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**COMMITTEE NAME: Constitution Bylaws & Procedures Committee**

**DATE OF REPORT:**  Initial fall progress report     Spring progress report     Second fall progress report

Date submitted: 7/25/2023

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 & Todd Rossow

**COMMITTEE CHARGE(S):**

1. 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).
2. *"The governing documents be reviewed on a recurrent basis with at least one document or set of documents per biennium cycle. Such review shall occur in succession from one biennium to the next and prioritized in the manner below, unless directed by the Board to accomplish the Conference objectives: a. CFP Constitution and Bylaws b. CFP Biennial Meeting/Procedures document c. Position Descriptions d. Governing Policy document"*
  - a. The current document(s) for review in the rotation are the Position Descriptions.
3. EB charged the Constitution and Bylaws/Procedures Committee to amend the Biennial Meeting/Conference Procedures document to include language that says the state Delegate proxy can be given to whomever the state decides to assign it; draft policy is to be returned to the August meeting for Board approval ♦ CB/P Committee to draft changes to the Biennial Meeting/Conference Procedures document to clarify Delegate proxy assignment.
  - a. Point of clarification: Criteria for State Delegate is only found in the Constitution not the Biennial Meeting/Conference Procedures document.
4. EB charged the Constitution and Bylaws/Procedures Committee to add clarification of standing committee membership term of service and submit as an Issue for the 2025 Biennial Meeting.
  - a. Point of clarification: Committee member terms are only found in the CFP Biennial Meeting/Conference Procedures document not the Constitution.

**COMMITTEE WORK PLAN AND TIMELINE:**

1. Monthly or bimonthly conference calls as needed and independent work assignments.
2. Discuss if there is still a need for a document merger with CFP Biennial Meeting/Conference Procedures document and Constitution and Bylaws document having been reviewed, revised, and harmonized.
3. Position descriptions' reviews and editing.
4. Work assigned by the Executive Board.

**ACTIVITIES:**

1. **Dates of committee meetings or conference calls:** 7-24-23
2. **Overview of committee activities:**
  - a. Chair and Vice Chair reviewed the two charges from the Executive Board that needed reported back to the EB by August 2023 Board meeting.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
  - a. Terms of specific Standing Committees' members. Committee member terms are only found in the CFP Biennial Meeting/Conference Procedures document, not in the Constitution.
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."
  - b. Review and update the Position Descriptions.
  - c. Constitutional language for State Delegate proxy.
5. **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. Approval of roster.
  2. Clarification and guidance regarding State Delegate proxy.
  3. Approval to amend the current version of the Conference for Food Protection Biennial Meeting/Conference Procedures document IX. C 1 regarding Standing Committee member terms.

**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/](http://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
  - a. Delegate Proxy information.
  - b. Standing Committee member term