

Item 1.7.3

<b>Committee Name:</b>								
<b>Voting Members</b>								
Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
		Chair	TBD					
		Vice- or Co-Chair	TBD					
		Member	Regulatory - State					
		Member	Regulatory - Local					
		Member	Industry - TBD					
		Member	Industry - TBD					
		Member	Academia					
		Member	Consumer					
		Member	TBD					
		Member	TBD					
		Member	TBD					
<b>Non-Voting Members</b>								
Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
		FDA Consultant	Regulatory - Federal					
		USDA Consultant	Regulatory - Federal					
		CDC Consultant	Regulatory - Federal					
		Alternate	TBD					
		Alternate	TBD					
		Alternate	TBD					
		Alternate	TBD					
		Alternate	TBD					
		Alternate	TBD					
<p><b>Note:</b> Minimum council committee size is 11 (as noted above): 1-Chair; 1-Vice Chair; 1-State; 1-Local; 2-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 6-Non-voting alternates. Maximum council committee size is 23 voting members: 1-Chair; 1-Vice Chair; 4-State; 4-Local; 8-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 18-Non-voting alternates. Membership on standing committees is defined by the Executive Board. On all CFP committees, the committee chair, co-chair(s), and vice chair(s) all count towards constituency balance.</p>								

**Committee Roster Instructions**

1 The *Committee Roster Template* (as posted on the CFP web site) is the approved roster format required for all CFP committees.

2 Information to be included on the roster is **LIMITED** to the following:

Committee Name:									
Last Name	First Name	Position (Chair, Member, etc.)	Voting Status	Constituency	Employer	City	State	Phone	Email

3 Each roster **MUST** include identification of the committee chair(s) and any co-chair(s) or vice-chair(s).

4 Committee membership is to be listed in the following order on the roster:

- a) Council leadership (Note: committee chair, co-chair(s), and vice chair(s) all count towards constituency balance)
- b) Voting members - grouped by constituency (in the order noted in #8 below) using alpha order by last name for multiple members from the same constituency.
- c) Federal consultants
- d) Non-voting alternates - grouped by constituency (in the order noted in #8 below) using alpha order by last name for multiple members from the same constituency.
- e) Note: Council Chairs and Vice Chairs are **NOT** included on a council committee roster

5 Rosters **MUST** be sized so that **ALL** required columns fit within the width of standard 8½ x 11 inch paper in PDF **LANDSCAPE** orientation.

6 An "expanded roster" may contain additional information (e.g., mailing address, personal cell phone number) for internal committee use by the chair and members; however, the additional information is **NOT** to be published or disseminated outside the committee.

7 The *Committee Roster Template* will be used for:

- a) Submittal in Excel Format to the EB for review and approval of committee members
- b) Posting as a PDF document on the CFP web site (not to be posted in Excel)
- c) Submittal as a PDF attachment to the committee final report for acknowledgement of committee members

8 CFP Constituencies eligible for committee participation:

- Regulatory - State Local Federal District / Territory
- Industry - Food Service Retail Food Food Processing Vending / Distribution Food Industry Support
- Academia
- Consumer
- Emeritus
- Student

9 CFP Regions: (Note: CFP regions included only as reference to help in establishing committee representaton from around the country)

- Mid-Atlantic DE, DC, KY, MD, OH, NJ, PA, VA, WV
- Midwest IL, IN, MI, MN, ND, SD, WI
- Pacific AK, AS (American Samoa), AZ, CA, CM ( N.Marianna Isl.), GU (Guam), HI, ID, MT, NV, OR, TT (Marshall Isl., Palau,Micronesia), WA
- Southeast AL, FL, GA, LA, MS, NC, PR (Puerto Rico), SC, TN, VI (Virgin Isl)
- Northeast CT, MA, ME, NH, NY, RI, VT
- Southwest AR, CO, IA, KS, MO, NE, NM, OK, TX, UT, WY

Council Committees	Minimum Size	Maximum Size	Notes regarding Committee Member Selection
<p><b>Voting Members</b></p> <p><i>Per C&amp;B Article XV Section 13 Subsection 1a, 1b, 1c</i></p> <p><i>For filling vacancies during the biennium: see C&amp;B Article XV Section 13 Subsection 4</i></p>	<p><b>11</b></p> <p><i>1-Chair 1-Vice Chair 1-State 1-Local 2-Industry 1-Academia 1-Consumer 3-Any constituency w/ emphasis on expertise</i></p>	<p><b>23</b></p> <p><i>1-Chair 1-Vice Chair 4-State 4-Local 8-Industry 1-Academia 1-Consumer 3-Any constituency w/ emphasis on expertise</i></p>	<p><b>Per Constitution and Bylaws:</b></p> <ul style="list-style-type: none"> <li>• Any committee comprised of membership numbers between the minimum and maximum shall make every reasonable effort to maintain constituency balances.</li> <li>• The Council Committee Chair, in conference with the Council Chair and/or Board, shall have the flexibility to fill vacancies in the voting membership with unbalanced constituency representation, if deemed necessary, to reach a minimum of 11 voting committee members.</li> <li>• All proposed committee members must be approved by the Board.</li> <li>• All voting members and alternate non-voting members shall be identified as such on the approved committee roster along with their respective constituency.</li> <li>• A Council Committee Chair of a committee that continues over more than one biennial cycle shall assess the immediate previous committee membership to ensure at least 50% of the ongoing committee's voting membership are new members that did not serve as voting members on the immediate previous committee.</li> </ul> <p><b>Per Conference Procedures:</b></p> <ul style="list-style-type: none"> <li>• If a Council Committee Chair does not receive sufficient volunteers in the appropriate constituencies, they shall confer with the Council Chair to seek volunteers from the Conference membership, making every reasonable effort to maintain constituency balance.</li> <li>• Whenever possible, depending upon the nature of the Issue, membership of the committees should be made up of representatives from around the country and from regulatory, industry, consumers, and academia.</li> <li>• No more than one person per agency, company, or organization may serve as a voting member on a Council Committee.</li> <li>• A CFP member may serve as a voting member on no more than one Council Committee during a biennium.</li> <li>• Federal partner agencies (FDA, USDA, and CDC) can appoint consultants who are not CFP members to a Council Committee. No more than one non-member consultant will be permitted per agency per Council Committee.</li> </ul> <p><b>Per Executive Board:</b></p> <ul style="list-style-type: none"> <li>• Council Chairs and Vice Chairs are not included on Council Committee rosters.</li> <li>• Committee Chairs and Vice Chairs are counted towards constituency balance.</li> </ul>
<p><b>Non-voting Alternates</b></p>	<p><b>6</b></p>	<p><b>18</b></p>	<p><b>Per Constitution and Bylaws:</b> Article XV, Section 13, Subsection 1</p> <ul style="list-style-type: none"> <li>• Alternate members will be included and allowed to participate in all committee functions, including but not limited to, meetings, conference calls, emails, deliberations, research, and activities, but will not have an individual vote on committee actions.</li> </ul> <p><b>Per Conference Procedures:</b></p> <ul style="list-style-type: none"> <li>• CFP members who are not selected to serve as a voting member of a Council Committee may serve as a non-voting alternate on no more than two Council Committees during a biennium.</li> </ul>
Standing Committees	Minimum Size	Maximum Size	Notes regarding Committee Member Selection
<p><b>Voting Members</b></p>	<p>TBD by EB</p>	<p>TBD by EB</p>	<p><b>Per C&amp;B Constitution and Bylaws:</b> Article XV, Section 13</p> <ul style="list-style-type: none"> <li>• Membership on Standing Committees is defined by the CFP Board.</li> </ul>
<p><b>Criteria to Accept a Committee Membership Application after Sign-Up Deadline</b></p>			<p><b>Approved by Executive Board e-vote June 2018:</b></p> <ol style="list-style-type: none"> <li>1. Previous CFP member who did not receive sign-up email(s) because they either did not attend the recent Biennial Meeting or pay their membership dues separately for the current biennium.</li> <li>2. Committee Chair solicited current CFP member to sign-up in order to meet committee membership criteria and/or to have specific expertise to address charge(s)</li> <li>3. Committee Chair solicited non-CFP member to become CFP member and sign-up to meet committee membership criteria and/or to have specific expertise to address charge(s)</li> <li>4. Executive Board approves recommendation of an ad hoc committee to create a new committee with assigned charge(s). Current CFP members are subsequently notified of creation of this committee with a solicitation for members.</li> </ol>