

**Conference for Food Protection
2020 Issue Form**

Issue: 2020 II-034

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	No Action _____
Delegate Action:	Accepted _____	Rejected _____	

All information above the line is for conference use only.

Issue History:

This is a brand new Issue.

Late Breaking Issue Title: CBPC 5 - Revised CFP Constitution and Bylaws

Late Breaking Issue you would like the Conference to consider:

The CFP Constitution and Bylaws Committee submitted their final report and the following Issues in January 2020 for deliberation at the 2020 Biennial Meeting (originally scheduled for April 2020):

- 2020-III-005 (CBPC 1 - Report-Constitution Bylaws and Procedures Committee)
- 2020-III-006 (CBPC 2 - Revised CFP Constitution and Bylaws)
- 2020-III-007 (CBPC 3 - At Large Committee Membership)
- 2020-III-008 (CBPC 4 - Memorandum of Understanding between CFP and NACCHO)

Since that original submittal, additional changes to the Constitution and Bylaws have been deemed necessary to document changes created by the delay in holding the 2020 Biennial Meeting. The original revision of the Constitution and Bylaws presented with Issue 2020-III-006 is no longer valid as it does not include these newly recommended edits.

The intent of this late-breaking Issue is as follows:

1. Request the Council approve the WITHDRAWAL of Issue 2020-III-006 (titled: CBPC 2 - Revised CFP Constitution and Bylaws)
2. Request the Council APPROVE the newer revision of the CFP Constitution and Bylaws attached to this Issue; this version includes ALL recommended changes (note: for ease of reference, substantive changes are included in the "recommended solution" section below).

Public Health Significance:

Documentation of the Coronavirus pandemic and the effect it had on the Conference for Food Protection needs to be chronicled in a newer revision to the CFP Constitution and Bylaws.

Recommended Solution: The Conference recommends...:

approval of a 2021 revision to the CFP Constitution and Bylaws attached to this Issue in its entirety as a content document (language to add is underlined; language to delete is in strikethrough format).

With this approval, the Conference is authorized to make any necessary edits prior to posting the final document on the CFP website to assure consistency of format and non-technical content; edits

will not affect the technical content of the document. The final document is to be posted to the CFP website in PDF format.

Substantive changes are extracted below; non-substantive and editorial changes regarding punctuation, grammar, language usage, the table of contents, section numbering, and reorganization of information are NOT included below and can be viewed in the attached content document.

1. Amend the Preface to chronicle the impact of the COVID-19 pandemic on the Conference:

On March 11, 2020, the Novel Coronavirus disease, COVID-19, was declared a pandemic by the World Health Organization. On March 13, 2020, the United States declared a national emergency concerning the Covid-19 outbreak. The Executive Board acted on March 19, 2020, to postpone the 2020 Biennial Meeting originally scheduled to begin on March 29, 2020. The Executive Board members serving on March 19, 2020, continued to serve in their capacity until the 2020 Biennial Meeting was held virtually August 15-21, 2021. The Executive Board took administrative actions necessary to maintain working efficiency of the Conference during the pandemic."

All Caucuses met during the virtual Biennial Meeting, to elect Executive Board members whose terms expired in 2020. With the year and a half postponement of the Biennial Meeting some Executive Board members exceeded the six and twelve year term limits.

2. Amend the Biennial Meeting cycle from even to odd years:

Article II, Section 2. The Conference shall meet at least biennially during ~~odd even-~~ numbered years with additional meetings as the need arises as determined by the Board.

3. Clarify Duties of the Assembly of Delegates:

Article V, Section 1. The Assembly, with recommendation from a Council or the Board, shall accept or reject all recommendations including those pertaining to the Constitution and Bylaws, ~~any Conference procedures~~, all Memoranda of Understanding or other formal agreements, and other necessary actions including resolutions. ~~and establish Conference policies and positions on all subjects related to the objective of the Conference except as delegated (by the Assembly) to the Board. If a recommendation is approved, it shall be referred to the Board for appropriate disposition. If a "No Action" recommendation is rejected, the Issue will be referred to the Board for its consideration.~~

Subsection 1. If a recommendation is "ACCEPTED", it shall be referred to the Board for appropriate disposition.

Subsection 2. If an extracted Issue has a recommendation of "No Action", it is rejected, and the Issue will be referred to the Board for its consideration.

4. Clarify appointments to CFP Committees:

Article ~~XIV~~-XV Committees

~~Section 1. All appointments to Conference Committees shall be made to provide a balance in representation of the stakeholders in the particular matter under consideration.~~

~~Subsection 1. The incoming Council Chairs appoint the Chairs of each Committee formed within their Council with the concurrence of the Conference Chair. The Conference Chair will confirm the appointment of the Committee Chair and then notify the person of their appointment. Once confirmed, the Committee~~

Chair will select the remaining members of the Committee and submit them to the Conference Chair for final Board approval.

~~Subsection 2. Federal participants (FDA/USDA/CDC) may appoint a member and an alternate for each Committee. The member participates in discussion but does not vote. The alternate may act in the member's place if the member is unable to attend.~~

Section 1. CFP members in good standing may express interest to serve on a committee by forwarding their name to the Executive Assistant following the CFP Biennial Meeting. This list will be used in creation of committee rosters. All appointments to Committees shall be made to provide a balance in representation of the stake holders in the particular matter under consideration.

Subsection 1. The incoming Council Chairs will select Council Committee Chairs for each committee formed within their Council, and present those names to the Conference Chair for acceptance. The Conference Chair will notify the persons of their appointment. Once confirmed, the Council Chairs and Council Committee Chairs will select the remaining members of the Council Committees. The Council Chairs will submit full committee rosters to the Conference Chair for final Board approval.

Subsection 2. Federal participants (FDA, USDA, CDC) may appoint a consultant and an alternate for each committee. The consultant participates in committee discussions but does not vote. An alternate may act in the appointed consultant's place if the consultant is unable to attend. Consultants may or may not be CFP members to serve on a committee, but shall be members to attend Biennial meetings. Only one Federal participant who is a non- CFP member per Council Committee is permitted.

Subsection 3. Committees may vote to invite a non-member to present pertinent information related to the committee's charges. Non-members will not have a vote, nor will they participate in debate or discussion.

5. Amend the goals of the CFP Strategic Planning Committee:

Article ~~XV~~XVI. Duties and Responsibilities of Committees

~~Section 10. The Strategic Planning Committee (SPC) shall report to the Executive Board. The Strategic Planning Committee shall provide an active leadership role in THIS developing both long term and short term goals that will enhance and sustain the relevance and viability of the Conference for Food Protection. To accomplish these goals the SPC will include such activities as:~~

~~Subsection 1. Anticipate changing business and regulatory environment;~~

~~Subsection 2. Assess membership satisfaction of the CFP and its processes;~~

~~Subsection 3. Identify changing expectations of CFP members;~~

~~Subsection 4. Explore ways to build membership;~~

~~Subsection 5. Assist in efforts to communicate more effectively with membership;~~

~~Subsection 6. Expand outreach to collaborate and partner with organizations of similar public safety goals.~~

~~Subsection 7. Search for viable funding sources to ensure long term financial sustainability.~~

Section 10. The Strategic Planning Committee (SPC) shall report to the Board, and shall advise the Board on the current and future direction for CFP. This Committee shall make recommendations to keep the CFP relevant and increase the viability and growth of the organization. The SPC will actively engage CFP Committees and the Board by:

Subsection 1. Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.

Subsection 2. Assessing member satisfaction, exploring ways to increase membership, improving communication with members, and responding to membership's changing expectations of CFP, its programs, services, and the Biennial meeting.

Subsection 3. Finding ways for CFP to collaborate/partner with organizations that hold similar values and interests in retail food safety.

Subsection 4. Sustaining the financial stability of CFP by seeking new, increased, or alternative sources of funding.

6. Amend Rules of the Assembly

Article XVIII-XIX Rules of the Assembly

Section 1. Meetings of the Assembly shall be conducted as follows:

Subsection 6. Assembly voting (see the current CFP Biennial Meeting/Conference Procedures document):

~~Section 2. Each state shall be entitled to one (1) full vote and each territory and the District of Columbia shall be entitled to one-half (½) vote in the Assembly. When a state has more than one (1) state food regulatory agency enforcing food laws and regulations for food processing, food service, retail food stores and food vending, the vote may be divided into appropriate fractions. State agencies within each state must agree among themselves regarding apportioning the one vote. Only a registrant at the CFP Biennial Meeting who is the designated representative of a state, territory, or District of Columbia can be a delegate in the Assembly.~~

~~Section 3. Only a registrant at the CFP Biennial Meeting who is a representative of a state, territory or District of Columbia food regulatory agency responsible for the enforcement of food laws and regulations for food processing, food service, retail food stores or food vending is entitled to be a delegate in the Assembly. When any state is represented by more than one food regulatory agency, the vote may be cast together as one vote or separately as a fraction of a vote. Representatives of states with more than one regulatory agency delegate certified in compliance with the provisions of Section 4 of this Section may, during any meeting of the Assembly, reassign their voting privilege to another duly certified delegate from their state by giving written notice of such action to the Conference Chair. When a state is represented by only one agency, the state's delegate may cast a full vote for that state in the Assembly.~~

~~Section 3. Each state shall be entitled to one (1) full vote, and each territory and District of Columbia shall be entitled to one-half (1/2) vote in the Assembly.~~

~~Section 4. At least one hundred and fifty (150) days prior to a CFP Biennial Meeting the Executive Director shall send to the food regulatory agency or agencies in each state, territory and District of Columbia participating in the CFP Biennial Meeting a notice of the forthcoming meeting. Each notice shall include a current copy of~~

~~Article II, Section 3 and Article XVII XVIII, Sections 2 through 6 and 9 of the Constitution and Bylaws.~~

Section 4. When any state is represented by more than one food regulatory agency, the vote may be divided into appropriate fractions or may be cast together as one vote. Representatives of states with more than one regulatory agency delegate, in compliance with Section 2 of this Article, can reassign their voting privilege to another duly certified delegate from their state by giving written notice of such action to the Conference Chair.

~~Section 5. Each Agency shall report to the Executive Director on approved forms the following:~~

~~Subsection 1. The agency's officially designated regulatory responsibility regarding food processing, food service, retail food stores and food vending~~

~~Subsection 2. The name of the delegate and the alternate, if any; and~~

~~Subsection 3. Designation of the vote to which that person is entitled, whether one (1) vote or a fraction of one (1) vote.~~

~~Section 6. In the event that more than one (1) delegate is designated and the sum of the votes designated for the delegates is greater than one (1), the Executive Director shall reject, void and return the reports to the agencies for correction. Such revision shall be submitted to the Executive Director at least forty-five (45) days before the CFP Biennial Meeting.~~

Attachments:

Content Documents: *(documents requiring Council review; approval or acknowledgement is requested in the recommended solution above)*

Draft revised CFP Constitution and Bylaws (2021)

Supporting Attachments: *(documents submitted to provide background information to Council) N/A*

Submitter Information:

Name: Davene Sarrocco-Smith
Organization: CFP – CBPC Chair
Address: 5966 Heisley RD
City/State/Zip: Mentor, OH 44060
Telephone: 440-350-2543
E-mail: davenesarrocco@yahoo.com

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.