



International Association for
Food Protection®

2017-2018

Committee Handbook

Advancing Food Safety Worldwide®

For Use by Committees, Professional Development Groups and Task Forces

TABLE OF CONTENTS

Committee Meeting Schedule.....	3
Executive Board Members.....	4
Office Staff.....	5
Committee Assignment Summary.....	6
Purpose of Committee Meetings.....	7
Committee Structure.....	8
Bylaws, Section VI.....	9
Antitrust Guidelines for Association Meetings.....	16
Responsibilities of Chairperson.....	17
Responsibilities of Vice Chairperson.....	18
Responsibilities of Student Liaison.....	18
Conducting Meetings.....	18
Web Page Guidelines.....	19
Committee and Professional Development Group Communication Guidelines.....	21
Committee Minutes Format Guide.....	22
Template for Committee and Task Force Meetings.....	23
Template for PDG Meetings.....	24
Committee Minutes Timeline.....	25
Call for 2018 Symposium and Roundtable Proposals.....	26
Call for 2018 Workshop Proposals.....	29

***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

Saturday, July 8, 2017

2:30 p.m. – 5:00 p.m.	International Food Protection Issues PDG	Room 18–19
3:00 p.m. – 4:30 p.m.	Membership Committee	Room 4
3:30 p.m. – 4:30 p.m.	Past Presidents' Committee	Room 3
4:00 p.m. – 5:00 p.m.	Committee/PDG Chairs and Vice Chairs	Room 5–6

Sunday, July 9, 2017

7:00 a.m. – 10:00 a.m.	Affiliate Council	Ballroom D
8:00 a.m. – 5:00 p.m.	Committee on Control of Foodborne Illness	Room 7
8:00 a.m. – 10:00 a.m.	Food Hygiene and Sanitation PDG	Room 20–21
9:00 a.m. – 10:45 a.m.	Webinar Committee	Room 4
9:00 a.m. – 11:00 a.m.	Advanced Molecular Analytics PDG	Ballroom A
	Microbial Modelling and Risk Analysis PDG	Room 24–25
	Pre Harvest Food Safety PDG	Room 22–23
	Viral and Parasitic Foodborne Disease PDG	Room 16
	Water Safety and Quality PDG	Room 12
9:00 a.m. – 12:00 p.m.	Meat and Poultry Safety and Quality PDG	Room 13–15
10:00 a.m. – 12:00 p.m.	3-A Committee on Sanitary Procedures	Room 5–6
	Food Defense PDG	Room 18–19
	<i>JFP</i> Management Committee	Room 8–9
11:00 a.m. – 12:00 p.m.	Constitution and Bylaws Committee	Room 4
12:00 p.m. – 1:30 p.m.	Student PDG	Ballroom D
1:00 p.m. – 3:00 p.m.	Beverages and Acid/Acidified Foods PDG	Room 16
	Dairy Quality and Safety PDG	Room 20–21
	Food Packaging PDG	Room 12
	Food Safety Culture PDG – Organizational	Room 24–25
	Fruit and Vegetable Safety and Quality PDG	Ballroom A
	HACCP Utilization and Food Safety Systems PDG	Room 18–19
	Retail and Foodservice PDG	Room 22–23
	Seafood Safety and Quality PDG	Room 5–6
2:00 p.m. – 4:00 p.m.	<i>FPT</i> Management Committee	Room 8–9
	Low Water Activity Foods PDG	Room 13–15
3:15 p.m. – 5:15 p.m.	Applied Laboratory Methods PDG	Ballroom A
	Developing Food Safety Professionals PDG	Room 22–23
	Food Chemical Hazards and Food Allergy PDG	Room 12
	Food Law PDG	Room 16
	Food Safety Assessment, Audit and Inspection – Organizational	Room 24–25
	Food Safety Education PDG	Room 18–19
	Sanitary Equipment and Facility Design PDG	Room 5–6
4:00 p.m. – 5:00 p.m.	Nominating Committee	Room 4

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COMMITTEE ASSIGNMENT SUMMARY

COMMITTEES	CHAIRPERSON	VICE CHAIRPERSON	BOARD LIAISON	STAFF LIAISON
Affiliate Council	Neil Bogart	Alex Castillo	Tim Jackson	Susan Smith
Standing Committees				
European Symposium Organizing	Daniele Sohier	Jeanne-Marie Membre	Tim Jackson	David Tharp
<i>Food Protection Trends</i> Management	Faith Critzer	TBD	Roger Cook-2020	Donna Bahun
<i>Journal of Food Protection</i> ® Management	Vijay Juneja	Sean Leighton	Kali Kniel-2019	Didi Loynachan
Program	Renee Boyer	Mark Moorman	Tim Jackson	Tamara Ford
Special Committees				
3-A Committee on Sanitary Procedures	Steven Sims/ Carianne Endert- Klaasen/ Brook Leguineche		Mickey Parish	Susan Smith
Awards	Neil Bogart	n/a	Linda Harris	Susan Smith
Black Pearl Selection	Linda Harris	n/a	Mickey Parish	David Tharp
Committee on Control of Foodborne Illness	Ewen Todd	Judy Greig	Tim Jackson	Didi Loynachan
Constitution and Bylaws	Jenny Scott	Melanie Neumann	Roger Cook	David Tharp
Developing Scientist Awards	Renee Boyer	n/a	Tim Jackson	Tamara Ford
Fellows Selection	Linda Harris	n/a	Mickey Parish	David Tharp
Foundation	Vickie Lewandowski	Gary Acuff	Linda Harris	Lisa Hovey
Membership	Lawrence Goodridge	Zeb Blanton	Mickey Parish-2018	Lisa Hovey
Nominating	Ian Jenson	TBD	Mickey Parish	David Tharp
Past Presidents'	Don Zink	Alejandro Mazzotta	Linda Harris	David Tharp
Tellers	Manan Sharma	n/a	Mickey Parish	David Tharp
Webinar	Manpreet Singh	Gary Acuff	Mickey Parish	David Tharp
Professional Development Groups				
Advanced Molecular Analytics	Gregory R. Siragusa	Karen Jarvis	Tim Jackson	Tamara Ford
Applied Laboratory Methods	Omar Oyarzabal	Keith Lampel	Tim Jackson	Donna Bahun
Beverages and Acid/Acidified Foods	Wilfredo Ocasio	Barbara Ingham	Mickey Parish	Hannah Altimus
Dairy Quality and Safety	Yvonne Masters	Nancy Huls	Roger Cook	Tamara Ford
Developing Food Safety Professionals	Jessica Chen	Dina Scott	Kali Kniel	Sarah Dempsey
Food Chemical Hazards and Food Allergy	Anthony Flood	Paul Hanlon	Tim Jackson	Susan Smith
Food Defense	Jennifer Pierquet	Oscar Rodriguez-Gonzalez	Mickey Parish	Hannah Altimus
Food Hygiene and Sanitation	Vanessa Cranford	TBD	Roger Cook	Donna Bahun
Food Law	Tim Jenkins	TBD	Mickey Parish	Hannah Altimus
Food Packaging	Ken Davenport	Nicholas Forshee	Kali Kniel	Susan Smith
Food Safety Assessment, Audit and Inspection*	Patricia Wester	TBD	Mickey Parish	David Tharp
Food Safety Culture*	Joanna Gilbert	Megan Guilford/ Frank Yiannas	Mickey Parish	David Tharp
Food Safety Education	Brita Ball	Francie Buck	Kali Kniel	Didi Loynachan
Fruit and Vegetable Safety and Quality	Sherri McGarry	Humbarto Maldonado	Kali Kniel	Tamara Ford
HACCP Utilization and Food Safety Systems	Loralyn Ledenbach	TBD	Tim Jackson	Didi Loynachan
International Food Protection Issues	Leon Gorris	TBD	Roger Cook	Didi Loynachan
Low Water Activity Foods	Edith Wilkin	Laurie Post	Mickey Parish	Sarah Dempsey
Meat and Poultry Safety and Quality	Betsy Booren	Wendy White	Roger Cook	Sarah Dempsey
Microbial Modelling and Risk Analysis	Marcel Zwietering	Bala Kottapalli	Mickey Parish	Sarah Dempsey
Pre Harvest Food Safety	Bassam Annous	Walid Alali	Kali Kniel	Tamara Ford
Retail and Foodservice	Jack Neal	Tom Ford	Kali Kniel	Susan Smith
Sanitary Equipment and Facility Design	Edyta Margas	John Merenick	Roger Cook	Hannah Altimus
Seafood Safety and Quality	Forest Reichel	Foivos Genigiorgis	Kali Kniel	Sarah Dempsey
Student	Stephanie Barnes	Mary Yavelak	Mickey Parish	Lisa Hovey
Viral and Parasitic Foodborne Disease	David Kingsley	Efstathia Papafragkou	Tim Jackson	Donna Bahun
Water Safety and Quality	Phyllis Posy	TBD	Roger Cook	Hannah Altimus

*Organizational Meeting

PURPOSE OF COMMITTEE MEETINGS

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

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: European Symposium Organizing Committee, *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; Awards; Black Pearl Selection; Committee on Control of Foodborne Illness; Constitution and Bylaws; Developing Scientist Awards; Fellows Selection; Foundation; Membership; Nominating; Past Presidents', Tellers, and Webinar. 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 Advanced Molecular Analytics; Applied Laboratory Methods; Beverages and Acid/Acidified Foods, 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; HACCP Utilization and Food Safety Systems; International Food Protection Issues; Low Water Activity Foods; Meat and Poultry Safety and Quality; Microbial Modelling and Risk Analysis; Pre Harvest Food Safety; Retail and Foodservice; Sanitary Equipment and Facility Design; 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.

BYLAWS, SECTION VI

Effective August 2, 2016

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 except as may be noted for specific committees. All meetings 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, Program Committee and European Symposium Organizing 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 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 convenors for symposia and technical sessions;

BYLAWS, SECTION VI Continued

- 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.

1.3 European Symposium Organizing Committee

The European Symposium Organizing Committee shall consist of a chairperson, vice chairperson and other individuals recommended by the European Symposium Organizing Committee and confirmed by the Executive Board. Appointments shall be for 3-year terms on a rotating basis with representation from education, government and industry. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term. Special consideration will be made to include representatives from IAFP partner organizations who may serve continuous terms. The European Symposium Organizing Committee shall:

- 1.3.1 Develop the scientific and technical content of the European Symposium on Food Safety;
- 1.3.2 Evaluate abstracts of submitted papers;
- 1.3.3 Identify symposia and speakers;
- 1.3.4 Identify convenors for symposia and technical sessions;
- 1.3.5 Establish the timetable for all symposia and technical sessions;
- 1.3.6 Meet at each European Symposium and other times as deemed necessary; and
- 1.3.7 Oversee competition(s) at the symposium.

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', Tellers, and Webinar.

1.1 3-A Committee on Sanitary Procedures

The 3-A Committee on Sanitary Procedures (CSP) 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. CSP members do not need to be IAFP members to participate on this committee. All appointments shall be for 2-year renewable terms.

BYLAWS, SECTION VI Continued

1.2 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.

1.2.1 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
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.

1.2.2 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.

1.3 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.

BYLAWS, SECTION VI Continued

1.4 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:

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

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

1.5 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:

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

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

1.6 Developing Scientist Awards Committee

The Developing Scientist Awards Committee is under direction of the Program Committee. The vice chairperson of the Program Committee serves as the chairperson of the Developing Scientist Awards Committee on an annual basis and selects individuals to assist in the judging of the Developing Scientist Awards Competition at the IAFP Annual Meeting.

1.7 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.

1.7.1 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

1.8 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:

1.8.1. Oversee IAFP Foundation monies;

1.8.2 Solicit gifts to the Foundation; and

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

1.9 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:

1.9.1 Promote IAFP membership to potential new members; and

1.9.2 Assist in retaining current IAFP members.

1.10 Nominating Committee

The Nominating 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 2-year terms on a rotating basis, with balanced representation from education, government and industry and the members should be representative of geographic regions. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson.

1.10.1 The name of the Nominating Committee chairperson shall be announced in *Food Protection Trends*, following the Annual Meeting, together with the deadline date for IAFP members to nominate a candidate(s) for office(s).

1.10.2 The Nominating Committee will select and the chairperson shall submit the names of at least two nominees for the office of Secretary or other open Board position to the Executive Director as directed by the Executive Board. The nominees' names, with pictures and biographical sketches, shall be provided to the membership not later than April 1 of the year in which the election is to be held.

BYLAWS, SECTION VI Continued

1.10.3 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.

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

1.10.4.1 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.

1.11 Past Presidents' Committee

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

1.11.1 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.

1.11.2 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.

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

1.12 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:

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

1.13 Webinar Committee

The Webinar 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 Webinar Committee shall:

1.13.1 Review and decide on proposals for IAFP Webinars;

1.13.2 Establish Webinar topics and design Webinar series.

BYLAWS, SECTION VI Continued

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

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

- Refer to the IAFP Bylaws for term of service.
- Send meeting agenda to your members and the IAFP office in advance of the Committee Meeting. IAFP staff will upload each agenda to the Annual Meeting App.
- 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 the Minutes.** Minutes should be prepared electronically (two computers and a printer will be available in the Speaker Ready Room). Follow the Minutes’ Word template that is posted on the IAFP Web site with the handbook materials. The template will also be available on the desktop of each Speaker Ready Room computer.
- Please ensure that the following are included in your Minutes:
 1. Total number of attendees. Assigned monitors will use badge scanners to record the names of those attending each meeting and will have a separate sign-in sheet to collect names of those who have not yet picked up their badges. IAFP will send each Chair and Vice Chair a list of attendees within one to two weeks after IAFP 2017 concludes. The attendees’ names will be added into your minutes during editing for publication in *FPT*.
 2. A numbered list of summarized 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 the Vice Chairperson prior to the meeting.** Further instructions on recommendations can be found at <http://www.foodprotection.org/upl/downloads/library/committees-pdgs-faq.pdf>.
- Save the completed Minutes using your Committee or PDG name (example – Meat and Poultry Safety and Quality PDG) in the folder titled ‘**2017 Minutes**’ which is located on the desktop of each Speaker Ready Room computer or you can E-mail the file to Didi Loynachan at dloynachan@foodprotection.org by the 1:00 p.m. Tuesday, July 11 deadline.
- **The Committee Chair should review the Minutes carefully.** All changes must be saved to the same electronic file before turning in your approved Minutes.
- **Approved Minutes:** One copy should be printed, signed by the Chair and turned it in at the IAFP Registration Desk by **1:00 p.m. Tuesday, July 11.** If the file was not already saved on a Speaker Ready Room computer, send it by E-mail to dloynachan@foodprotection.org.
 - Any revisions or corrections to the Minutes should be E-mailed to Didi Loynachan by Wednesday, July 26, 2017.
 - The Minutes will be edited by IAFP staff and published in the November/December issue of *FPT*.

RESPONSIBILITIES OF VICE CHAIRPERSON

- Assists the Chairperson throughout the year with meetings, E-mail, conference calls and other activities.
- Refer to the IAFP Bylaws for the term of service.
- Succeeds the Chairperson at the end of their term of service.

RESPONSIBILITIES OF STUDENT LIAISON

- Serves as a communications link between the Student PDG and the specific PDG to which they are assigned.
- PDGs may find additional ways in which to utilize their Student Liaison.
- The term of service is determined by the individual PDG.

CONDUCTING MEETINGS

- 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 or PDG (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

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

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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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International Association for Food Protection Committee and Professional Development Group (PDG) Communication Guidelines

The official means of communication for Committees and PDGs is via a PDG and Committee Member E-mail address list that is provided to the chair by the IAFP staff.

For use with social media forms of group communications:

Social media such as LinkedIn, Twitter and Facebook are intended as **discussion forums**. Committee and PDG members may opt out of the discussion so these forums are not intended to be the official or only means of communication.

Purpose:

- a) To communicate items of pertinent interest to PDG members.
- b) To facilitate discussion among PDG members.
- c) To exchange ideas and opportunities to PDG members.

Postings will not:

- a) Be offensive, threatening, illegal or inflammatory, defamatory or hostile.
- b) Promote, or advertise a commercial product or solicit business for individuals, companies or organizations.
- c) Promote membership in other organizations.
- d) Be used for political purposes either within or outside of IAFP.
- e) Be used for “calls to action” such as lobbying or petitioning.
- f) Infringe on the rights of the organization or any individual or entity to include privacy, intellectual property or publication rights.

IAFP reserves the right to:

- Ban future postings from members who violate the terms and conditions.
- Remove or edit comments at any time whether they violate terms or not.

COMMITTEE MINUTES FORMAT GUIDE

Use the following guide for typing Committee/Task Force and Professional Development Group minutes.

Please share this information with your recording secretary.

- The Minutes must be typed using the format shown on the following pages or using the appropriate Minutes template (Committee/Task Force or PDG) that is provided with the handbook materials under Supporting Documents on the IAFP Web site, and on each Speaker Ready Room computer.
- The Minutes for all groups (Committee/ Task Force or PDG) must be saved in the **2017 Minutes** folder, located on the desktop of each computer in the Speaker Ready Room or the file should be E-mailed to Didi Loynachan at dloynachan@foodprotection.org, no later than 1:00 p.m. on Tuesday, July 11.
- Enter the total 'Number of Attendees' into the Minutes where indicated. For all PDG Meetings and most Committee Meetings, a monitor will be scanning attendee badges to record the names of those attending the meetings. The monitor will also have a separate sign-in sheet available to collect names of those who have not yet picked up their badges. All Chairs will receive a roster prior to the meeting to use during the meeting. Only Committee and Task Force Chairs that do not have a badge scanner available should circulate their rosters and submit them with the Minutes. The Chair and Vice Chair of all meetings that utilize badge scanning will receive a list of attendees within one to two weeks after the conclusion of IAFP 2017. IAFP staff will insert the 'Names of Attendees' into your minutes prior to publication in *FPT*.

Two templates are provided on pages 23 & 24. Please use the appropriate template for your group. Refer to last year's published minutes for examples of the correct formatting.

Template for Committee and Task Force Meetings Only

(If a badge scanner is present, it is not necessary to enter names of attendees):

Committee Name: _____

Members Present (as listed on roster):

New Members Present:

Board/Staff Present:

Visitors:

Number of Attendees:

I. Meeting Called to Order at (include Time, Day & Date):

II. Minutes Recording Secretary:

III. Old Business:

IV. New Business:

V. Numbered Recommendations to Executive Board:

- *Only recommendations included in this section will be addressed by the Board.*
- Include recommendations for approval of Chairs and/or Vice Chairs elected prior to or at the meeting, issues that would involve use of the IAFP name or logo, and/or requests for project funding.
- **NOTE:** Do not include requests to approve symposium and workshop proposals as recommendations. This is the function of the Program Committee that meets at a later date to review all proposals.

VI. Next Meeting Date: _____

VII. Meeting Adjourned at (Time): _____

Print Chairperson Name:

Chairperson Signature

➤ **ADDENDUM FOR COMMITTEES THAT ORGANIZE SYMPOSIA:**

*On the final page (separated by a page break),
provide a list of potential symposia, roundtable and workshop topics.*

Only the topic is needed! Do not include organizers, speakers or titles.

Template for PDG Meetings Only:

Name of PDG: _____

Name of Attendees *(will be input by IAFP staff after the meeting)*:

Total Number of Attendees:

VIII. Meeting Called to Order at (include Time, Day & Date):

IX. Minutes Recording Secretary:

X. Old Business:

XI. New Business:

XII. Numbered Recommendations to Executive Board:

- *Only recommendations included in this section will be addressed by the Board.*
- *Include recommendations for approval of Chairs and/or Vice Chairs elected prior to or at the meeting, issues that would involve use of the IAFP name or logo, and/or requests for project funding.*
- **NOTE:** *Do not include requests to approve symposium and workshop proposals as recommendations. This is the function of the Program Committee that meets at a later date to review all proposals.*

XIII. Next Meeting Date: _____

XIV. Meeting Adjourned at (Time): _____

Print Chairperson Name:

Chairperson Signature

- **ADDENDUM FOR COMMITTEES & PDGS THAT ORGANIZE SYMPOSIA:**
*On the final page (separated by a page break),
provide a list of potential symposia, roundtable and workshop topics.
Only the topic is needed! Do not include organizers, speakers or titles.*

COMMITTEE MINUTES TIMELINE

Tuesday, July 11, 2017

- Submit a signed hard copy of the Committee Minutes to the Registration Desk by 1:00 p.m.
- Place a copy of the final approved Minutes' Word file onto a computer in the Speaker Ready Room or E-mail the file to Didi Loynachan at dloynachan@foodprotection.org by 1:00 p.m. so IAFP has an electronic copy for publication.

Wednesday, July 26, 2017

- Deadline for final Minutes' revisions sent to Didi Loynachan at the IAFP office: dloynachan@foodprotection.org

November/December 2017

- Minutes will be printed in the November/December issue of *FPT*.