

**GROUND RULES  
FOR THE  
RETAIL FOOD SAFETY REGULATORY ASSOCIATION COLLABORATIVE**

**ARTICLE I**

**Name**

The group shall be known as the Retail Food Safety Regulatory Association Collaborative (Collaborative).

**ARTICLE II**

**Purpose and Values**

Section 1: Purpose. The Collaborative exists to leverage resources and strengths of AFDO, CFP, FDA, NACCHO, and NEHA to advance retail food initiatives and activities resulting in a reduction of foodborne illness.

Section 2: Values. The Collaborative has established the following values to support a working relationship where all Member Associations of the Collaborative are equal partners:

- All Member Associations and Association Representatives shall have the privilege of equal participation.
- The Member Associations and Association Representatives shall recognize and at no time compromise the integrity of each individual Member Association.
- All Associations Representatives and Advisors to the Collaborative shall be treated with respect.
- The Collaborative will strive to reach and maintain consensus at all times.
- The Collaborative shall not discuss FDA funding strategies for Associations, State, Local, Territorial, or Tribal Food Safety Programs.
- If a conflict exists within the Collaborative that cannot be easily resolved through consensus, a Work Group shall be established to report back to the Collaborative no later than the next scheduled meeting with a recommended solution.

**ARTICLE III**

**Members**

Section 1: Member Associations. The members of the Retail Regulatory Association Collaborative are as follows:

- Association of Food and Drug Officials (AFDO),
- Conference for Food Protection (CFP),
- United States Food and Drug Administration (FDA),
- National Association of County and City Health Officials (NACCHO), and
- National Environmental Health Association (NEHA).

Section 2: Association Representatives to the Collaborative. Each Association shall have at least two (2) and no more than three (3) representatives to the Collaborative. Additional representatives maybe identified for a specific project.

Section 3: Method of Appointment of Association Representatives to the Collaborative. Except for the FDA, an authorized representative of the Member Associations, such as a President or Executive Director, shall notify the Project Manager of the appointment of Association representatives. FDA leadership, such as the Associate Commissioner of Regulatory Affairs and the Director of Center for Food Safety and Applied Nutrition, shall appoint FDA Association Representatives. Each Association should consider continuity when determining representatives and the rotation of representatives.

Section 4: Addition of Member Associations or Advisors. The Collaborative may by consensus of the Member Association approve additional groups as members or advisors. If consensus cannot be reached, there must be support from four (4) of five (5) of the Members Associations.

#### **ARTICLE IV Costs of Participation**

The Collaborative shall have no official finances or membership fee. Costs for participation of Association representatives, such as those associated with travel to an in-person meeting, shall be assumed by each Member Association according to each Association's travel reimbursement policies.

#### **ARTICLE V Meetings**

Section 1: Meetings. The Collaborative shall meet both through electronic means, such as via telephone or web-based meeting system, and in-person. In-person meetings shall be held at least one (1) time per year, but may be more frequent based on the consensus of the group. Electronic meetings shall be at least five (5) times per year. Meetings should be scheduled when at least one (1) Association Representative from all five (5) Associations are available. Member Associations shall be responsible for securing the in-person meeting locations on a rotational basis.

Section 2: Quorum. At least one (1) Association Representative from each of the four (4) of the five (5) Associations shall constitute a quorum.

Section 3: Proxy. Association Representatives may appoint a proxy by notifying the Project Manager in advance of the proxy.

Section 4: Guidelines for Meetings.

- A. Counter opinions shall be reflected in the minutes.
- B. The Project Manager will ensure minutes and other documents of the Collaborative are posted to the Collaborative's FoodSHIELD workgroup.
- C. The Project Manager will incorporate good facilitation techniques, such as the use of a parking lot to capture important items that, although they may not be useful to discuss in the current meeting, should be reviewed as part of closing the meeting.

Section 5: Responsibilities of Membership.

- A. Appoint Association Representatives to the Collaborative.

- B. Provide support for the participation of Association Representatives.
- C. Appoint Association Representatives for Work Groups.
- D. Communicate outcomes of the Collaborative to Association members and stakeholders.
- E. Provide locations for in-person meetings based on the rotation established by the Collaborative.

## **ARTICLE VI**

### **Project Manager and Work Groups**

Section 1: Project Manager. The Collaborative may appoint with consensus of all five (5) Member Associations a Project Manager that shall serve as a facilitator for the meetings. The Project Manager shall assist in developing agenda with input from Association Representatives, provide timelines, and facilitate decision making. The Project Manager shall remain a neutral party, not taking opinions in discussions.

Section 2: Work Groups. Work Groups shall be formed, as needed, when four (4) of the five (5) Member Associations agree to the formation. The Collaborative shall develop a specific project charter describing the purpose, deliverables, objectives, number of members, and timeframes for the Work Groups. Member Association representatives that are not the Association Representatives to the Collaborative may participate in Work Group as determined by the Member Associations. The Collaborative may also appoint non-member Advisors to Work Groups.

## **ARTICLE VII**

### **Voting**

The Collaborative shall seek to have consensus. Consensus may be achieved through a prioritization process where each Member Association may have multiple votes or prioritize items. Each Member Association shall be entitled to one (1) vote, which shall be cast by the Member Association.

## **ARTICLE VIII**

### **Amendment**

The Ground Rules may be amended by consensus of all five (5) Member Associations.