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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: 3/1/2019 **Date amended (if applicable):** 3/25/2019 **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 Charge

1. To address the at-large constituency, especially regarding the number of members that could or should sit on committees.
2. Work with the Strategic Planning Committee to discuss the impact of changing the name of our organization from "Conference for Food Protection" to "Congress for Food Protection".
3. Work with Issue Committee Chairs regarding framework of Issue management process, specifically what is taking place from Issues being made public until the Biennium.
4. Add and "App Liaison" position to the CFP Procedures document.
5. Define "student" for registration purposes, self-reporting and what happens if they get a job during the cycle? Do they have to pay again or registration fee or just let the student registration fee carry over until the next cycle?

Committee Work plan and Time Line

1. Six conference calls have taken place. As of the February 27, 2019, conference call frequency has been increased to the 2nd and 4th Wednesday of every month.
2. Sub-committees were formed: At-Large Constituency; Strategic Planning; Constitution review.
3. Continue reviewing Constitution then start reviewing CFP Biennial meeting/Conference Procedures document.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. Full committee conference calls took place; 9/26/18, 10/24/18, 12/12/18, 1/23/19, 2/13/19, 2/27/19.
2. Subcommittees were formed
 - a. At-Large constituency subcommittee
 - i. Brought drafts to full committee for discussion. Full committee reviewed and agreed on Committee At-Large document Jan. 23, 2019.
 - b. Strategic Plan
 - i. Worked with SPC and brought document for full committee review and agreement on Oct. 24, 2018, with an additional week for comments before SPC chairs were given last feedback on October 31, 2018.
 - c. Constitution Review
 - i. Continued review and editing of the 2018 Constitution and By Laws is taking place.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. *Addressed At Large constituency* and provided board with several options.
 - b. Feedback given to Strategic Planning Committee regarding CFP organization name change.
 - c. Conference call took place with Issue Committee Chairs on January 10, 2019. Information provided was taken to full Issues Committee January 28, 2019.
 - d. “App Liaison” position added to CFP Biennial Meeting/Conference Procedures document in Section V, C 4, passed by EB 1/28/19.
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. Defining “student” for registration purposes has not taken place yet.
 - b. CFP 2018 Constitution and Bylaws document review and editing.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Acknowledgement of the report
2. Resolution of the At-Large constituency and potential CFP 2018 Constitution and ByLaws changes. (changes would require a vote to become an Issue)
3. Review CB & P Clarification document and provide guidance for items presented.
4. Review and approve proposed changes to the Council Committee Chair Handbook

ATTACHMENTS:

1. **Content Documents:**
 - a. **Committee Member Roster:** Attached
 - b. **Committee Generated Content Documents:**
 - i. Constitution ByLaws & Procedures Committee At-Large Constituency Options document
2. **Supporting Attachments (OPTIONAL):**
 - a. CB & P Clarification document