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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: 3/29/2022 **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

COMMITTEE CHARGE(S):

Issue # 2020 II-006

1. These governing documents be reviewed on a recurrent basis every biennium, prioritized in this manner:
 1. Constitution
 2. Biennial Meeting/CFP Procedures document
 3. Position descriptions
 4. Policy documents

Issue # 2020 II-010

2. Representation from the Constitution and ByLaws Committee on the Local Regulatory Representation Committee

COMMITTEE WORK PLAN AND TIMELINE:

1. Harmonize the Biennial Meeting CFP Procedures document with the 2021 delegate approved Constitution and ByLaws.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**

- a. Meetings taking place biweekly: 2/1,2/15, 3/1, 3/15, 3/29/22
- b. Meetings to continue 4/5, 4/19, 5/3, 5/17/22. Future meeting date intervals to be revisited.

2. **Overview of committee activities:**

- a. Started by wordsmithing the CFP Biennial Meeting and Procedures document. Reached a point and found the organization within the document to be jumbled; the Procedures document did not flow with the proceedings of the Biennial Meeting. CB & P Committee took a step back and reorganized existing contents of document. Started wordsmithing again and adding clarity to content.

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

- a.
- b.

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

- a. Still working through the CFP Biennial Meeting and Procedures document.
- b. There has been zero communication from the Local Regulatory Representation Committee. The charge from Council II requires a member from this committee to participate. To date, CB & P's representation has been excluded.

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. CB & P Committee is requesting that the Board clarify the charges of the Local Regulatory Representation Committee to the Chair and Vice Chair of that committee to include CB & P representation.
2. Addition of Nikki Burns-Savage to the roster as a “voting member” of the CB & P Committee as a representative of local regulatory. She was mistakenly omitted from the original roster and has been actively participating.
3. Acknowledgement of Vice Chair Sean Dunleavy constituency changing from state regulatory to Emeritus.
4. Acknowledge that **Issue # 2020 II-006** dictates a recurrent task that must be included in the CFP Constitution via an Issue at the 2023 Biennial Meeting. (see Content document)

ATTACHMENTS:

1. **Content Documents:**

1. **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.

2. **Committee Generated Content Documents:** Issue to be submitted for the 2023 Biennial Meeting

2. **Supporting Attachments (OPTIONAL):** Not applicable