

CONFERENCE FOR FOOD PROTECTION



COUNCIL COMMITTEE CHAIR HANDBOOK

Council Committee Chair Handbook

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Introduction

The intention of this handbook is to inform and educate you on all of the responsibilities of a Council Committee Chair. Please read this handbook in its entirety so you completely understand the expectations of a Council Committee Chair.

This handbook is to provide you with the framework for success as a Council Committee Chair. It is organized in chronological order of all your responsibilities and expectations that the Council Chair, Executive Director, and CFP Executive Board have of you.

In Appendix A you will find the “Committee Chair Acknowledgement of Responsibilities” document. If you **ARE** willing to undertake ALL of these (and potentially more) responsibilities as a Council Committee Chair, print your name, check the “I am willing...” box, sign and date the document. Scan the signed document and email it to the appropriate Council Chair.

If you are **NOT** willing to undertake ALL of these (and potentially more) responsibilities as a Committee Chair, print your name, check the “I am NOT...” box, sign and date the document. Scan the signed document and email it to the appropriate Council Chair.

Preface

For reference purposes, the “CFP Constitution and ByLaws” is the primary governing document of the Conference for Food Protection. The steps required in order to make changes to this document must be done in accordance with Articles within the “CFP Constitution and ByLaws”. The process begins through a proposal from the Constitution and ByLaws Standing Committee to the Executive Board. If the Executive Board accepts the proposal from the Constitution and ByLaws Committee, the Committee submits an Issue for deliberation at the next biennium. A change to this document can only be done through this process. Council II deliberates any changes to the “Conference for Food Protection’s Constitution and ByLaws”. Two-thirds of the votes from Council II members must be in the affirmative for the Issue to be accepted. The next step is to have the Assembly of Delegates, led by the Conference Chair, vote on the Issue and once again two-thirds must be in agreement with the action taken by Council II for there to be a change in the “CFP Constitution and ByLaws” governing document. Therefore, following what is prescribed in the “CFP Constitution and ByLaws” document is mandatory.

The “Biennial Meeting/Conference Procedures” document is strictly procedural in nature and changes can be made to this document through the Executive Board. Following what is prescribed in the “Biennial Meeting/Conference Procedures” document is required.

Everything in *Italics* is directly quoted from the “CFP Constitution and ByLaws” or the “Biennial Meeting/Conference Procedures” documents.

I. Process for approval of a Council Committee Chair position

- A. The process for approval of an individual as a Council Committee Chair is found in the current versions of the “CFP Constitution and ByLaws” and the “Biennial meeting/Conference Procedures” documents.

Constitution and ByLaws Article XIV Committees

Section 1. All appointments to Conference Committees shall be made to provide a balance in representation of the stakeholders in the particular matter under consideration.

Subsection 1. The incoming Council Chairs appoint the Chairs of each Committee formed within their Council with the concurrence of the Conference Chair. The Conference Chair will confirm the appointment of the Committee Chair and then notify the person of their appointment. Once confirmed, the Committee Chair will select the remaining members of the Committee and submit them to the Conference Chair for final Board approval.

Constitution and ByLaws Article XV Duties of the Committees

Section 10 Council Committee Size and Constituency: Committee membership discussion is limited to Council committees only. Membership on Standing Committees or Executive Board Ad Hoc Committees is defined by the CFP Executive Board.

Subsection 2. The Chair and Vice Chair of a council committee may be selected from any of the Conference constituencies as approved by the Council Chair and the Executive Board, provided each is from a different constituency. If a Committee Chair does not receive sufficient volunteers in the appropriate constituencies, they shall confer with the Council Chair to seek volunteers from the Conference membership making every reasonable effort to maintain constituency balances. The Committee Chair, in conference with the Council Chair and/or Executive Board, shall have the flexibility to fill vacancies in the voting membership with unbalanced constituency representation if deemed necessary to reach a minimum of 11 voting committee members. All proposed committee members must be approved by the Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws.

Biennial Meeting/Conference Procedures VIII Committees

A. Council Committees

1. Committees shall be created based on recommendations from Council and approved by the Delegates. Council Chairs shall submit for the Board approval the names of the Committee Chairs and membership of all the

Committees assigned to the Council by the Executive Board meeting following the CFP Biennial Meeting.

II. Council Committee formation by Council Committee Chair

A. The required composition of Council Committees is found in the current versions of the “CFP Constitution and ByLaws” and the “Biennial Meeting/Conference Procedures” documents.

Constitution and ByLaws Article XV Duties of Committees,

Section 10.13 ***Council Committee Size and Constituency: Committee membership discussion is limited to Council committees only. Membership on Standing Committees or Executive Board Ad Hoc Committees is defined by the CFP Executive Board.***

Comment [SD1]: Section was renumbered 7/18

Subsection 1. Committee size.

Voting membership for council committees should be comprised of at least eleven (11) voting members with a maximum of no more than twenty-three (23) voting members.

- a. *Minimum size: Voting membership for a minimum size committee is the Chair, Vice Chair, one (1) representative from state regulatory, one (1) representative from local regulatory, two (2) representatives from industry, one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives which may be selected from any Conference constituency with an emphasis on expertise specific to the committee’s charge(s).*
- b. *Maximum size: Voting membership for a maximum size committee is the Chair, Vice Chair, four (4) representatives from state representatives from industry, one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives that may be selected from any Conference constituency with an emphasis on expertise specific to the committee’s charge(s).*
- c. *Any committee comprised of membership numbers between the minimum and maximum shall make every reasonable effort to maintain constituency balances.*

Subsection 2. *The Chair and Vice Chair of a council committee may be selected from any of the Conference constituencies as approved by the Council Chair and the Executive Board, provided each is from a different constituency. If a Committee Chair does not receive sufficient volunteers in the appropriate constituencies, they shall confer with the Council Chair to seek volunteers from the Conference membership making every reasonable effort to maintain constituency balances. The Committee Chair, in conference*

with the Council Chair and/or Executive Board, shall have the flexibility to fill vacancies in the voting membership with unbalanced constituency representation if deemed necessary to reach a minimum of 11 voting committee members. All proposed committee members must be approved by the Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws.

Subsection 3. A maximum of 23 voting members are permitted on a council committee. All volunteers not selected for a voting position shall be offered an "at-large" -voting position on the committee. There is no limit to the number of at-large non-voting members that may participate. At-large members will be included and allowed to participate in all committee functions, including but not limited to, meetings, conference calls, emails, deliberations, research and activities, but will not have an individual vote on committee actions. All voting members and at-large non-voting members shall be identified as such on the committee roster along with their respective constituency.

Subsection 5. The Chair of a council committee that continues over more than one biennial cycle shall assess the immediate previous committee membership to ensure at least 50% of the ongoing committee's voting membership are new members that did not serve as voting members on the immediate previous committee. This will ensure that an increased number of at-large members or others have an opportunity to participate as a voting member over time when there are a large number of volunteers.

Constitution and ByLaws Article XIV Committees

Section 1. All appointments to Conference Committees shall be made to provide a balance in representation of the stakeholders in the particular matter under consideration.

Subsection 2. Federal participants (FDA/USDA/CDC) may appoint a member and an alternate for each Committee. The member participates in discussion but does not vote. The alternate may act in the member's place if the member is unable to attend.

Constitution and ByLaws Article XV Section 10.

Subsection 4. In the event a council committee voting member departs such committee during a biennial cycle, an at-large member of the same constituency as the departing member shall be selected by the Council Chair to fill the vacancy, subject to approval by the Council Chair and Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws. If a council committee voting member changes constituency during a biennial cycle, and there is no vacancy in that member's new constituency, the member will need to transition from

service as a voting member on that committee and may continue to serve as an at-large non-voting member for the remainder of the biennial cycle. This transition will occur upon notification to the Committee Chair.

Biennial Meeting/Conference Procedures VIII

C. Committee Membership

1. Whenever possible, depending upon the nature of the Issue, membership of the Committees should be made up of representatives from around the country and from regulatory, industry, consumers and academia. **No more than one person per agency, company, or organization may serve as a voting member on a Council Committee. A CFP member may serve as a voting member on no more than one Council committee during a biennium. CFP members who are not selected to serve as a voting member of a Council committee may serve as an at-large, non-voting member on no more than two Council Committees during a biennium.**
2. **Federal partner agencies (FDA, USDA, and CDC) can appoint consultants who are not CFP members to a Council Committee for the 2018-2020 biennium. No more than one non-member consultant will be permitted per agency per Council Committee.**
3. **After the committee formation process is completed, and only during the first year of the biennium, a new CFP member may request appointment only as an at-large, non-voting member on a CFP Council or Standing**

Comment [d2]: This yellow highlighted section was voted on and approved by EB on July 30, 2018.

Comment [d3]: This green highlighted section was voted on and approved by the EB August 16, 2018

Comment [d4]: This purple highlighted section was voted on and approved by the EB on November 26, 2018

III. Submission of Council Committee roster by Council Committee Chair at the first fall Executive Board meeting for Executive Board Approval

- A. The Council Committee roster AND the Fall Periodic Report must be submitted to the Council Chair by the date required by the Council Chair or the Executive Board, whichever date comes first.
- B. The Committee roster must be submitted on the CFP roster template (website link found in Appendix B)
- C. A Fall Periodic Report using the Periodic Report template (website link found in Appendix B) must accompany the roster.
- D. The Committee roster and the Fall Periodic Report must be submitted to the Council Chair. The Council Chair presents the committee's report to the Executive Board for approval at the Fall Executive Board meeting of the biennium year.
- E. The requirements for submitting committee reports are found in the current versions of the "CFP Constitution and ByLaws" and the "Biennial Meeting/Conference Procedures" documents.

Constitution and ByLaws Article XV Duties of the Committees

Section 9.12 All Committees, including Standing Committees, shall submit their reports in a timely prescribed manner as specified under Article II, Section 3 as follows:

Comment [SD5]: Renumbered 7/18

Subsection 1. Committees assigned to a Council, to their respective Councils;

Subsection 2. Standing Committees to the Conference Chair and Executive Director.

Biennial Meeting/Conference Procedures VIII Committees

H. Committee Reports

1. Periodic Status Report

Council Chairs shall submit an interim status report of Committee activities to the Conference Chair no later than thirty (30) days prior to each Executive Board meeting that does not coincide with a Biennial Meeting. The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report. Council Chairs shall be prepared to discuss the interim report(s) at each Executive Board meeting.

IV. Council Committee Chair and Committee Member Duties

- A. The Council Chair can require additional responsibilities of the Council Committee Chair.
- B. After Executive Board approval of committee members, the Council Committee Chair notifies all members by email of acceptance on the committee AND their status on the Committee. Ie. "Voting" member or "At-Large" member.
- C. The position description for the Council Committee Chair is in Appendix A. The position description for committee members is at the website link in Appendix B.
- D. Duties of the Council Committee Chair and Committee Members are found in the current versions of the "CFP Constitution and ByLaws" and the "Biennial Meeting/Conference Procedures" documents.

Biennial Meeting/Conference Procedures VIII. Committees

D. Committee Chair

Chairs serve until the Committee charge is completed or until replaced, whichever occurs first. Under direction and guidance from the Council Chair, Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan. The Conference Chair or the Chair's designee establishes a calendar for submission of interim and final Committee reports.

A Committee Chair's term shall be from appointment and last through the Meeting following the next CFP Biennial Meeting.

E. Duties of Committee Members and the Chair

1. *Committee members shall make every effort to attend meetings and participate in conference calls.*
2. *Committee members shall have the responsibility to notify the Committee Chair of their inability to attend a committee meeting or participate in a conference call at least fifteen days prior to the scheduled meeting or conference call.*
3. *Committee members shall have the responsibility to review for comment any standards, reports, recommendations, Issues, or other committee documents distributed within the time frames designated by the committee.*
4. *Committee members shall have the responsibility to complete work assignments within time frames designated by the committee or to notify the committee Chair or the Chair's designee of their inability to complete a work assignment.*
5. *A committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as committee members assessed by the committee Chair and evaluated by the committee. The committee member may be subject to removal from the committee. Removal of a committee member for failure to perform duties as specified above shall require the concurrence to of 2/3 of the voting members of the committee to generate a recommendation for removal that is forwarded to the Board for review and determination of action.*

F. Term of the Committee

Committee ceases to exist when its function has been completed and an Issue has been submitted and deliberated at the CFP Biennial Meeting unless it is a standing Committee, or the Council or Executive Board re-authorizes the Committee to continue to work on the Issue under consideration.

V. Council Committee Chair's responsibilities for all Committee proceedings

- A. Components that are **mandatory** for **all** full committee conference calls include:
 1. Provide agenda ahead of time;
 2. Be recorded;
 3. Roll call taken (at least voting members if it is a large committee);
Written summary of the components discussed on the conference call be provided to the members and voted on at the beginning of the succeeding call or by e-vote within the same time frame.
- B. Use "Conference Call Documentation Template" (found in Appendix A & B) for record keeping of all full committee conference calls.
 1. NOTE: The "Conference Call Documentation Form" from each conference call will be added to the "Final Report Issue" in the "supporting documents" section. Only ONE pdf file can be used to contain all the "Conference Call Documentation Forms" in the "supporting documents" section of the "Final Report Issue". You may wish to start saving them in that format from the beginning.
 2. The first call with the full committee needs to take place by the end of August of the Biennium year. Developing a Work Plan is the first priority.
 - i. **If sub-committees are formed they do not have to follow full committee documentation of conference calls.**

- ii. Sub-committees' work must be presented to the full committee for review and vote.
- 3. The Work Plan revolves entirely around completing ALL of the Charges tasked to that Committee from Council. The Work plan must include these elements:
 - a. scope of work;
 - b. how the charges will be completed, whole &/or subcommittees;
 - c. frequency of conference calls, dates & times of calls, etc.
- 4. Work plan needs to be submitted to the Council Chair within one week of initial Committee call.
- C. All committee activities, emails, and correspondences will have the Council Chair & Council Vice Chair carbon copied or add them to the committee's email group.
- D. All questions regarding committee proceedings and activities are to only be directed to the Council Chair and Vice Chair.
- E. Committee proceedings are found in the current versions of the "CFP Constitution and ByLaws" and the "Biennial Meeting/Conference Procedures" documents.

Comment [SD6]:

Biennial Meeting/Conference Procedures VIII. Committees

G. Committee Meetings

1. Committees may convene during the two years before the Conference meeting to complete discussions of the Issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates. Committees can also convene just prior to the Conference meeting at the Conference meeting site.
2. If a Committee deliberates an Issue and by majority vote determines that clarification of the Issue is needed, specificity of Issue parameters for completion of Issue charges is needed, or that an Issue charge exceeds the mission of the Conference, the Committee may seek guidance from the Executive Board through the Council Chair. The Council Chair shall submit the identified concerns with the Committee's recommendation for clarification of the Issue to the Executive Board for review and deliberation. On behalf of the Assembly, the Executive Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Committee and the Executive Board shall be included in the Committee's final report and presented to the Council at the next biennial meeting; the final report shall also include documentation and clarification regarding the original charges.
3. If Committee members are unable to fulfill their obligation, they are to notify the Chair immediately so that the Committee Chair may appoint a replacement. Members who are unable to attend a meeting may not send a substitute, but may forward any material for Committee consideration.
4. Committees may address new Issues, i.e., Issues submitted for the current year's meeting, which have been assigned to the Council, if the Council Chair and Vice-Chair deem it appropriate. The Conference Vice-Chair works with each Council Chair to ensure that Council Committees work on

their assigned charges and report back to their respective Councils in a timely manner.

5. *Before beginning committee meetings, each Committee Chair announces the respective rules to be followed, in addition to Robert's Rules of Order, reviews the agenda, and any other pertinent information. Only members of the committee can vote on items brought before the committee. A quorum must be participating to adopt a motion. A quorum is defined as a simple majority of committee members.*

VI. Council Committee Chair's submission of Periodic Reports

- A. In addition to the first Fall Periodic Report, which is the Committee Roster, the Council Committee Chair is also responsible for a Spring and a second Fall periodic report. These reports are a continuation of the preceding reports.
 1. These must be submitted to the Council Chair by the date required by the Council Chair or the Executive Board, whichever date comes first.
 - a. Council Chair's required date would allow for comments, correspondences, clarification, and corrections of the Committee's Periodic Report prior to it being turned in for the Executive Board report.
 2. The Spring and second Fall Periodic Reports need to be on the Periodic Report template (website link found in Appendix B).
 - a. A current roster on the CFP roster template (website link found in Appendix B) is also required.
 - b. All Conference Call Documentation documents, using the Conference Call Documentation template (website link found in Appendix B) are required to be attached as "SUPPORTING DOCUMENTS".
 - c. "CONTENT DOCUMENTS" are documents created by the Council Committee and should NOT be attached to the reports until they are complete and received voting approval from the Committee members.
 3. The Spring and second Fall Periodic Reports must be submitted to the Council Chair. The Council Chair presents the committee's report to the Executive Board for approval at the at the corresponding Executive Board meetings.
- B. After the Executive Board approves the Committee's Periodic Report, the Council Chair will provide the Issues Chair with a copy of that Periodic Report. The Issues Chair and/or Vice Chair will review the Periodic Report for clarity, understanding, and completeness. Comments will be attached to the Periodic report and returned to the Council Chair.
 1. The Council Chair will then forward the Issue Chair's comments to the Council Committee Chair. Comments that need to be addressed to fine tune the next Periodic Report should be addressed for the following Periodic report. The intent is to minimize editing for the Final Report.
- C. The requirements for submitting committee reports are found in the current versions of the "CFP Constitution and ByLaws" and the "Biennial Meeting/Conference Procedures" documents.

Constitution and ByLaws Article XV Duties of the Committees

Section 9. ~~12~~ All Committees, including Standing Committees, shall submit their reports in a timely prescribed manner as specified under Article II, Section 3 as follows:

Subsection 1. Committees assigned to a Council, to their respective Councils;

~~**Subsection 2.** Standing Committees to the Conference Chair and executive Director.~~

Biennial Meeting/Conference Procedures VIII Committees

H. Committee Reports

1. Periodic Status Report

Council Chairs shall submit an interim status report of Committee activities to the Conference Chair no later than thirty (30) days prior to each Executive Board meeting that does not coincide with a Biennial Meeting. The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report. Council Chairs shall be prepared to discuss the interim report(s) at each Executive Board meeting.

Comment [SD7]: Renumbered 7/19

Comment [SD8]: Document is only for Council Chair not standing committee chair

VII. Council Committee Chair's submission of the Committee's Final Report

- A. The Final Report must be submitted on the Final Report template (website link found in Appendix B). There is a Final Report Instruction document that is to be used to accomplish this task (website link found in Appendix B). *FYI, this typically occurs in October/November.*
 1. The Final Report is a continuation of the second Fall Report. It is inclusive of ALL the activities that the Committee did from start to finish. This includes:
 - a. Issue titles that will be presented to Council
 - b. Committee developed documents (Content Documents);
 - c. Conference call documentation, etc. (Supporting Documents)
 2. The Final Report must be submitted to the Council Chair by the date required by the Council Chair or the Executive Board, whichever date comes first.
 - a. Council Chair's required date allows for comments, correspondences, clarification, and corrections of the Committee's Final Report. (Taking advantage of the comments from the Periodic Reports and making adjustments from one report to the next will hopefully minimize the time needed for this process.)
- B. Once the Council Committee Chair and the Council Chair have completed corresponding, the Council Chair submits the Committee's Final Report to the Issue Chair for review. **NOTE:** The Issue Chair may choose to wait for the completed Issues prior to reviewing the Final Report.
 1. The Issue Chair will conduct a preliminary review of all draft committee documents for clarity, understanding, and completeness.

2. The Issue Chair will send comments from the review to the Council Chair.
- C. The Council Chair will send the Issue Chair's comments to the Council Committee Chair and will continue corresponding with the Council Committee Chair as needed, until an adequate Final Report document is complete.
- D. The time line requirements for submitting the committee final report is found in the current version of the "Biennial Meeting/Conference Procedures" document and the "CFP Constitution and ByLaws".

Constitution and ByLaws Article II Organization and Operation

Section 3.....All committees that are assigned to a Council shall submit a report to the Council Chair and Conference at least ninety (90) days preceding the CFP Biennial Meeting.....

Biennial Meeting/Conference Procedures VIII Committees

H. Committee Reports

2. Final Report

Committees that are assigned to a Council and Standing Committees that are submitting an Issue shall provide a final report of their activities to the Council with a recommendation in the form of an Issue submitted for Conference deliberation. This shall be done ninety (90) days in advance of the Biennial Meeting as specified in Article II, Section 3, of the Constitution and Bylaws with the report attached to the pertinent Issue.

The Committee Chair or the Committee Chair's designee should be present when the Council meets during the Biennial Meeting to present and discuss the Committee's report.

VIII. Council Committee Chair's submission to Council Chair of Issues

- A. The Committee's work is documented in the Final Report. In that report there are recommendations to the Council. Those recommendations must be submitted to the CFP as ISSUES. [FYI, this typically occurs in December/January.](#)
- B. An "Issue Preparation and Review Process and Check List" document needs to be used throughout this process (website link found in Appendix B).
- C. The completed Issues must be submitted to the Council Chair by the date required by the Council Chair or the Executive Board, whichever date comes first.
 1. Council Chair's required date allows for comments, correspondences, clarification, and corrections of the completed Issues.
- D. Once the Council Committee Chair and the Council Chair have completed corresponding about the completed Issues, the Council Chair submits the Committee's Issues to the Issue Chair for review.
 1. The Issue Chair will conduct a preliminary review of all draft committee documents for clarity, understanding, and completeness.
 2. The Issue Chair will send comments from the review to the Council Chair.

- E. The Council Chair will send the Issue Chair’s comments to the Council Committee Chair and will continue corresponding with the Council Committee Chair as needed, until Issue criteria is complete.

IX. Council Committee Chair’s on-line submission of Issues

- A. Once the Council Chair and the Council Committee Chair concur that the Issues are completed, an “Issue Pre-submission Form” (website link found in Appendix B) needs to be filled out by the Council Committee Chair in advance of submitting the Issues on-line.
- B. Once the “Issue Pre-submission Form” is filled out, the Council Committee Chair then uploads the Issues onto the CFP website in the prescribed link. www.foodprotect.org
 - 1. There is a specific time period, with NO extension, for submitting the Issues.
 - 2. During this process the Council Committee Chair, Vice Chair, and Issue Committee Chair and Vice Chair are the only individuals with access to the Issues.
- C. There will be continued correspondence between the Issue Chair and Council Committee Chair and quick turn- around times are warranted. **NOTE:** Plan accordingly.
- D. All Issues are submitted, reviewed, edited, and finalized or rejected by the Issue Chair according to CFP governing and guidance documents. The Issue Chair’s responsibilities are to:
 - 1. Ensure that all Issues meet the required terms and conditions for Issue acceptance.
 - 2. Work with Issue submitters to revise Issue submission forms and content documents ensure clarity, understanding, and completeness.
 - 3. Follow procedures outlined in the CFP governing documents regarding any Issue that fails to meet the required terms and conditions for Issue acceptance.
- E. Requirements for submitting Issues is found in the current version of the “Biennial Meeting/Conference Procedures” document.

Biennial Meeting/Conference Procedures IV Conference Issues

A. B. Issue Submission

- 3. *Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.*
- 4. *The deadline for Issues and their attachments is the date specified in the Constitution and ByLaws.*

Comment [SD9]: Wrong letter

X. Presenting the Issues to Council

- A. Each of the Issues from the committee’s work must be presented to the assigned Council at the biennium by the Council Committee Chair or Vice Chair.
 - 1. Typically a brief 2-3 minute synopsis of each Issue is verbalized to the Council.
 - 2. The presenter may be asked questions by Council members.
- B. Requirement for presenting Issues is found in the current version of the “Biennial Meeting/Conference Procedures” document.

Biennial Meeting/Conference Procedures VIII Committees

H. Committee Reports

2. Final Report

.... The Committee Chair or the Committee Chair's designee should be present when the Council meets during the Biennial Meeting to present and discuss the Committee's report.

XI. APPENDIX A

CFP COMMITTEE CONFERENCE CALL DOCUMENTATION FORM TEMPLATE

Date _____

Recording on: Yes _____ No _____

Reminder of Anti-Trust Statement: Yes _____ No _____

Roll Call: _____

Quorum: Yes _____ No _____

Vote on previous conference call's Roll Call and Summation: APPROVE _____ DISAPPROVE _____
(document date and results of email vote, if applicable) APPROVE AS AMENDED _____

Agenda review: Yes _____ No _____

Summation of call proceedings _____

ACTION ITEMS _____

Next conference call _____

Approved April 2018



Conference for Food Protection ***COUNCIL COMMITTEE CHAIR*** ***Position Description***

At the end of the Conference for Food Protection (CFP) biennial meeting, the new Council Chair and Council Vice Chair nominate Chairs for their respective Committees who will be formally appointed by the Conference Chair and approved by the CFP Executive Board (Board).

Responsibilities and Duties

1. Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
2. Has a working knowledge of *Robert's Rules of Order* and parliamentary procedure.
3. Manages a Committee that serves from appointment until the committee's charge(s) is completed and a final committee report is submitted and approved. If the committee is not able to complete its charge(s) between Biennial Meetings, it must submit an Issue that recommends it be re-created for the next biennium.
4. Selects the Committee Members with the assistance of the Council Chair and Council Vice Chair, ensuring that the membership reflects a balanced representation of the constituency of the Conference.
 - a. Submits the recommended membership list to the Council Chair who forwards it to the Executive Director for distribution to the Board for review and approval by the August (Fall) Board meeting following the biennial meeting.
 - b. Notifies committee applicants of their appointment status and apprises committee members of their responsibilities.

5. Assists the Council Chair and Council Vice Chair in identifying qualified Committee members for Council positions for the next biennial meeting from the list of Council applicants.
6. Presents Committee's Issue(s) to the assigned Council at the biennial meeting; appoints a designated committee member to make the presentation if unable to attend.
7. Oversees conduct of Committee responsibilities, including:
 - a. Copies Council Chair and Council Vice Chair and Conference Vice-Chair (who serves as the Committee Whip) on all communications sent to Committee members.
 - b. Follows the guidelines for Committees written in the *Conference Procedures*, Section VIII.
 - c. Establishes a work plan and timeline to accomplish the committee's assigned charges.
 - d. Schedules committee work, conference calls and meetings; delegates assignments to the committee members and ensures committee work is completed on time.
 - e. Requests from the Executive Board via the Council Chair any clarification of assigned charges.
 - f. Contacts the CFP Executive Director for information and required forms to be completed for Executive Board approval of CFP funds that may be available to assist a Committee in conducting its business.
 - g. Completes reports on a timely basis using the approved format as requested by the Council Chair at least 30 days before each fall and spring Board meeting.
 - h. Writes Issue(s) and a final Committee Report using the approved format with the assistance of the committee members. Meets all deadlines for submittal of documents.
 - (1) Submits draft of final committee report, Issue(s), and committee generated documents and recommendations for preliminary review by the Council Chair, Council Vice Chair, and Issue Chair(s) by stated due dates.
 - (2) Edits documents as necessary and works with Council Chair and Issue Chair(s) to ensure clarity, understanding, and completeness of all committee generated documents, including making any non-substantive changes without requiring committee member approval (e.g., reorganization of information, insertion of missing information).
 - Shall submit to the committee any substantive changes to document content (i.e., change of purpose, intent or direction) for their approval with 48 hour response time requirement; majority vote of those that respond shall deem documents as "approved."
 - (3) Submits committee Issue(s) and all attached documents online by a stated due date and in the required format, and works with Issue Reviewers to ensure final documents are readable, easy to understand, and meets all terms and conditions for Issue acceptance.

Selection Criteria

1. A member in good standing of CFP.
2. Commits to serving as Committee Chair and have the approval and support of their employer.

Approved 8/2005 Revised 8/22/17

SAMPLE PERIODIC REPORT

Committee Reports are considered DRAFT until accepted by the Executive Board

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COMMITTEE NAME: **Mail Order Food Safety Committee**

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 7/10/2017 **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: *Christine Applewhite & Christina Bongo-Box*

COMMITTEE CHARGE(S):

Issue # 2016 III-037

1. Identifying best practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items.

2. **Developing a guidance document for food establishments that includes best practices for transportation directly to a consumer of perishable products, to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics.**
3. **Determining appropriate methods of sharing the committee's work, including but not limited to a recommendation that a letter be sent to FDA requesting that the Food Code, Annex 2 (References, Part 3-Supporting Documents) be amended by adding references to the new guidance document as well as any existing guidance documents that the committee recommends, and the posting of information on the CFP website.**
4. **Reporting the committee's findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.**

COMMITTEE WORK PLAN AND TIMELINE:

1. *On September 1, 2016, the Committee decided to tackle the charges of the Committee by the following:*
2. *Committee Chair will create a workgroup on the FoodSHIELD.org website to post all research documents currently circulating, as long as industry members can gain access to the site. Regulatory, as well as academia folks are already afforded access to this site.*
3. *The Committee will tackle Charge #1, Identify best practices and existing guidance documents related to shipment of perishable food items directly to a consumer, first by researching what documents, guidelines, best practices, etc. are currently available for a period of 30 days. This research and document collection will be conducted by a sub-group of the committee, consisting of four members: Reyes, Zimmermann, Thomas, and Auffray, with assistance from Chair Applewhite. Documents will be reviewed by the Committee members once compiled and pertinent information will be extracted from existing guidance.*
4. *Committee will then move to Charge #2, Develop a guidance document for food establishments that includes best practices for transportation of perishable food items directly to a consumer to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics.*
5. *Committee will be responsible for determining the intent of certain language included in the charges such as "perishable", "transportation", "packaging", etc. and will address such situations as they are presented during items #3 and #4 above.*
6. *Activities related to Charges #1 and #2 will be conducted by voting members of the Committee.*
7. *Periodic reports were submitted by March 1, 2017 and July 10, 2017 to the Council Chair*
8. *Final committee report and guidance document to be submitted to Council Chairs by November 1, 2017.*

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**
 - a. 9/1/16, 9/13/16, 9/27/16, 10/11/16, 10/25/16, 11/8/16, 12/8/16, 1/3/17, 1/17/17, 2/14/17, 2/28/17, 3/14/17, 3/28/17, 4/11/17, 4/25/17, 5/9/17, 6/6/17, 6/20/17.
2. **Overview of committee activities:**

- a. The Committee has completed bi-weekly conference calls since September 2016 to accomplish the charges. The calls are every-other Tuesday at 12:00pm EST. The Committee has been hosting web-ex meetings to accomplish Charge #2 so all members can view and edit the document in real-time during the calls. As of June 20, 2017, a draft of the guidance document has been completed and the Committee is in the process of conducting final edits.
- b. Work Plan has been followed to date.

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

- a. Charge #1 has been completed. While multiple existing guidance documents were found by various Committee members, there was one document that stood out from all the others and was decided by the Committee members to be used as the foundation for the draft document developed by the Committee. This document had originated from the UK and was compiled to address mail-order of foods within the UK.

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

- a. Charge #2 is currently in progress and is scheduled to be completed on-time for submission to Council Chairs for inclusion at the 2018 CFP Conference. Final edits are in progress and continue on a bi-weekly basis. Future conference calls are scheduled for the following dates:

7/18/17, 8/1/17, 8/15/17, 8/29/17, 9/12/17, 9/26/17, 10/10/17, 10/24/17.

- b. Charge #3 will be discussed by the Committee after Charge #2 has been completed.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: **No requested action at this time**

ATTACHMENTS:

1. **Content Documents:**

- a. **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.
- b. **Committee Generated Content Documents (OPTIONAL):**

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

SAMPLE FINAL REPORT

Template approved: 04/20/2016

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COMMITTEE NAME: Produce Wash Water Committee (PWWC)

DATE OF FINAL REPORT: 11/30/2017

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Anna Starobin and Karl Mathews

COMMITTEE CHARGE(S):

Issue # 2016-III-026 Chemical treatment of water used to wash or crisp raw fruits and vegetables

- 1. Review science and public health impact of water treatment options to minimize cross-contamination when using a water bath for washing, rinsing, crisping, processing, and/or other treatments of Raw Agricultural Commodities (RACs) and ready-to-eat (RTE) fruits and vegetables in food establishments;*
- 2. Identify conditions of use, including types of RACs and RTE fruits and vegetables, and methods for assuring efficacy of use;*
- 3. Review applicable rules and regulations pertaining to the use of water and chemicals for washing, rinsing, crisping, processing, and/or other treatments of RACs and RTE fruits and vegetables as it relates to food establishments to avoid creating conflict.*
- 4. Consult with appropriate professional produce trade organizations; and*
- 5. Report back with recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.*

COMMITTEE WORK PLAN AND TIMELINE:

- Create 2 sub-committees

- Group 1 addressed Charge #1 – completed
- Group 2 addressed Charge #3 – completed

Charge #2: Create and distribute a survey to gather information from retail/restaurants – completed

Charge #3: Review applicable rules and regulations pertaining to the use of water and chemicals for washing, rinsing, crisping, processing, and/or other treatments of RACs and RTE fruits and vegetables as it relates to food establishments to avoid creating conflict.- completed

Charge #4: Contact Produce Manufacturing Association (PMA) and United Fresh for feedback; reach out to academic experts – completed

- Periodic reports submitted to Council Chair by July 1, 2017.

- Summarize all documents, surveys, references and input. Completed September 1, 2017.

- b. Write draft report. Completed September 1, 2017.
- c. Develop recommendations based on findings. Completed by September 1, 2017.
- d. Wrote final report and submitted to Council Chair by November 1, 2017.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

Full Committee	8/31/16	9/29/16	10/27/16	1/26/17	2/23/17	3/23/17	4/27/17	5/25/17	7/27/17	10/26/17
Literature review sub-committee	9/27/16	10/12/16	11/9/16	1/11/17	2/8/17	6/19/17	9/12/17			
Regulatory review sub-committee	9/21/16	10/19/16								

2. Overview of committee activities:

- a. White paper summarizing the outcome of the work done by the committee with recommendations drafted.
 The first draft was prepared by the assigned small working group (Karl Mathews, Jill Hollingsworth Reed, and Anna Starobin) and reviewed by the voting members. Provided feedback was incorporated into the document and was discussed further during the call on July 17th. When the majority of the voting members approve the document, it was sent to the committee at large for additional comments.
 - Charge #1 – literature review subcommittee calls. Created a document-sharing mechanism (using FoodShield) to share and review scientific publications.
 - 40 publications have been reviewed (Reference list III-26) and critiqued against a set of developed questionnaire with criteria for relevance to the charge.
 - Evaluated Center for Disease Control (CDC) and other public health data; conducted a survey of food establishments to assess washing and crisping practices; reviewed relevant FDA Food Code sections and related Annexes; reviewed selected Federal and State regulations and requirements; and sought input from a variety of produce and academic experts (Dr. Suslov, Dr. Ryser, Dr. Matthews, Dr. Gorny, Dr. McEntire, Dan Dahlman, Kris Zetterlund). A list of the materials reviewed by the Committee, the industry survey and the presentations are available as attachments to this report.
- b. Charge #2 - The development of the survey was a part of literature review sub-team, since the group felt that the literature search criteria could be affected by the results of the survey. Initiated discussion of survey at October 12, 2016 meeting of Group 1 and

during full committee meeting October 26, 2016.

- Developed and distributed a survey to retailers and restaurants. The survey was sent to the committee members and was distributed to the membership of Food Marketing Institute (FMI), National Restaurant Association (NRA) and National Grocery Association (NGA). As of 6/12/2017 received 3,910 responses.
- c. Charge #3 - regulatory subcommittee calls (9/21/16; 10/19/16).
- Completed review and comparison of various state regulations and FDA Food Code.
 - Developed a chart of terminology & definitions as a reference document.
 - Summarized current Food Code chapters addressing produce related regulations.
 - Reviewed a chart showing FDA and EPA areas of responsibilities, and decision tree for produce antimicrobials.
- d. Charge #4: Contacted PMA and United Fresh for feedback; reached out to academic experts.
- Obtained feedback and comments from several experts (example: University of California, Davis, Michigan State University) and arranged several presentations:
 - Dr. Matthews, Rutgers University, "Sanitizers efficacy in preventing cross-contamination of heads of lettuce during retail crisping" 3/23/17
 - Kris Zetterlund, Darden Restaurants, shared with the group on the produce washing practices used by Darden - 4/27/17
 - Dr. McEntire, United Fresh e "Produce Crisping Risks and Mitigations" - 5/25/17
 - Dan Dahlman, Ecolab "Common regulatory questions/concerns related to produce washes & treatments" -5/25/17
 - Dr. Gorny, PMA "Safe washing & crisping of produce" 5/25/17
- e. Charge #5: Report back with recommendations to the 2018 Biennial Meeting of the Conference for Food Protection

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

- b. *Charge #1 Review science and public health impact of water treatment options to minimize cross-contamination when using a water bath for washing, rinsing, crisping, processing, and/or other treatments of Raw Agricultural Commodities (RACs) and ready-to-eat (RTE) fruits and vegetables in food establishments;*

Findings and Recommendation Rationale:

The Committee reviewed over 40 published articles, manuscripts and guidance documents; evaluated CDC and other public health data; conducted a survey of food establishments to assess washing and crisping practices; reviewed relevant FDA Food Code sections and related Annexes; reviewed selected Federal and State regulations and requirements; and sought input from a variety of produce and academic experts. A list of the materials reviewed by the Committee, the industry survey and the presentations are available as attachments to this report (Reference list III-26).

The Committee, based on the review of the literature, found that using an antimicrobial treatment in washing or crisping water in food establishments can reduce the risk of pathogen cross-contamination from water when produce is submerged in water. The Committee found that scientific data supports the hypothesis that adding an antimicrobial treatment to the washing or crisping water in food establishments can reduce and, in some cases, prevent the risk of pathogen cross-contamination from water when produce is submerged in water. The scientific review also showed that using an antimicrobial treatment can reduce pathogens on the surface of produce although this impact varies based on several factors such as type of chemical treatment, type of produce, size of batch, etc. A multiple-step approach from farm to consumer has the greatest risk-reduction potential and public health impact since there is no “kill step” for fresh produce.

However, the Committee concluded that the use of antimicrobial treatments should be optional to allow food establishments the opportunity to assess their individual risks and use preventive steps most appropriate for their processes. Such an approach is consistent with other FDA preventive controls (i.e., Food Safety Modernization Act - FSMA).

The Committee concluded that food establishments would benefit from guidance on how to assess risk and implement preventive controls to address washing, crisping and the use of antimicrobial water treatments in food establishments, and recommends a CFP Committee be charged with developing a Produce Guidance Document for this purpose (PWWC 4 - Re-Create – Produce Wash Water Committee).

- c. *Charge #2. Identify conditions of use, including types of RACs and RTE fruits and vegetables, and methods for assuring efficacy of use;*

Findings and Recommendation Rationale:

A survey created by the committee and distributed to and completed by food establishment representatives (3,895 participants) suggests that a majority of food establishments wash, crisp, or perform both practices on produce. A variety of RACs and RTE fruits and vegetables (leafy greens, tomatoes, cantaloupes, cucumbers, etc.) are subjected to these practices. Typically only one type of produce is washed at a time, but some of the operators mix the produce items, whether under running water or submerging. A quarter of the responders reported that they store produce in water. When chemicals are added to process waters a third of the operators do not monitor concentration as a means of assuring efficacy; 17% out of 1,767 responded to this question do not have a designated sink for produce washing and 16% of 1,766 operations responded to this question, do not always sanitize the sink prior to washing the produce. Standard operating practices were not used by all establishments. Due to the variety of produce handling practices used by the food establishments while washing or crisping produce it would be beneficial to develop a guidance document covering produce washing best practices. Detailed information of the survey results with the numbers of responders to individual questions could be found in the content documents attached (CFP Produce Committee survey).

The Committee recommends developing a Produce Guidance Document to address washing, crisping and the use of antimicrobial water treatments in food establishments.

- c. *Charge #3. Review applicable rules and regulations pertaining to the use of water and chemicals for washing, rinsing, crisping, processing, and/or other treatments of RACs and RTE fruits and*

vegetables as it relates to food establishments to avoid creating conflict.

Findings and Recommendation Rationale:

FDA and Environmental Protection Agency (EPA) are the agencies regulating the use of water and chemicals for washing, rinsing, crisping, processing, and/or other treatments of RACs and RTE fruits and vegetables. These regulations are complicated and difficult to interpret by the FDA Food Code users. There are some discrepancies in terminology and definitions used by the agencies. Crisping, a common practice used in food establishments, is not defined in the Food Code. This Committee addressed some of the challenges mentioned by reviewing various regulations and creating the following documents:

- *Completed review and comparison of various state regulations and FDA Food Code.*
- *Developed a chart of terminology, jurisdictions, & definitions as a reference document.*
- *Summarized current Food Code provisions addressing produce related regulations.*
- *Reviewed chart showing FDA and EPA areas of responsibilities, and decision tree for produce antimicrobials*

The Committee recommends that a letter be sent to the FDA requesting the Food Code be amended by including the definition for "crisping" to section 1-201.10 and to amend the section 3-302.15 as follows (using underlining for language additions and strikethrough for language to be deleted):

Crisping definition for section 1-201.10:

"Crisping" means the practice of exposing fresh produce to water for the purpose of improving quality. Crisping can be accomplished by holding fresh produce under running water or by immersion in water for a time sufficient to allow for rehydration. In addition, crisping may include a method for chilling such as submersion in ice water or refrigeration after submersion.

3-302.15 Washing and Crisping Fruits and Vegetables.

- (A) Except as specified in ¶ (B) of this section and except for whole, raw fruits and vegetables that are intended for washing by the CONSUMER before consumption, raw fruits and vegetables shall be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in READY-TO- EAT form.*
- (B) Fruits and vegetables may be washed or CRISPED ~~by~~ using chemicals as specified under § 7-204.12.*
- (C) Devices used for on-site generation of chemicals meeting the requirements specified in 21 CFR 173.315, Chemicals used in the washing or CRISPING or to assist in the peeling of fruits and vegetables, for the washing or CRISPING of raw, whole fruits and vegetables shall be used in accordance with the manufacturer's instructions.*

d. Charge #4: Consult with appropriate professional produce trade organizations

Findings and Recommendation Rationale:

Contacted Produce Marketing Association (PMA) and United Fresh for feedback; reached out to academic experts and obtained feedback and comments (example: University of California, Davis, Michigan State University). Arranged and had several presentations during full committee conference calls (see supporting documents attached). Information obtained

included in the white paper and has influenced the recommendations provided.

e. Charge #5: Report back with recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

4. Charges **INCOMPLETE** and to be continued to next biennium:

None

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Issue #1: PWWC 1-Acknowledgement of the 2016-2018 Produce Wash Water Committee report and thanking the committee for the effort the members put forth in working on the charges.
 - a. Content Documents
 1. Committee final report
 2. Committee roster
 3. Produce Wash Committee White Paper
 4. CFP Produce Committee Survey
 5. Comparison of state regulations with 2013 FDA Food Code
 6. Terminology, jurisdictions & definitions chart
 7. Summary of current FDA Food Code provisions addressing produce washing
 - b. Supporting Documents
 1. Meeting Notes. All meeting notes were approved by the majority of the voting members via e-mail responses.
 2. Power point presentations
 - Sanitizers efficacy in preventing cross-contamination of heads of lettuce during retail crisping, Dr. Matthews, Rutgers University
 - Produce Crisping Risks and Mitigations, Dr. McEntire, United Fresh
 - Common regulatory questions/concerns related to produce washes & treatments, Dan Dahlman, Ecolab
 - Safe washing & crisping of produce, Dr. Gorny, Produce Manufacturing Association (PMA)
 - 3 Documents' Reference List
2. Issue #2: PWWC 2 – Amend Food Code to add the definition for “crisping”.
3. Issue #3: PWWC 3 – Post the document created by the committee on CFP website.
- Issue #4: PWWC 4 - Re-create – Produce Wash Water Committee with the charge to develop a Produce Guidance Document to address washing, crisping and the use of antimicrobial water treatments in food establishments

XII. Appendix B

Constitution and ByLaws

<http://www.foodprotect.org/media/governingdocument/constitution-and-bylaws-2016.pdf>

Biennial Meeting/Conference Procedures

<http://www.foodprotect.org/media/governingdocument/cfp-prodecures-2016.pdf>

Council Committee Chair Position Description

<http://www.foodprotect.org/media/position/council-committee-chair-pd.pdf>

Committee Member Position Description

<http://www.foodprotect.org/media/position/committee-member.pdf>

Committee Roster Template

<http://www.foodprotect.org/forms/templates/>

Periodic Report Template

<http://www.foodprotect.org/forms/templates/>

Conference Call Documentation Template

<http://www.foodprotect.org/report-templates/>

Comment [SD10]: Link is now present

Committee Final Report Template

<http://www.foodprotect.org/about/issue-submission/>

OR <http://www.foodprotect.org/forms/templates/>

Committee Final Report Instructions

<http://www.foodprotect.org/media/biennialmeeting/committee-final-report-instructions.pdf>

OR <http://www.foodprotect.org/about/issue-submission/>

Committee Final Roster and Instructions

<http://www.foodprotect.org/forms/templates/>

OR <http://www.foodprotect.org/about/issue-submission/>

Issue Preparation and Review-Process & Checklist

<http://www.foodprotect.org/media/biennialmeeting/issue-prep-review-2018-final.pdf>

OR <http://www.foodprotect.org/about/issue-submission/>

Issue Pre-submission Form

<http://www.foodprotect.org/about/issue-submission/>