

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

COMMITTEE NAME: Constitution and Bylaws Committee

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

DATE OF REPORT: July 9, 2015

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.

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #: 2014 II-018

Charge: The Conference recommends that the Constitution, Bylaws and Procedures Committee continue work on assigned charges to:

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (originally assigned via Issues 2012 II-001 and 2012 II-004)
2. Review the CFP Commercialism Policy to discern whether it is sufficient to apply to situations where the CFP name or logo is used in an unsanctioned manner by entities other than the CFP. (originally assigned at the August 2012 Executive Board Meeting).
3. Report back to the Executive Board; and submit recommendations as Issues at the 2016 Biennial Meeting.

COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable): No action at this time.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

Next committee meeting scheduled for July 30, 2015.

Agenda:

Greetings

Introduction of committee members

Overview of charges

Review of CFP Commercialism Policy – Board charge

Review and discussion of questions submitted by committee member (discussed at April Board Meeting)

Next steps

Respectfully submitted by Lee M. Cornman, Chair

CBP Committee – meeting notes from 07/30/15 conference call

Members present: Glenda Lewis, Vicki Everly, Brenda Bacon, Cas Tryba, Bill Hardister, Girvan Liggans, David Crownover, Marlene Gaither, Lee Cornman - Chair. **Absent:** Geoff Luebke, George Zameska, James Ball. **Guest:** David McSwane.

Greetings and Introductions

Discussion of overall charges for this biennial period.

Discussion of ongoing charges:

A. Review of charges established by Issue 2014 II-018:

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B. Issue 2014 II-018 – Item 1: Vicki has volunteered to assist and is working on review of the CFP governing documents to facilitate the “merger and conformance of these documents” as directed above. Documents for review and deliberation will be presented to the Executive Board to qualify and quantify our direction with this charge.

C. Issue 2014 II-018 – Item 2 - Discussion of Commercialism Policy:

Committee identified concern that the policy was specific to issues submitted to the Conference for the Biennial Meeting and that it needs to be expanded to encompass broader use of CFP logo by others. Discussion circled around a two-part policy that addresses the issues themselves and any other Conference functions.

Action Items: David Crownover volunteered to review and draft a revised issue for consideration and deliberation. Cas Tryba expressed concern over recent issue submissions that may include “brand names or self-promotion” and Vicki Everly asked him to submit any he can identify to her so the Issue Committee can tighten up future submissions.

D. Committee review and discussion of questions submitted by Cas Tryba:

1. **Same issues submitted subsequent biennial meetings** – Active discussion on this question and agreement from committee members that some tweaking of the process can be achieved to preclude this from occurring in the future. Vicki stated that the Issue Chairs will further define what a resubmittal is and will highly recommend NOT resubmitting without new information or science to support such. Issue Chairs will modify issue submission forms to address “already discussed at previous biennial meeting”; will amend instructions to include “caution” about resubmittal; and, council members will be advised to review previous issues as homework in prep for biennial meeting. **Action Item:** Vicki Everly volunteered to work on this concern.
2. **Prohibit forming a committee as the recommended solution** – General committee discussion was opposed to declarative statement of no committees as a recommended solution but there was agreement that further clarification is needed for councils to create clearer, achievable charges if a committee is recommended. Brenda Bacon identified a concern with transfer of issues from one council to another and volunteered to put together comments to Vicki to clarify concern and offer suggestions for resolution. Cas expressed a need for better instructions to councils for recommended solutions. **Action Item:** The Executive Board and Issue Committee are working on this concern.
3. **Extracted No Action Issues** – Cas expressed concern on creating a balance of opponent vs. proponent on the EB committee formed to resolve an Extracted No Action Issue. **Action Item:** Cas volunteered to review and draft language to offer for the committee to discuss and present to the EB on how to select committee members to ensure all sides are represented and that someone on the committee was present during the entire deliberation in council.
4. **Defining Industry Constituency as relates to Council 1** – Discussion by committee members indicated agreement that participation of non-regulated industry entities continues to grow. There was active discussion on how that may or may not impact the makeup of those identified as industry voting members. Vicki expressed concern that the Bylaws was inconsistent with the new constituencies and Brenda expressed a desire to review further. **Action Item:** Cas, Brenda and Bill will look at council membership based on new membership categories and look at regulated vs. non-regulated industry representation.

Next meeting: Late August – tbd.