

**Constitution and Bylaws and Procedures Committee
Report to Executive Board**

Date: March 11, 2008

Prepared by: Jane Griffith

Committee charge:

The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws. The Committee shall review proposed memorandums of understanding and ensure consistency among the memorandums of understanding, the Conference Procedures manual, the Constitution and Bylaws and other working documents. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Committee Members:

<u>Name</u>	<u>Affiliation</u>	<u>Phone #</u>
Jane Griffith	Wawa, Inc	610-358-8180
Barbara Gerzonich	NY, Dept of Health	518-402-7600
Ellen Laymon	Oregon, Dept of Agriculture	503-986-4725
Larry Eils	NAMA	312-346-3700
Paul Panico	Retired	740-927-0889
Marsha Robbins	HACCPplus	602-395-9164
Steve Grover	Burger King Corp.	305-378-3410
Kevin Smith	FDA	301-346-2149
Ralph Stafko	FSIS-USDA	202-690-6592

Progress Report:

Following the 2006 Conference of Food Protection biennial meeting, the Committee reviewed and discussed changes to the Constitution and Bylaws 2006; and the Conference Procedure 2006 document as per the Conference charge. All committee meetings were conducted by conference calls and e-mail communications.

The Committee focused on three areas for revisions to the documents including 1) inclusion of Executive Treasurer and changes in the Executive Board members and responsibilities, 2) updates and clarification on CFP protocols and position descriptions; and 3) correction to the documents to ensure procedural consistency. A total of 29 Issues were submitted to the Issues Committee and approved for consideration by Council II if approved by the Executive Board.

A brief summary of the Issues from the Constitution and Bylaws 2006 are: the inclusion of the Executive Treasurer position and job responsibilities, and the impact to the Executive Director responsibilities; clarification of membership duration; addition of Ex-Officio members to the Executive Board; clarification of duties of the Council and Committee Chairs; updated Program Chair responsibilities; and changes to the Conference time lines.

For the Conference Procedures, Issues include: the clarification of when an Issue can be rescinded by the submitter; clarification on the process to reassign an Issue to another Council; additional clarification on providing background materials to a Council; definition of the ad hoc and Standing Committees, and revision of timelines for Issue submission and FDA response to Conference Issues.

Other Issues submitted include updating both the title page of both documents to include the new Executive Director contact information, and the adoption of the MOU from the USDA.

Requested Board (or other) Actions:

Please accept and approve this report as submitted. Review and accept the Issues submitted by the Committee prior to the Issues being presented to Council II for consideration. The Issues are available on the CFP website and assigned to Council II. They are numbered 08-II -001 through 08-II-29 and the link is: <http://www.cfse.purdue.edu/foodprotect/packets/?ey=2008>.

Recommendation(s) for future charge:

The Committee should be charged as follows from the 2008 Conference meeting:

1. Update and revise the documents with Issues approved by the Assembly.
2. Further define and clarify the role of the regulatory agencies on Councils and Committees.

