

Conference for Food Protection – Committee Periodic Report

Committee Reports are considered DRAFT until accepted by the Executive Board
Approved 4/20/2016

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Constitution, Bylaws and Procedures Committee

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report
Date submitted: 7/8/2016 Date amended (if applicable): 34T Date accepted by Executive Board: 34T

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Lee M. Cornman, Chair

COMMITTEE CHARGE(S):

Issue # 2016 II-026

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, 2012 II-004, 2014 II-018, and 2016 II-026)
2. Review Industry constituency on Council 1. (Completed)
3. Report back to the Executive Board; and submit recommendations as Issues at the 2018 Biennial Meeting.

Issue # 2016 II-027

1. Incorporate revised CFP Commercialism Policy as adopted and directed by the Conference. (Completed)
- 2.

ISSUE # 2016 II-029

Amend the CFP Constitution and Bylaws Article XIV Committees by adding a new subsection in Section 2 and subsequent renumbering to add a Finance Committee as a Standing Committee. Amend the CFP Constitution and Bylaws Article XV Duties of the Committees by adding new language in Section 8 and subsequent renumbering of Sections 8-9 to add the duties of the new Finance Committee. Further, amend the Biennial Meeting/ Conference Procedures Manual by adding new language in Section VIII B.1. thereby adding the Finance Committee as a Standing Committee. (Completed)

Charges established by Executive Board:

Amend the current Constitution and Bylaws and Biennial Meeting/Conference Procedures Manual to add the Strategic Planning Committee Chair as a non-voting, ex officio member of the Executive Board and to further define the duties of certain Standing Committee Chairs. Chairs of the Audit, Food Protection Manager Certification, and Program Standards committees will be expected to submit a written report prior to each Executive Board meeting throughout the two-year cycle. These chairs will only attend a Board meeting when invited to do so by the Conference Chair or when they request permission by the Chair to attend a Board meeting. The chairs of the Nominating and Resolutions Committees will be required to submit written reports for the Executive Board meeting that is held in conjunction with the CFP biennial meeting. The chairs of these committees will only attend the Executive Board meeting that is held in conjunction with the biennial meeting. (August 2014 EB Meeting Minutes)

COMMITTEE WORK PLAN AND TIMELINE:

Finalize committee membership – August 2016
Hold Committee conference call - September 2016
Work on revision of governing documents with an initial draft submitted to EB members - April 2017 meeting
Finalized drafts of governing documents and EB charges – August 2017

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

1. **Overview of committee activities:** Finalize current committee membership – July 2016
2. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. Issue 2016 II-026 – completed initially by Brenda Bacon and Cas Tryba with recommendation of "no change" to Industry constituencies. Would like to revisit certain categories of constituencies.
 - b. Issue 2016 II-027 - Incorporate revised CFP Commercialism Policy as adopted and directed by the Conference.
 - c. Issue 2016 II-029 – Language changes incorporated as directed by Assembly.
3. **Status of charges still PENDING and activities yet to be completed:**
 - a. Merger of governing documents into CFP Manual. Work ongoing.
 - b. Amend C&B and Procedures to include Strategic Planning Committee Chair as ex-officio member and revise/clarify docs on other standing committee chairs as directed by EB and create Issue for 2018 Biennial Meeting.

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

Conference for Food Protection – Committee Periodic Report

1. Request approval of committee members/roster to date.

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*