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COMMITTEE NAME: Constitution Bylaws and Procedures Committee

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report Final Report

Date submitted: 3/31/2023

Date amended (if applicable): *Click here to enter a date.*

Date accepted by Executive Board: *Click here to enter a date.*

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Davene Sarrocco-Smith & Sean Dunleavy

COMMITTEE CHARGE(S):

1..Report with final recommendations to the Executive Board regarding Record Retention to be provided at Spring 2023 Board meeting.

2. Facilitate a merger and conformance of the Conference governing documents into a comprehensive "Conference for Food Protection Manual." (continuation from Issues 2012-II-001, 2012-II-004, 2014-II-018, 2016-II-026, and 2018-II-024). To be accomplished during 2023 Biennium cycle.

COMMITTEE WORK PLAN AND TIMELINE:

1. Record Retention charge was completed in November 2022.
2. The need for document merger can now be addressed with CFP Biennial Meeting/Conference Procedures document and Constitution and Bylaws document have been reviewed, revised, and harmonized.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** 10-18 & 11-1-2022
2. **Overview of committee activities:** Record Retention recommendations, spreadsheet, template, and policies were developed.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. .Report with final recommendations to the Executive Board regarding Record Retention to be provided at Spring 2023 Board meeting.
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. Facilitate a merger and conformance of the Conference governing documents into a comprehensive "Conference for Food Protection Manual." (continuation from Issues 2012-II-001, 2012-II-004, 2014-II-018, 2016-II-026, and 2018-II-024). To be accomplished during 2023 Biennium cycle.
 - a. **COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1. Record Retention Recommendations
2. Use of Record Retention Spreadsheet
3. Use of Record Retention Template
4. Use of Policy for Policies

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
1. Record Retention recommendations
 2. Record Retention spreadsheet
 3. Record Retention Template
 4. Policy for Policies

2. Supporting Attachments (OPTIONAL): Not applicable