

**Conference for Food Protection  
Executive Board Meeting Committee Report**

**COMMITTEE NAME:** Constitution and Bylaws Committee

**COUNCIL (I, II, or III):** Standing Committee - Executive Board

**DATE OF REPORT:** April 7, 2014

**SUBMITTED BY:** Lee M. Cornman, Chair

**COMMITTEE CHARGE(S):**

**Constitutional Charges, as stated in Article XV, Section 3 of the Constitution:**

1. Submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws.
2. 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.
3. Report all recommendations to the Board prior to Council II deliberations.
4. Follow the direction of the Board.

**Charges Established by Issues 2012 II-001 and 2012 II-004:**

**Charge:**

1. Research "scope" of Executive Board authority concerning direct approval of policy and procedures changes by the Executive Board rather than approval through Issue submission at the Conference Biennial Meetings.
2. Clarify the "scope" of activities assigned to committees that includes:
  - a) Development of a process of expanding or adding committee charges between biennial meetings.
  - b) Clarification of language in Conference Procedures Section VIII (D), (F.5.), (H.2.).
3. Clarify what the Executive Board may, under the Constitution and Bylaws and Conference Procedures, do with extracted Issues.

**Charge:** Review and consolidate the existing *Conference for Food Protection Constitution and Bylaws*, *Conference for Food Protection Procedures* and *Conference for Food Protection Biennial Meeting Manual*, position descriptions, conference policies, etc., into a comprehensive "*Conference for Food Protection Manual*".

**Charge:** Report back to the Executive Board; and, submit recommendations as Issues at the 2014 Biennial Meeting.

**Charges Established by the Executive Board:**

1. Amending the Biennial Meeting/Conference Procedures Manual to include language to clarify the ownership and professionalism of documents submitted via the Issue process. (August 2013 Executive Board Meeting)
2. Amending the Biennial Meeting/Conference Procedures Manual to allow for a placeholder policy to address the use of blank Issues inserted into the online Issue Management Program (IMP). (August 2013 Executive Board Meeting)

3. Review the CFP Commercialism Policy to discern whether it is sufficient to apply to situations where the CFP name or logo is used in an unsanctioned manner by entities other than the CFP. (August 2012 Executive Board Meeting)

**COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable):**

No request for action pending final recommended actions and charges from the 2014 Biennial Meeting.

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

The Constitution and Bylaws/Procedures Committee developed and submitted five issues to the Executive Director and Issues Chair in December 2013 for review and approval. Two additional issues (for a total of seven issues) were submitted as directives from the Executive Board and were developed in concert with the Issue Chairs. These issues were subsequently submitted to the Conference for inclusion in the 2014 Biennial Meeting deliberations.

**Committee submitted Issues and content documents =**

- **Issue 2014 II – 018, Report - Constitutions and Bylaws/Procedures Committee** (with Attachments: *Constitution and Bylaws/Procedures Committee Final Report* and *Committee Roster*)
- **Issue 2014 II – 019, Scope of Executive Board Regarding Policy and Procedures**
- **Issue 2014 II – 020, Clarification of Committee Member Removal for Non-Participation**
- **Issue 2014 II – 021, Clarification of Committee Charges During Biennial Period**
- **Issue 2014 II – 022, Committee and Issue Documents**
- **Issue 2014 II – 023, Issue Placeholder Policy**
- **Issue 2014 II – 024, Board Responsibility Regarding Extracted “No Action” Issues**