3 of the C&BL states “All volunteers not selected for a voting position shall be offered an at-large position on the committee.” Suggestions below for handling large numbers of at-large membership will require a modification to this section of the C&BL.
- It was also pointed out that although some committees have many members with the non-voting at large seats, there are still committees begging for members.
- Constituency requirements are not followed with regard to “at-large” membership
- Multiple individuals from the same agency or private company have been seated on committees
- Committee constituency may change during the biennial time frame
- Clarify how committee appointments are made/should be made, by constituency, by person, or by company.
- Adequate membership from the regulatory constituency is sometimes difficult for committee chairs.

Suggestions

- Non-voting, at-large committee membership must follow the same balanced committee formation requirements as voting members, based on constituency percentage, and/or
- Adhere to an individual’s choices for committee membership. If someone is selected as a voting member of a council, they would not be able to join a council committee “at-large,” and/or
- Limit agency and company non-voting membership on the same committee.

2. *Overview of committee activities:*

Two conference calls held. Committee communication facilitated through email on multiple occasions.

July 20, 2017 - I requested a **Yes** or **No** vote of committee members regarding whether or not to suggest to the Board that a voting seat for the Food Industry Support constituency be added. After receiving a very minimal amount of committee member votes, the “majority” indicated the suggestion should not be made. The CBP Committee has indicated that number of Executive Board voting seats should remain at 23.

Position Description Documents

I am also including in my report a review, conducted by the Issue Committee, of 9 CFP position descriptions in relation to their responsibilities during the biennial meeting. For each position description I have included the revised document without markup, followed by the same document showing requested mark ups. These position description documents will be presented to the Board as part of the Constitution, By-Laws and Procedures Committee report to be considered for permanent modification.

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- 3. Charges **COMPLETED** and the rationale for each specific recommendation: N/A
 - a.
 - b.
- 4. Status of charges still **PENDING** and activities yet to be completed:
 - a. Merger of governing documents into CFP Manual. Work ongoing
 - b.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: No requested action at this time

- 1.
- 2.

ATTACHMENTS:

- 1. **Content Documents:**
 - a. **Committee Member Roster:** 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.
 - b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

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