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Approved 4/20/2016**

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**COMMITTEE NAME: Constitution and Bylaws/Procedures**

**DATE OF REPORT:**  **Initial fall progress report**     **Spring progress report**     **Second fall progress report**  
**Date submitted:** 7/11/2019    **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, Chair

**COMMITTEE CHARGE(S):**

**Issue #2018 II-024** The Conference also recommends continued work by the Constitution, Bylaws and Procedures(CBP) Committee on charges assigned by the Executive Board to:

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
2. Review membership and constituency of at-large members on all committees and offer recommendations on how to address the quantity and functionality of committees.
3. Report back to the Executive Board; and submit recommendations as Issues at the 2020 Biennial Meeting.

**Executive Board Charges**

- 1 Charge from April 2019 Executive Board agenda item 1.9.1 was for Council Chair to review the Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting and report back to the August 2019 Board meeting with a recommendation. *(Is Fall Executive Board agenda item 1.9.3)*
- 2 Continued Charge from April 2019 Executive Board agenda item 1.9.2 Define “student” as it relates to the student constituency with regard to registration purposes for the two-year cycle and report back at the August Board meeting. *(Is Fall Executive Board agenda item 1.9.4)*

- 3 New charge from April 2019 Executive Board meeting, Fall agenda item 3.2.2. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.
- 4 New charge from April 2019 Executive Board meeting, Fall agenda item 3.2.3. Allow the CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” See full list of documents attached to the CB&P Committee written report. (*continuation of agenda item 3.2 from April 2019 Board Meeting*)
- 5 New charge from April 2019 Executive Board meeting, Fall agenda item 3.2.4. Allow the CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues.
- 6 Review the draft CFP MOU with NACCHO.

### Committee Work plan and Time Line

1. As of the February 27, 2019, conference call frequency had been increased to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month with the primary goal of continuing review and editing the Constitution and Bylaws
2. Sub-committees were formed and worked independently: Student Registration; Formatting; Grammar review, MOU review.
3. Council Chair to work independently with Issue Committee Chairs regarding Issue integrity.

### COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. Full committee conference calls took place; 3/27/19, 4/10/19, 5/8/19, 5/22/19, 6/12/19, 6/26/19, 7/10/19. The primary focus and the majority of the time on the conference calls was reviewing, discussing, and coming to consensus on changes, rewording, reorganizing, and/or leaving existing language in the Constitution. (**Council 2018 II-028 Charge and Fall Executive Board agenda item 3.2.4**)
2. Subcommittees were formed and worked on their own:
  - a. Student Registration subcommittee
    - i. Objective was to develop a procedure for what CFP should do when “students” gain employment during the 2-year, already paid, membership. We currently have 4 student members.  
The Constitution and Bylaws: Article III Section 5, Subsection 6. Student: Any student enrolled in a two-year, four-year, or graduate program in a college or university involving food sciences, food operations or food safety.  
**Recommendation:** (*4/19 Executive Board agenda item 1.9.2 and Fall 1.9.4*)
      - Based on the current membership count, there is little financial merit in pursuing financial reimbursement or additional fees for students who change status mid-biennium.  
Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment. Student membership discounting for 2018 was approximately \$2000.
      - The Board should establish a set fee reduction for students to easily guide fees for future biennial conferences and publish fees in all Conference materials that reference fees.
      - Board to add “student” as a constituency option for membership application (similar to Emeritus)
      - The Board to continue to monitor student constituency and determine if reduced fees should be adjusted to ensure there is no negative impact to CFP financial sustainability.
    - ii. The draft was brought to the full committee for discussion. Full committee reviewed and agreed on document.
  - b. Formatting for the Constitution subcommittee
    - i. Current Constitution has inconsistent formatting throughout the document. Subcommittee provided the format *Article/Section/Subsection/a)1. to be used throughout the document. The full committee voted*

- and this format was agreed upon.*
- ii. The reformatting of the Constitution will wait until after the Executive Board meeting. Committee agreed.*
- c. Grammar review subcommittee
- i. Discussion regarding review for the edited version of the Constitution took place. Subcommittee thought it best to wait until after Executive Board meeting. At that time grammar corrections to the Constitution will be made. Committee agreed.*
- d. *The MOU subcommittee reviewed the MOU between NACCHO & CFP*
- i. Verbage changes in sections III B, III C were recommended for clarification and section III D added a relevant example.*
- ii. No conflicts were found within the Constitution and the MOU with CFP & NACCHO.*
- iii. The full committee voted and the additions to the MOU were agreed upon.*
3. Chair corresponded with Issue Committee Chairs regarding Issue integrity. *(4/19 Executive Board agenda item 1.9.1 and Fall 1.9.3)*
- a. Communications between Constitution, Bylaws, and Procedures Chair and Issue Co-chairs were held in March, 2019 to discuss Issue Submission Procedures. It was decided the best course of action was to add to the Council Member Position Description under Responsibilities and Duties **"COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT"**. This gives the ability for Council Chairs and Council members to approach items of concern with Issues and have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics.
4. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance *(Fall Executive Board agenda 3.2.2)* Council Chair completed
- a. Council Committee Chairs and all Council committee members are to be on a roster approved by the Executive Board. CFP Biennial Meeting/Conference Procedures 2018 document VIII A. 1. This is also in the Constitution with existing conflicting language.
- i. Article XIV Section 13, subsection 1 of the 2018 CFP Constitution state that the Committee Chair and Vice Chair each have a vote.*
- ii. Council Chairs or Council Vice Chairs are not on a Council Committee roster.*
- b. Standing Committees shall be made to provide a balance in representation like all Conference committees. (Constitution Article XIV Section 1 and CFP Biennial Meeting/Procedures document VIII C 1)
- i. There is nothing in the Constitution regarding Standing Committee membership. The Procedures document lumps all Committees together with no notation of size or who votes.*

**Charges COMPLETED and the rationale for each specific recommendation:**

1. Student Registration recommendation clarifies status. *(Fall Executive Board agenda item 1.9.4))*
2. Council Chair to review the Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting *(Fall Executive Board agenda item 1.9.3)*
3. Council Committee Chairs and Council Committee Vice Chairs (co-chairs) are to be on a roster and are voting members per the CFP Constitution and Bylaws. Standing Committee sizes and if the Chair and Vice Chair vote are not spelled out in either governing document. *(Fall Executive Board agenda item 3.2.2)*
4. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026) *(Fall Executive Board agenda item 3.2.4)*

- a. In order to create a merge of existing documents, the documents being merged need to be harmonious with each other. Due to discord within the same documents as well as discord between documents, the rational approach was to have a solid foundational document. The CFP's foundational document is our Constitution. Once the Constitution and Bylaws is a solid foundational document, steps can be taken to make the rest of the existing CFP documents harmonious with the Constitution and each other.

**Status of charges still PENDING and activities yet to be completed:**

- a. Awaiting the finalized version of the MOU with CFP & NACCHO to verify that it is within the confines of the Constitution and Bylaws.
- b. Grammar review of the edited 2018 Constitution and Bylaws.
- c. Formatting review of the edited 2018 CFP Constitution and Bylaws.
- d. CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of "governing," "administrative," and "instructional." (*Fall agenda item 3.2.3*)
- e. Write Issues for submission to Council II

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

1. The Committee requests Board approval of the following language to be added to the Position Description document for Council Members under Responsibilities and Duties:
  - Commit oneself to Issue integrity and ethical conduct.
2. Acceptance of recommendations for Student Registration Fees.
3. Acceptance of the edited changes to the 2018 CFP Constitution and Bylaws to then be taken before Council II as an Issue(s).
4. Discussion regarding altering recommendation of existing charges from Council II.
5. Discussion regarding future stop gaps to allow all CFP documents to stay in sync with each other.
6. Approve removal of Matt Curran from the CB&P Committee membership roster.
7. Acknowledge the CB&P progress report.

**ATTACHMENTS:**

**1. Content Documents:**

1. **Committee Member Roster:** Proposed revised roster is attached.

**2. Committee Generated Content Documents:**

- i. Revised Council Member job description
- ii. CFP MOU with NACCHO grammatical changes
- iii. 2018 CFP Constitution and Bylaws edited changes
- iv. Student Membership & Student Registration Fees

**2. Supporting Attachments (OPTIONAL): NONE**