

Agenda item 2.2.6

Template approved: 07/13/2021

Committee Progress Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Local Regulatory Representation

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

Date submitted: 4/6/2022

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: Co-Chairs Bridget Sweet & Pieter A. Sheehan

COMMITTEE CHARGE(S):

Issue # II-10 To evaluate local regulator voting representation on the Assembly of Delegates and report to the Executive Board for consideration the following:

1. Examining the current by-laws to include an historical perspective and exploring methods to provide representation of local regulators on the Assembly of State Delegates.
2. Report back to the Executive Board before the next biennium to make a recommendation for consideration for issue submission during the next biennium.
3. Include representation from the Constitution and By-laws Committee to assist in the development of recommendations and amendments from the findings determined in this charge.

COMMITTEE WORK PLAN AND TIMELINE:

1. Ongoing: Historical perspective review of CFP Constitution and Bylaws.
2. April – May 2022: Survey current CFP local regulatory members to gather perspectives on the level to which CFP's organizational structure and biennial activities promote communication and collaboration among local regulators and between state and local regulator; is there outreach to locals from their elected representatives serving on the Executive Board; and is local regulatory participation extending beyond serving on the Board, Standing Committees, Council Committees, and Councils to voting representation on the Assembly of Delegates important to local regulators. Use survey results to inform the committee's work, to explore representation of local regulators on the Assembly of Delegates.
3. June 2022: Request assistance from Constitution & Bylaws/Procedures Committee for development of any recommendations to amend the Constitution & Bylaws or other governing documents are made based on outcome of work on charge #1.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**
Ongoing, scheduled on routine basis
2. **Overview of committee activities:**
Committee roster being updated, survey design,
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. To be determined
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. To be determined

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.

X Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

- a. **Committee Member Roster: Please, approve changes to committee roster.**

ATTACHMENTS:

1. **Content Documents:**
 - a. **Committee Member Roster: X 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):** No draft content documents submitted at this time
2. **Supporting Attachments (OPTIONAL):** Not applicable