



International Association for  
**Food Protection**®

**2011-2012**

# **Committee Handbook**

**Advancing Food Safety Worldwide**®

For Use by Committees, Professional Development Groups, and Task Forces

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***The mission of the International Association for Food Protection  
is to provide food safety professionals worldwide with a forum  
to exchange information on protecting the food supply***

# COMMITTEE MEETING SCHEDULE

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## Saturday, July 30, 2011

2:30 p.m. – 5:00 p.m.	International Food Protection Issues	202 AB
3:00 p.m. – 4:30 p.m.	Membership (held at the Hilton)	Usinger
3:30 p.m. – 4:30 p.m.	Past Presidents' (held at the Hilton)	Schlitz

## Sunday, July 31, 2011

7:00 a.m. – 10:00 a.m.	Affiliate Council	101 AB
8:00 a.m. – 5:00 p.m.	Committee on Control of Foodborne Illness	101 C
8:00 a.m. – 10:00 a.m.	Food Packaging	102 A
	Food Defense	202 B
	Dairy Quality and Safety	202 C
9:00 a.m. – 11:00 a.m.	Food Law	102 B
	Food Safety Education	102 CDE
	Applied Laboratory Methods	201 AB
	Viral and Parasitic Foodborne Disease	203 A
	Beverage	203 B
10:00 a.m. – 12:00 p.m.	Developing Food Safety Professionals	102 A
	Pre Harvest Food Safety	202 B
	<i>JFP</i> Management	202 D
	Audiovisual Library	202 E
	Retail Food Safety and Quality	203 CDE
11:00 a.m. – 12:00 p.m.	Constitution and Bylaws	203 B
12:00 p.m. – 1:30 p.m.	Student	101 AB
1:00 p.m. – 3:00 p.m.	Food Hygiene and Sanitation	102 CDE
	Fruit and Vegetable Safety and Quality	201 AB
	3-A Committee on Sanitary Procedures	202 E
	Seafood Safety and Quality	203 A
2:00 p.m. – 4:00 p.m.	Food Chemical Hazards and Food Allergy	102 B
	Microbial Modelling and Risk Analysis	202 C
	<i>FPT</i> Management	202 D
	Water Safety and Quality	203 B
	Meat and Poultry Safety and Quality	203 CDE
3:00 p.m. – 4:30 p.m.	Foundation	202 B
3:30 p.m. – 4:30 p.m.	Nominating	102 A

# EXECUTIVE BOARD MEMBERS

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# COMMITTEE ASSIGNMENT SUMMARY

COMMITTEES	CHAIRPERSON	BOARD LIAISON	STAFF LIAISON
Affiliate Council	David Lloyd	Katie Swanson	Susan Smith
<b>Standing Committees</b>			
<i>Food Protection Trends</i> Management	Michelle Danyluk	Katie Swanson-2012	Donna Bahun
<i>Journal of Food Protection</i> Management Program	Margaret Hardin	Don Schaffner-2013	Didi Loynachan
	Alejandro Mazzotta	Katie Swanson	Terri Huffman
<b>Special Committees</b>			
3-A Committee on Sanitary Procedures	Vacant	Isabel Walls	Susan Smith
Audiovisual Library	Vacant	Don Schaffner-2012	Lisa Hovey
Awards	David Lloyd	Lee-Ann Jaykus	Susan Smith
Black Pearl Selection	Lee-Ann Jaykus	Isabel Walls	David Tharp
Committee on Control of Foodborne Illness	Ewen Todd	Don Schaffner	Didi Loynachan
Constitution and Bylaws	Zeb Blanton Jr.	Don Zink	David Tharp
Developing Scientist Awards	Mary Lou Tortorello	Katie Swanson	Terri Huffman
Fellows Selection	Lee-Ann Jaykus	Isabel Walls	David Tharp
Foundation	Larry Cohen	Lee-Ann Jaykus	Lisa Hovey
Membership	A. Crispin Philpott	Katie Swanson-2012	Lisa Hovey
Nominating	Barbara Blakistone	Isabel Walls	David Tharp
Past Presidents'	Stan Bailey	Lee-Ann Jaykus	David Tharp
Tellers	Manan Sharma	Isabel Walls	David Tharp
<b>Professional Development Groups</b>			
Applied Laboratory Methods	Leslie Thompson	Don Schaffner	Terri Huffman
Beverage	Kathleen Lawlor	Isabel Walls	Donna Gronstal
Dairy Quality and Safety	Allen Saylor	Don Schaffner	Terri Huffman
Developing Food Safety Professionals	Sean Leighton	Katie Swanson	Donna Bahun
Food Chemical Hazards and Food Allergy	Linda Leake	Isabel Walls	Didi Loynachan
Food Defense	Charles Young	Don Zink	Donna Gronstal
Food Hygiene and Sanitation	Jeff Kornacki	Don Zink	Donna Gronstal
Food Law	Jenny Scott	Katie Swanson	Susan Smith
Food Packaging	Albert Elboudwarej	Isabel Walls	Donna Bahun
Food Safety Education	Ben Chapman	Katie Swanson	Terri Huffman
Fruit and Vegetable Safety and Quality	Jack Guzewich	Don Schaffner	Terri Huffman
International Food Protection Issues	Deon Mahoney	Isabel Walls	Didi Loynachan
Meat and Poultry Safety and Quality	Craig Henry	Don Zink	Susan Smith
Microbial Modelling and Risk Analysis	Deon Mahoney	Don Schaffner	Donna Gronstal
Pre Harvest Food Safety	Paula Fedorka-Cray	Don Zink	Donna Gronstal
Retail Food Safety and Quality	Anne Marie McNamara	Don Zink	Susan Smith
Seafood Safety and Quality	Veneranda Gapud	Katie Swanson	Terri Huffman
Student	Jessica Butler	Isabel Walls	Lisa Hovey
Viral and Parasitic Foodborne Disease	Marlene Janes	Don Zink	Donna Bahun
Water Safety and Quality	Susan McKnight	Isabel Walls	Didi Loynachan
<b>Task Forces</b>			
Rapid Response Series	Vickie Lewandowski	Lee-Ann Jaykus	David Tharp

## **PURPOSE OF COMMITTEE MEETINGS**

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At each Annual Meeting, the Association holds its annual Committee meetings. The purpose of the Committee meetings is to provide an opportunity to meet with new and returning Committee members, to exchange ideas/experiences, and to review the Committee's programs and specific objectives for the coming year. During the Committee meeting, Committee chairpersons should orient new members in an appropriate way, exerting special effort to make them feel welcome and part of the group. It is extremely important for new members to be informed of previous, current, and ongoing issues.

Committees, Professional Development Groups (PDGs) and Task Forces are the professional workforce of the International Association for Food Protection. The Association performs its service to Members, the encompassing professions, and the general public through its Committees, PDGs, and Task Forces. The effectiveness of these services depends primarily on how well these groups carry out their assigned duties and to what extent they exercise imagination and good judgment in doing so. Committees, PDGs, and Task Forces generate and develop new ideas for carrying out existing policies, help to frame new policies, and carry on the programs of activity that correspond with their interest and responsibilities.

From time to time, Committees, PDGs, and Task Forces find it necessary to take action in order for them to fulfill their missions. Since these groups, as well as the actions they take, are representative of the Association as a whole, it is imperative that these actions be taken with prior knowledge and approval of the Executive Board. Any action that requires expenditure of Association resources, or holds itself out to represent the Association in any way, must be approved by the Executive Board prior to implementation.

Each Committee, PDG, and Task Force is assigned a staff liaison and an Executive Board liaison. If there are questions with regard to operating procedures, Committee actions, etc., please contact one of these liaisons.

# COMMITTEE STRUCTURE

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Involvement in Committees and Professional Development Groups (PDGs) offers Members the opportunity to share a wealth of knowledge and expertise. Committee and PDG members are the architects of the Association structure. They plan, develop and institute many of the Association's projects, workshops, publications and educational sessions. Technical challenges facing the food safety industry are discussed, examined and debated. Members may volunteer to serve on any number of Committees or PDGs that plan activities to meet the Association's mission.

## **Standing Committees**

Standing Committees provide operational or functional support to IAFP and shall consist of the following: *Food Protection Trends* Management Committee, *Journal of Food Protection* Management Committee, and Program Committee. Standing committees shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. Membership appointments shall be for 3-year terms on a rotating basis, with balanced representation from education, government and industry. The chairperson shall serve a 1- or 2-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term.

## **Special Committees**

Special Committees provide support services to IAFP on a continuous basis. Special Committees of IAFP shall consist of the following: 3-A Committee on Sanitary Procedures; Audiovisual Library; Awards; Black Pearl Selection; Committee on Control of Foodborne Illness; Constitution and Bylaws; Developing Scientist Awards; Fellows Selection; Foundation; Membership; Nominating; Past Presidents' and Tellers. Refer to Bylaws Section VI, B on the following pages for information on Special Committee appointments and terms.

## **Professional Development Groups**

Professional Development Groups (PDGs) are established by the Executive Board at the request of a group of members to promote professional development in specific disciplines or areas of interest, which further the Association's goals. IAFP Membership is not a requirement for participation on a PDG; however, only IAFP Members may serve as chairpersons or vice chairpersons. Chairpersons and vice chairpersons of PDGs shall be recommended for 2-year terms by the members of the PDG prior to the Annual Meeting and are subject to annual review by the Executive Board. The vice chairperson normally succeeds to chairperson. Membership on a PDG is voluntary (not by appointment) and may vary from year to year. Requests for membership on a PDG should be directed to the chairperson. Current PDGs include Applied Laboratory Methods; Beverage, Dairy Quality and Safety; Developing Food Safety Professionals; Food Chemical Hazards and Food Allergy; Food Defense; Food Hygiene and Sanitation; Food Law; Food Packaging; Food Safety Education; Fruit and Vegetable Safety and Quality; International Food Protection Issues, Meat and Poultry Safety and Quality; Microbial Modelling and Risk Analysis; Pre Harvest Food Safety; Retail Food Safety and Quality; Seafood Safety and Quality; Student; Viral and Parasitic Foodborne Disease; and Water Safety and Quality.

## **Task Forces**

Task Forces may be authorized by the Executive Board for special work or assignment that can normally be accomplished within two years. The need for continuation of such Task Forces shall be subject to annual review of the Executive Board. All appointments of chairpersons and vice chairpersons to Task Forces shall be made by the President and shall be subject to annual review of the Executive Board. Proposed members of Task Forces will be designated by the Task Force Chairperson and presented to the Executive Board for confirmation. IAFP Membership is not a requirement for participation on a Task Force.

## STANDING COMMITTEES, SPECIAL COMMITTEES, PROFESSIONAL DEVELOPMENT GROUPS and TASK FORCES

Any person serving on an IAFP Committee, or as an appointed representative of IAFP, shall be a current regular, student, retired, honorary life member or sustaining member of IAFP. All meetings, however, are open to Members and non-members of IAFP. IAFP Membership is not a requirement for participation on a Professional Development Group or Task Force; however, only IAFP Members may serve as chairpersons or vice chairpersons. Committee chairpersons and vice chairpersons will be appointed preceding the Annual Meeting. The terms of office of all chairpersons and vice chairpersons shall begin at the IAFP Annual Meeting following their appointment or at a date designated by the President-Elect, except as provided elsewhere in the Bylaws.

### A. Standing Committees

1. Standing Committees provide operational or functional support to IAFP and shall consist of the following: *Food Protection Trends* Management Committee, *Journal of Food Protection* Management Committee, and Program Committee.

#### 1.1 Journal Management Committees

The Journal Management Committees (*Food Protection Trends* Management Committee and *Journal of Food Protection* Committee) shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. Membership appointments shall be for 3-year terms on a rotating basis, with balanced representation from education, government and industry. The chairperson shall serve a 2-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term.

- 1.1.1 The Journal Management Committees shall provide guidance to the Executive Board on matters concerning the journals.

#### 1.2 Program Committee

The Program Committee shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. Membership appointments shall be for 3-year terms on a rotating basis with balanced representation from education, government and industry. The chairperson shall serve a 1-year term, usually the third year of their 3-year term as member and is normally succeeded by the vice-chairperson. All appointments may be renewed for one additional term. The Program Committee shall:

- 1.2.1 Develop the scientific and technical content of the Annual Meeting program;
- 1.2.2 Evaluate abstracts of submitted papers;
- 1.2.3 Identify symposia and speakers;
- 1.2.4 Identify conveners for symposia and technical sessions;

## BYLAWS, SECTION VI Continued

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- 1.2.5 Establish the timetable for all symposia and technical sessions;
- 1.2.6 Meet at each Annual Meeting and other times as deemed necessary;  
and
- 1.2.7 Oversee Developing Scientist Awards Committee.

### B. Special Committees

- 1. Special Committees provide support services to IAFP on a continuous basis. Special Committees of IAFP shall consist of the following: 3-A Committee on Sanitary Procedures, Audiovisual Library, Awards, Black Pearl Selection, Committee on Control of Foodborne Illness, Constitution and Bylaws, Developing Scientist Award, Fellows Selection, Foundation, Membership, Nominating, Past Presidents', and Tellers.

#### 1.1 3-A Committee on Sanitary Procedures

The 3-A Committee on Sanitary Procedures shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms. The 3-A Committee on Sanitary Procedures shall:

- 1.1.1 Serve as IAFP representatives to the 3-A Sanitary Standards Committee; and
- 1.1.2 Review and provide comments on proposed changes and revisions to the 3-A Sanitary Standards.

#### 1.2 Audiovisual Library Committee

The Audiovisual Library Committee shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other Committee members. All appointments shall be for 2-year renewable terms. The Audiovisual Library Committee shall:

- 1.2.1 Review and evaluate audiovisual materials for accuracy and appropriateness of content;
- 1.2.2 Make recommendations regarding the purchase of audiovisual materials; and
- 1.2.3 Provide guidance to the Executive Board on matters concerning the IAFP Audiovisual Library.

#### 1.3 Awards Committee

The Awards Committee is under the jurisdiction of the Affiliate Council. The chairperson of the Awards Committee is the Immediate Past Affiliate Council Chairperson.

## **BYLAWS, SECTION VI Continued**

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### 1.3.1 IAFP Awards:

The Awards Committee is responsible for selecting recipients for IAFP awards, from nominations received by the Executive Director, unless otherwise designated by the Bylaws. Selection guidelines are established and approved by the Executive Board. The following awards are under the purview of the Awards Committee:

Educator  
Food Safety Innovation  
Harold Barnum Industry  
Harry Haverland Citation  
International Leadership Award  
Maurice Weber Laboratorian  
Sanitarian

The Awards Committee consists of designated sub-committees responsible for selecting recipients of each of the above individual awards. Each award selection sub-committee consists of three members. The Awards Committee Chairperson (Immediate Past Affiliate Council Chairperson) will recommend members for 3-year appointments with staggered terms to be confirmed by the Executive Board. In their third year of service, a member is designated to serve as chairperson of the individual award selection committee.

### 1.3.2 Affiliate Awards

C.B. Shogren Memorial  
Other Affiliate Awards as designated by the Affiliate Council

Recipients of the C.B. Shogren Memorial and other Affiliate Awards are selected by a committee consisting of the Chairperson and Secretary of the Affiliate Council and the Immediate Past Affiliate Council Chairperson based on information submitted as part of the Affiliate Annual Reports.

### 1.4 Black Pearl Selection Committee

The Black Pearl Selection Committee shall consist of a chairperson (the Immediate Past President), and four other individuals recommended by the chairperson to the President-Elect and confirmed by the Executive Board. At least one member of the committee shall have served the preceding year. The Black Pearl Selection Committee selects the recipient of the Black Pearl Award from nominations received by the Executive Director.

### 1.5 Committee on Control of Foodborne Illness

The Committee on Control of Foodborne Illness shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms. The Committee on Control of Foodborne Illness shall:

## **BYLAWS, SECTION VI Continued**

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1.5.1 Review information on epidemiology and control of communicable diseases that are of primary concern to food safety and related areas;

1.5.2 Prepare manuals and articles addressing investigation and control of problems related to food safety.

### 1.6 Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall consist of a chairperson, vice chairperson, and other individuals recommended to the President-Elect and confirmed by the Executive Board. All appointments shall be for 2-year renewable terms. At least one member of the committee will have served on the committee the preceding year. The Constitution and Bylaws Committee shall:

1.6.1 Review and study the Constitution and Bylaws of IAFP; and

1.6.2 Make recommendations to the Executive Board for changes to be considered for submission to the membership for ratification.

### 1.7 Developing Scientist Awards Committee

The Developing Scientist Awards Committee is under direction of the Program Committee. The chairperson of the Program Committee selects the chairperson of the Developing Scientist Awards Committee on an annual basis from the Program Committee members. The chairperson of the Developing Scientist Awards Committee then selects up to 5 individuals to assist in the judging of the Developing Scientist Awards Competition at the IAFP Annual Meeting.

### 1.8 Fellows Selection Committee

The Fellows Selection Committee shall be chaired by the Immediate Past President and consist of at least 3 other Fellows recommended by the chairperson to the President-Elect and confirmed by the Executive Board. The Fellows Selection Committee solicits nominations and makes recommendations to the Executive Board for eligible members to be confirmed as Fellows by the Executive Board.

1.8.1 Any Regular, Retired, Honorary Life or Sustaining Member who has contributed to IAFP and its Affiliates with distinction over an extended period of time may be selected by the Fellows Selection Committee for consideration to become a Fellow of the Association by action of the Executive Board. Special benefits accorded Fellows shall be determined by the Executive Board.

## BYLAWS, SECTION VI Continued

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### 1.9 Foundation Committee

The Foundation Committee shall consist of the President, President-Elect and Vice President of IAFP and a chairperson and vice chairperson recommended by the President-Elect for confirmation by the Executive Board. The chairperson and vice chairperson shall serve in those positions for no more than two consecutive terms. The Chairperson shall recommend other individuals to the President-Elect for confirmation by the Executive Board. Appointed membership (including the chairperson and vice chairperson) shall be balanced with equal representation from industry, government and education. All appointments shall be for 3-year renewable terms. The Foundation Committee shall:

1.9.1. Oversee IAFP Foundation monies;

1.9.2 Solicit gifts to the Foundation; and

1.9.3 Identify and fund programs which further the goals and objectives of the Foundation and IAFP.

### 1.10 Membership Committee

The Membership Committee shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members. All appointments shall be for 2-year renewable terms. The Membership Committee shall:

1.10.1 Promote IAFP membership to potential new members; and

1.10.2 Assist in retaining current IAFP members.

### 1.11 Nominating Committee

Each year prior to the Annual Meeting, the President-Elect shall appoint a chairperson and a vice chairperson for the Nominating Committee for the following year. The chairperson will submit the names of four to seven IAFP members to serve on the committee, to the Executive Board for confirmation.

1.11.1 At least one member shall have served on the Nominating Committee the previous year, and the members should be representative of geographical and membership groups.

1.11.2 The chairperson of the committee shall be announced at the Annual Meeting, and published in the official publication of IAFP following the Annual Meeting, together with the date by which candidates for nomination(s) for office(s) shall be submitted.

## BYLAWS, SECTION VI Continued

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1.11.3 The Nominating Committee shall submit the names of at least two nominees for the office of Secretary to the Executive Director as directed by the President. The nominees' names, with pictures and biographical sketches, shall be published in the official publication of IAFP not later than April 1 of the year in which the election is to be held.

1.11.4 Ballots shall be provided by the Executive Director as directed by the Executive Board and must be returned to the Association office by the established deadline, for checking against the IAFP eligible voter list. The Tellers Committee will oversee the election and certify the results.

1.11.5 Voting by proxy, or electronic voting, shall be permitted only in the election of the Secretary according to procedures established by the Executive Board.

1.11.5.1 The nominee receiving the greatest number of votes shall be certified to the President, by the chairperson of the Tellers Committee, at least two months in advance of the Annual Meeting.

### 1.12 Past Presidents' Committee

The Past Presidents' Committee shall be composed of Past Presidents of IAFP.

1.12.1 An IAFP Past President, will serve for a one-year term as chairperson of the committee and the Immediate Past President will serve one year as vice chairperson.

1.12.2 In the absence of all Executive Board members due to illness, death, resignations, or prolonged absence, this committee would select interim officers until new officers are elected.

1.12.3 The Past Presidents' Committee will be available to advise the Executive Board on IAFP matters.

### 1.13 Tellers Committee

The Tellers Committee shall consist of a chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members as necessary. All appointments shall be for 1-year terms. The Tellers Committee shall:

1.13.1 Oversee and certify the results of each election and other membership votes.

## **BYLAWS, SECTION VI Continued**

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### C. Professional Development Groups

1. Professional Development Groups (PDGs) are established by the Executive Board at the request of a group of members to promote professional development in specific disciplines or areas of interest which further the Association's goals. IAFP Membership is not a requirement for participation on a PDG; however, only IAFP Members may serve as chairpersons or vice chairpersons.
  - 1.1 Chairpersons and vice chairpersons of PDGs shall be recommended for 2-year terms by the members of the PDG prior to the Annual Meeting and are subject to annual review by the Executive Board. The Chairperson and vice chairperson must be IAFP members. The vice chairperson normally succeeds to chairperson.
  - 1.2 Membership on a PDG is voluntary (not by appointment) and may vary from year to year. Requests for membership on a PDG should be directed to the chairperson.

### D. Task Forces

1. Task Forces may be authorized by the Executive Board for special work or assignment which can normally be accomplished within two years. The need for continuation of such Task Forces shall be subject to annual review of the Executive Board.
  - 1.1 All appointments of chairpersons and vice chairpersons to Task Forces shall be made by the President and shall be subject to annual review of the Executive Board. Proposed members of Task Forces will be designated by the Task Force Chairperson and presented to the Executive Board for confirmation.
  - 1.2 IAFP Membership is not a requirement for participation on a Task Force.

# ANTITRUST GUIDELINES FOR ASSOCIATION MEETINGS

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These are excerpts from *Antitrust Guidelines for Associations* written by James Anderson of the law firm of Loomis, Owen, Fellman & Howe, based in Washington, D.C.

## **What You Can Do**

1. Discuss better ways to educate and provide meaningful information to association members about the industry.
2. Discuss economic trends, business forecasts, and materials availability, emphasizing that each company is free to use this information in the way it sees fit and should make its own business decisions.
3. Provide a properly structured environment for the exchanging of credit information to protect association members against the financial loss generated by bad credit risks.
4. Discuss federal and state governmental actions and develop industry-wide lobbying efforts.
5. Discuss technological advances and better ways to utilize them.
6. Discuss ways to improve the public image of the industry.

## **What You Cannot Do**

1. Do not enter into any agreements with competitors regarding or affecting prices.
2. Do not discuss your company's current prices with competitors.
3. Do not agree with competitors on pricing or profit levels.
4. Do not agree with competitors to give or deny cash discounts or promotional allowances.
5. Do not agree with competitors to give or deny credit to a specific customer, or to establish uniform credit terms.
6. Do not agree with competitors to deal or not to deal with any customer or agree on the prices to be charged to a specific customer.
7. Do not discuss allocation of markets.
8. Do not enter into agreements with competitors concerning price quotations or bids.

It is extremely important that association members understand that their conduct at association meetings is regulated by the provisions of the antitrust laws. A thoughtless violation of the antitrust laws by a few members who are competitors could result in expensive protracted litigation, which could destroy the association and/or result in the prosecution of individual members.

## RESPONSIBILITIES OF CHAIRPERSON

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- Send meeting agenda to your members and the IAFP office in advance of the Committee Meeting. At your request, Staff can E-mail the agenda to your Committee Members for you.
- Chair the meeting of your respective Committee, PDG or Task Force at the Annual Meeting.
- Orally review Antitrust Guidelines (“What You Cannot Do”) with your Committee (page 16).
- Lead discussion and encourage Committee, PDG and Task Force Members to submit nominations of worthy candidates for next year’s awards.
- **Prepare minutes.** Handwritten minutes are not accepted. Type the Minutes on a personal computer or use one of the Speaker Ready Room computers. A Minutes template is available with the online handbook materials. The template will also be available on the desktops of the Speaker Ready Room computers.
- Please include the following in your Minutes:
  1. Names of all persons who were in attendance (i.e., Members Present, Board/Staff Present, New Members, and Visitors) should be typed into the Minutes file. Original attendance lists (rosters and sign-in sheets) must be submitted with the final set of Minutes; groups with more than 20 attendees may submit the list without typing in the names.
  2. Summarize Executive Board recommendations in Section V of the Minutes, “Recommendations to Executive Board.” **The Board will consider only the recommendations recorded in this section – this includes the election of a Vice Chairperson.** Further instructions on recommendations can be found at [http://www.foodprotection.org/about-us/committee-professional-development-groups/pdf/Frequently\\_Asked\\_Questions\\_Regarding\\_IAFP\\_Committees.pdf](http://www.foodprotection.org/about-us/committee-professional-development-groups/pdf/Frequently_Asked_Questions_Regarding_IAFP_Committees.pdf).
- Save your completed Minutes by using the name of the Committee (examples – AV Library Committee; Meat and Poultry Safety and Quality PDG) in the folder (2011 Minutes) located on the desktop of a Speaker Ready Room computer. Or, you may turn the electronic Minutes file in at the registration desk on a CD or memory stick with your signed hard copy.
- The Committee Chair should review the typed Minutes carefully. **All changes made must be saved to the same electronic file before turning in your approved Minutes.**
- **Approved Minutes:** Print one copy, obtain the Chair’s signature and take it to the IAFP Registration Desk by **1:00 p.m. Tuesday, August 2.** Attach the original member rosters and sign-in sheets so your roster can be updated after the meeting. You should also print a copy for your own use. If the file was not saved on a Speaker Ready Room computer, please provide the file on CD or memory stick.
  - All Committee Minutes will be posted on Wednesday, August 3, from 9:00 a.m. until 2:00 p.m. Posted versions of your Minutes will be published in November’s *FPT*.
  - Any revisions or corrections to the posted Minutes must be sent to the IAFP office, ATTN: Didi Loynachan, by Friday, August 19, 2011.

## CONDUCTING MEETINGS

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- Be sure all members are aware of meeting time and location.
- Notify your staff liaison in advance if you have any additional needs to conduct your meeting.
- Arrive early for the meeting and see that all equipment and materials are in place.
- Begin your meeting promptly at the assigned time.
- Ask members to add any necessary items to the agenda at the beginning of the meeting.
- Orally review Antitrust Guidelines (“What You Cannot Do”) with your Committee (page 16).
- Be careful not to criticize the viewpoints of others. Give every idea equal merit to make all members comfortable participating in discussions.
- Keep the meeting moving to prevent interest from lagging; postpone minor issues until later if discussion becomes too time consuming, to ensure coverage of all agenda items.
- At the meeting’s conclusion, verify that all members agree the agenda has been covered sufficiently and they have no additional items to discuss.
- Conclude the meeting on time to allow members to attend the next scheduled meeting(s) of their choice.

# WEB PAGE GUIDELINES

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This document provides guidance for Committees, Professional Development Groups (PDGs) and Task Forces desiring a Web page on the International Association for Food Protection's (IAFP) Web site.

## General Intent

The general intent of providing space on the IAFP Web site is to allow Committee, PDG and Task Force groups to communicate with their members, to communicate with IAFP Members and to communicate with other food safety professionals.

## Guidelines

1. IAFP will provide Committees, PDGs, and Task Forces with Web page space on the IAFP Web site upon request by the Committee, PDG, or Task Force.
2. Committees, PDGs, and Task Forces may not maintain "unofficial" Web sites citing affiliation with or connection to IAFP.
3. The IAFP staff will maintain Committee, PDG, and Task Force Web pages.
4. Information may be submitted by one individual per Committee, PDG, or Task Force who is identified by the group as the designated Web page coordinator.
5. Other Committee, PDG, and Task Force members must submit information to the group Web page coordinator for posting to the Web page.
6. Links of interest to Committee, PDG, or Task Force members may be provided on the Web page after receiving approval from the linked site.
7. The source of documents will be clearly labeled with the authors or developers identified.
8. Documents written by the Committee, PDG, or Task Force will follow these guidelines:
  - a. Documents must be the result of a creative effort of the Committee, PDG, or Task Force.
  - b. The Executive Board must approve posting of documents to the IAFP Web site.
  - c. A statement indicating the document is the opinion of the authors will be included (see exhibit A).
9. Committee and PDG Web pages are not to be used to make political statements or to influence legislation in any country.

## Information to include on Web pages

1. Committee, PDG, or Task Force mission statement
2. Contact information for Committee, PDG, or Task Force Chairperson and Vice Chairperson
3. A listing of Committee, PDG, or Task Force members and their affiliation
4. Summary of Committee, PDG, or Task Force activities
5. Notices of next meeting dates
6. Links to Web sites of interest to Committee, PDG, or Task Force members
7. Committee, PDG, or Task Force developed documents

# Read This Statement

This document was prepared by a group of individuals and represents the authors' opinions and views. The International Association for Food Protection does not warrant, either expressly or by implication, the factual accuracy of the articles or descriptions herein, nor does it warrant any views or opinions offered by the authors of said articles and descriptions. The Association assumes no responsibility for consequences resulting from the use of the information herein, or from the use of information obtained at "linked" Internet addresses, or in any respect for the content of such information, including (but not limited to) errors or omissions, the accuracy or reasonableness of factual or scientific assumptions, studies or conclusions, the defamatory nature of statements, ownership of copyright or other intellectual property rights, and the violation of property, privacy, or personal rights of others.

At certain places in the document, Internet site live "links" to other Internet addresses may possibly be accessed. Such external Internet addresses contain information created, published, maintained, or otherwise posted by organizations and companies that are wholly independent from the Association. The Association does not endorse or control these external Internet addresses, and does not guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information located at such addresses.

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# COMMITTEE MINUTES FORMAT

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*The following is a guide for recording Minutes of Committee, Professional Development Group, and Task Force meetings.*

***Please type the Minutes electronically following the Minutes template provided with the online handbook materials or accessible on a Speaker Ready Room computer. Whether typed on your computer or a Speaker Ready Room computer, all Minutes' files must be saved onto a Speaker Ready Room computer in the 2011 Minutes folder provided on the desktop.***

Group Name: \_\_\_\_\_

Location:                    Frontier Airlines Convention Center

Date of Meeting:        July 31, 2011

MEETING ATTENDEES: Please print and circulate copies of your current Member Roster and New Member/Visitor Sign-in Sheets (rosters and sign-in sheets were E-mailed to each group prior to the meeting). Attach the original circulated rosters and sign-in sheets to the final signed minutes when submitted.

Members Present (checked off on roster):

Board/Staff Members Present (from roster and Sign-in Sheets):

New Members (from Sign-in Sheets):

Visitors (from Sign-in Sheets):

I.        Meeting Called to Order (Time):

II.      Recording Secretary of Minutes:

III.     Old Business:

## COMMITTEE MINUTES FORMAT Continued

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IV. New Business:

V. Recommendations to Executive Board:

***Only recommendations included in this section will be addressed by the Board.***

*Committee recommendations should include a request for approval of newly-elected Chairs and/or Vice Chairs, issues that would involve use of the IAFP name or logo, and requests for project funding. **NOTE:** Requests to approve symposium and workshop proposals should NOT be included as a recommendation. This is the function of the Program Committee which meets at a later date to review all proposals.*

VI. Next Meeting Date: \_\_\_\_\_

VII. Meeting Adjourned (Time): \_\_\_\_\_

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Chairperson Signature

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Print Chairperson Name

# COMMITTEE MINUTES TIMELINE

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## **Tuesday, August 2, 2011**

- Submit a signed hard copy of the Committee Minutes to the Registration Desk by 1:00 p.m.
- Hand in your Member Rosters and New Member/Visitor Sign-in Sheets with the signed meeting minutes.
- Place a copy of the electronic Minutes file onto a Speaker Ready Room computer or provide a CD or memory stick so staff can copy it onto the computer.

## **Wednesday, August 3, 2011**

- Minutes will be posted from 9:00 a.m. until 2:00 p.m.

## **Friday, August 19, 2011**

- Deadline for final Minute revisions sent to the IAFP office

## **November 2011**

- Minutes will be printed in *FPT*



# CALL FOR SYMPOSIA AND ROUNDTABLES

July 22-25, 2012

RHODE ISLAND COVENTION CENTER  
PROVIDENCE, RHODE ISLAND

The Program Committee invites International Association for Food Protection members and other interested individuals to submit a symposium or roundtable proposal for presentation during IAFP 2012, July 22-25, 2012 in Providence, Rhode Island.

## What is a Symposium?

A **symposium** is an organized, 3 ½-hour session emphasizing a central theme relating to food safety and usually consists of six presenters each giving 30-minute presentations with a 30-minute break between the third and fourth presentation. **Short symposia** with three or four 30-minute presentations are also possible.

Symposia may include a discussion emphasizing a scientific aspect of a common food safety and quality topic, issues of general interest relating to food safety and microbiological quality, a report of recent developments, an update of state-of-the-art methodologies, or a discussion of basic and applied research in a given area. The material covered should include current work and the newest findings. Symposia will be evaluated by the Program Committee for relevance to current science and to Association members. Proposals may be prepared by individuals, groups of individuals, committees or professional development groups (PDGs).

## What is a Roundtable?

A **roundtable** is a discussion forum that is 90 minutes in length with each panelist giving a 2-3 minute introduction, followed by time for a discussion that includes audience participation. Proposals may be prepared by individuals, groups of individuals, committees or professional development groups (PDGs).

## Submission Instructions

To submit a proposal, read all the information in this Call for Symposia and Roundtables, paying close attention to the "Selection Procedure" on the next page, then complete your Proposal using the Association's online submission program at [www.foodprotection.org](http://www.foodprotection.org). Follow all instructions when making a submission. Your suggested presenters need not be confirmed at this stage, only identified.

## Proposal Deadline

Proposals must be submitted through the Association's online submission program at [www.foodprotection.org](http://www.foodprotection.org) no later than October 17, 2011. The Program Committee will review submitted proposals to select some for further development. Organizers will be notified as to the status of their proposal by December 5, 2011. Proposals that have been selected for further development should be edited and completed in the Association's online submission program at [www.foodprotection.org](http://www.foodprotection.org) by January 24, 2012. **FINAL DECISIONS ABOUT ACCEPTANCE AND CONTENT OF PROPOSALS FOR IAFP 2012 WILL BE MADE BY THE PROGRAM COMMITTEE DURING THEIR FEBRUARY 2012 MEETING.** Organizers, potential moderators and speakers should understand that not all proposals selected for further development will be accepted as submitted. The IAFP Program Committee reserves the right to reject poorly organized proposals, to review them, including proposed subjects and speakers, and make modifications based on providing the most comprehensive and balanced overall program. The organizers will be notified of the final results by March 6, 2012.

## PRESENTERS WHO ARE NOT MEMBERS

The International Association for Food Protection does not reimburse invited presenters for travel, hotel, or other expenses incurred during the Annual Meeting. However, invited presenters who are not Association members will receive a complimentary Annual Meeting registration. Presenters who are Association Members are expected to pay normal registration fees.

## TRAVEL SUPPORT

The International Association for Food Protection Foundation has limited funds for travel support of presenters. After final acceptance of the proposal (March 2012), organizers will receive an application form to apply for travel support for speaker(s). Requests are reviewed on an individual and first-come first-served basis until the funds are depleted. A maximum of \$750 per North American speaker, \$1,500 for European and South American speakers and \$2,000 for other international speakers may be available. Organizers are welcome to seek funding from other sources and the Association will provide recognition for these supporters in our program materials. Organizers are asked to inform the Association if they obtain outside funding.

## Selection Procedure

The primary focus of the proposal selection procedure is to provide a balanced educational program for attendees of the IAFP Annual Meeting. To achieve this goal, proposals may be combined or modified by the Program Committee during their initial or final review, as appropriate, to prevent overlap of topics among competing sessions. The Program Committee also reserves the right to suggest alternative speakers and/or topics in an effort to round out the program. During the selection process, only the most relevant and promising proposals will be selected for further development.

## Guidelines for tentative acceptance:

1. Proposals must be pertinent to IAFP members and PDGs. Priority will be given to proposals that address one or more of the following program areas:
  - Safety and Microbial Quality of Foods (Dairy, Meat and Poultry, Seafood, Produce, Water)
  - Viruses and Parasites, Retail Food Safety, Epidemiology and Public Health
  - Non-microbiology Food Safety Issues (food toxicology, allergens, chemical contaminants)
  - General-applied Food Safety Microbiology (for example, advances in sanitation, laboratory methods, quality assurance, food safety systems)
  - General-food Protection for the Future (risk analysis, emerging pathogens, biotechnology, predictive models, etc.)
  - Developments in Food Safety Education
  - Other pertinent food protection topics may be considered if space is available
2. In addition to addressing pertinent program areas, proposals accepted for further development should:
  - Be new, emerging and/or address areas not covered in last 2 years
  - If covered in last 2 years, provide new information that warrants another session
3. Submissions must include:
  - Titles that clearly convey the topics to be covered
  - Topics that are unique to prevent overlap of basic information among speakers
  - Names of suggested speakers from a variety of backgrounds, such as industry, regulatory, academic researchers, or consumer perspective (as appropriate)
  - Suggested speakers who are knowledgeable and good communicators
4. Special consideration will be given to submissions that:
  - Are directly applicable or provide viable safety options for food manufacturers, including small- to medium-size manufacturers
  - Bring an international (outside of North America) focus or viewpoint to the meeting
  - Attract or involve students
  - Attract or involve local affiliate members who would not otherwise attend the Annual Meeting (e.g., regional specialties like shellfish issues for Gulf States)
  - Would attract members of a new PDG or program area that IAFP is trying to develop or encourage
5. Other considerations for selecting proposals for further development:
  - The Program Committee reserves the right to limit the number of sessions devoted to a single topic area to provide a balanced program.
  - If relevant topics are proposed by more than one submission, the Program Committee will make the final decision to combine or modify proposals as appropriate to avoid overlap of topics among competing proposals. In this case, organizers may be asked to work with one another to combine proposals.

- Due to space and time limitations, only the most relevant and promising proposals will be selected for further development. Again, the Program Committee will make final decisions regarding symposium breadth and length.
  - Three sessions will be reserved for symposia sponsored by our partner, the International Life Science Institute North America (ILSI N.A.). The ILSI N.A. symposia address topics that are of general interest to IAFP meeting attendees, focusing on emerging food safety issues and technologies, and provide a global perspective.
  - Additional sessions may be added at the discretion of the Program Committee to accommodate emerging issues.
6. Final decisions on selection will be made at the February 2012 Program Committee Meeting.
- Proposals recommended for further development should be edited and submitted in finalized form through the Association's online submission program at [www.foodprotection.org](http://www.foodprotection.org) by **January 24, 2012**. This includes symposium title, abstract, convenor and speaker information (name, contact information, and proposed title of presentation). Organizers are encouraged to contact and get preliminary confirmation from speakers in advance of submitting the final symposium application. **However, full confirmation of speakers, and acceptance of proposals, will be provided after the February 2012 Program Committee meeting. The IAFP Program Committee reserves the right to review proposals, including proposed subjects and speakers, and make modifications in order to provide the most comprehensive and balanced program. Invited speakers need to be made aware of this when they are contacted.**

#### Who to Contact:

Terri Huffman  
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E-mail: [thuffman@foodprotection.org](mailto:thuffman@foodprotection.org)



# CALL FOR WORKSHOPS

IN CONJUNCTION WITH IAFP 2012

July 22–25, 2012

RHODE ISLAND COVENTION CENTER  
PROVIDENCE, RHODE ISLAND

**T**he Program Committee invites International Association for Food Protection Members and other interested individuals to submit a workshop proposal for IAFP 2012 – July 22–25 in Providence, Rhode Island.

## WHAT IS A WORKSHOP?

A workshop consists of a one- to two-day program and is organized with a central theme relating to food safety. Workshops will be held on the Friday and/or Saturday prior to the Annual Meeting. Workshop proposals will be evaluated by the Program Committee for relevance to current science and to Association Members. Individuals, committees, or professional development groups may prepare proposals.

## SUBMISSION GUIDELINES

To submit a workshop, complete the Workshop Proposal form. The title of the workshop; name, address, phone, fax and E-mail of the person(s) organizing the workshop; topics for presentation, suggested instructors, affiliations; description of intended audience to which this topic would be of greatest interest; and signature of organizer. Instructors will be limited to no more than six for a 2-day workshop and four for a 1-day workshop. If organizers are going to give presentations, include their names as instructors.

When submitting a proposal, the instructors do not need to be confirmed, only identified. Confirmation of instructors takes place after acceptance of your workshop.

## PROPOSAL DEADLINE

Workshop proposals may be sent to the Association office no later than October 17, 2011.

The Program Committee will review submitted workshops and notify the organizer by December 5, 2011 as to the status of their proposal.

## HAVE AN IDEA BUT YOU ARE UNABLE TO ORGANIZE IT?

Many Association Members have excellent suggestions for workshop topics, but are unable to organize the program. Such ideas are extremely valuable and are welcome. If you have an idea, please contact the IAFP office as soon as possible.

## WHO TO CONTACT:

Terri Huffman  
International Association for Food Protection  
6200 Aurora Ave., Suite 200W  
Des Moines, IA 50322-2864, USA  
Phone: +1 800.369.6337; +1 515.276.3344  
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E-mail: [thuffman@foodprotection.org](mailto:thuffman@foodprotection.org)





# CALL FOR WORKSHOPS

July 22-25, 2012

RHODE ISLAND COVENTION CENTER  
PROVIDENCE, RHODE ISLAND

Workshop Title: \_\_\_\_\_

Organizer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

For each presentation provide: Topic — Suggested Instructor, Affiliation

(Example: 1. HACCP Implementation — John Smith, University of Georgia)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Intended Audience: \_\_\_\_\_

Is the Workshop to be Offered:     1 day                       1 1/2 days                       2 days

- In conjunction with IAFP Annual Meeting
- Off-site (not in conjunction with Annual Meeting)

Possible Dates for workshop \_\_\_\_\_

Suggested Location: \_\_\_\_\_

Signature of Organizer: \_\_\_\_\_

## Submit by October 17, 2011

IAFP — Workshop Proposal  
6200 Aurora Ave., Suite 200W  
Des Moines, IA 50322-2864, USA

## or Contact:

Terri Huffman  
International Association for Food Protection  
6200 Aurora Ave., Suite 200W  
Des Moines, IA 50322-2864, USA  
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