



International Association for
Food Protection®

2019–2020

Committee and Professional Development Group 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 and PDG MEETING SCHEDULE

Saturday, July 20, 2019

2:30 p.m. – 5:00 p.m.	International Food Protection Issues PDG	Ballroom B
3:00 p.m. – 5:00 p.m.	Committee/PDG Chairs and Vice Chairs	Room M107
3:30 p.m. – 4:30 p.m.	Past Presidents' Committee	Room M115

Sunday, July 21, 2019

7:00 a.m. – 10:00 a.m.	Affiliate Council	Room L015
8:00 a.m. – 10:00 a.m.	Food Hygiene and Sanitation PDG	Ballroom E
8:00 a.m. – 5:00 p.m.	Committee on Control of Foodborne Illness	Room M115
9:00 a.m. – 10:45 a.m.	Webinar Committee	Room M113
9:00 a.m. – 11:00 a.m.	Advanced Molecular Analytics PDG	Room M100
	Food Safety Assessment, Audit and Inspection PDG	Ballroom D
	HACCP Utilization and Food Safety Systems PDG	Room M107
	Pre Harvest Food Safety PDG	Room M104
	Viral and Parasitic Foodborne Disease PDG	Room M108
9:00 a.m. – 12:00 p.m.	Meat and Poultry Safety and Quality PDG	Room M112
10:00 a.m. – 12:00 p.m.	3-A Committee on Sanitary Procedures	Room M101
	<i>JFP</i> Management Committee	Room M111
	Student PDG	Ballroom B
10:15 a.m. – 12:15 p.m.	Food Defense PDG	Ballroom E
11:00 a.m. – 12:00 p.m.	Constitution and Bylaws Committee	Room M113
12:00 p.m. – 1:30 p.m.	Student Luncheon	Ballroom A
1:00 p.m. – 3:00 p.m.	Beverages and Acid/Acidified Foods PDG	Room M108
	Dairy Quality and Safety PDG	Room M100
	Food Packaging PDG	Room M105
	Food Safety Culture PDG	Ballroom E
	Fruit and Vegetable Safety and Quality PDG	Ballroom D
	Retail and Foodservice PDG	Room M107
	Seafood Safety and Quality PDG	Room M101
2:00 p.m. – 3:00 p.m.	Membership Committee	Room M109
2:00 p.m. – 4:00 p.m.	<i>FPT</i> Management Committee	Room M111
	Low Water Activity Foods PDG	Room M112
3:15 p.m. – 5:15 p.m.	Applied Laboratory Methods PDG	Ballroom D
	Developing Food Safety Professionals PDG	Room M100
	Food Chemical Hazards and Food Allergy PDG	Room M108
	Food Fraud PDG	Room M105
	Food Law PDG	Room M101
	Food Safety Education PDG	Room M107
	Microbial Modelling and Risk Analysis PDG	Ballroom E
	Sanitary Equipment and Facility Design PDG	Room M104
	Water Safety and Quality PDG	Room M109
4:00 p.m. – 5:00 p.m.	Nominating Committee	Room M113

EXECUTIVE BOARD MEMBERS

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COMMITTEE and PDG LIST and CURRENT LEADERSHIP ASSIGNMENTS

COMMITTEES	CHAIRPERSON	VICE CHAIRPERSON	BOARD LIAISON	STAFF LIAISON
Affiliate Council	James O'Donnell	Li Ma	Roger Cook	Susan Smith
Standing Committees				
European Symposium Organizing	Daniele Sohler	Helen Taylor	Kali Kniel	David Tharp
<i>Food Protection Trends</i> Management	Thomas "Matt" Taylor	TBD	Roger Cook-2020	Donna Bahun
<i>Journal of Food Protection</i> ® Management	Sean Leighton	Fred Breidt	Michelle Danyluk-2022	Didi Loynachan
Program	Mark Moorman	Manpreet Singh	Roger Cook	Tamara Ford
Special Committees				
3-A Committee on Sanitary Procedures	Carianne Endert-Klaasen	Steven Sims	Roger Cook	Susan Smith
Awards	James O'Donnell	n/a	Tim Jackson	Susan Smith
Black Pearl Selection	Tim Jackson	n/a	Kali Kniel	David Tharp
Committee on Control of Foodborne Illness	Ewen Todd	Judy Greig	Roger Cook	Didi Loynachan
Constitution and Bylaws	Melanie Neumann-Cherney	Jennifer Quinlan	Michelle Danyluk	David Tharp
Developing Scientist Awards	Manpreet Singh	n/a	Roger Cook	Tamara Ford
Fellows Selection	Tim Jackson	n/a	Kali Kniel	David Tharp
Foundation	Gary Acuff	TBD	Tim Jackson	Lisa Hovey
Membership	Zeb Blanton	Susan Linn	Ruth Petran-2021	Lisa Hovey
Nominating	Joshua B. Gurtler	TBA	Kali Kniel	David Tharp
Past Presidents'	Linda Harris	Mickey Parish	Tim Jackson	David Tharp
Tellers	James Dickson	n/a	Kali Kniel	David Tharp
Webinar	Manpreet Singh	TBD	Kali Kniel	David Tharp
Professional Development Groups				
Advanced Molecular Analytics	Karen Jarvis	Xiangyu Deng	Michelle Danyluk	Tamara Ford
Applied Laboratory Methods	Keith Lampel	Joseph Meyer	Michelle Danyluk	Donna Bahun
Beverages and Acid/Acidified Foods	Barbara Ingham	May Yeow	Ruth Petran	Didi Loynachan
Dairy Quality and Safety	Nancy Huls	Wendy McMahon	Roger Cook	Tamara Ford
Developing Food Safety Professionals	Dina Scott	Matthew Moore	Kali Kniel	Sarah Dempsey
Food Chemical Hazards and Food Allergy	Paul Hanlon	Angela Anandappa	Michelle Danyluk	Susan Smith
Food Defense	Oscar Rodriguez-Gonzalez	Mark Kazmierczak	Ruth Petran	Didi Loynachan
Food Fraud	Neil Bogart	Karen Everstine	Ruth Petran	Susan Smith
Food Hygiene and Sanitation	Nadia Narine	Evan Rosen	Roger Cook	Donna Bahun
Food Law	Rosetta Newsome	TBD	Ruth Petran	Didi Loynachan
Food Packaging	Nicholas Forshee	Kimberly Yeager	Kali Kniel	Susan Smith
Food Safety Assessment, Audit and Inspection	Patricia Wester	TBD	Ruth Petran	Didi Loynachan
Food Safety Culture	Lone Jespersen	TBD	Ruth Petran	Didi Loynachan
Food Safety Education	Francie Buck	Wenqing Xu	Kali Kniel	Didi Loynachan
Fruit and Vegetable Safety and Quality	Humberto Maldonado	Gretchen Wall	Kali Kniel	Tamara Ford
HACCP Utilization and Food Safety Systems	Deann Akins-Lewenthal	Fatemeh Ataei	Michelle Danyluk	Didi Loynachan
International Food Protection Issues	Ian Jenson	Deann Benesh	Roger Cook	Didi Loynachan
Low Water Activity Foods	Pablo Alvarez	Larry Steenson	Ruth Petran	Sarah Dempsey
Meat and Poultry Safety and Quality	Wendy White	TBD	Roger Cook	Sarah Dempsey
Microbial Modelling and Risk Analysis	Bala Kottapalli	Panagiotis Skandamis	Ruth Petran	Sarah Dempsey
Pre Harvest Food Safety	Peyman Fatemi	TBD	Kali Kniel	Tamara Ford
Retail and Foodservice	Tom Ford	Eric Moore	Kali Kniel	Susan Smith
Sanitary Equipment and Facility Design	John Merenick	Dimitri Tavernarakis	Roger Cook	Didi Loynachan
Seafood Safety and Quality	Forest Reichel	Kevin Edwards	Kali Kniel	Sarah Dempsey
Student	Margaret Kirchner	Minh Duong	Kali Kniel	Lisa Hovey
Viral and Parasitic Foodborne Disease	Alexandre Da Silva	Julie Jean	Michelle Danyluk	Donna Bahun
Water Safety and Quality	Elisabetta Lambertini	TBD	Roger Cook	Didi Loynachan

PURPOSE OF COMMITTEE and PDG 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 and PDG 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 Student PDG is an exception to the term of service as a 1-year term applies. The vice chairperson normally succeeds to chairperson. Before becoming a chair or vice chair, it is highly recommended that the candidate have actively participated in IAFP PDGs for at least two years. Some PDGs have created additional positions such as Secretary or Vice Chair-Elect. These positions are unofficial and the requirements and succession plans are at the discretion of the PDG. If the Chair and/or Vice Chair are unable to fulfill their terms or succession plan, the PDG will determine the best process to replace them and/or adjust the terms of service.

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 or the prospective member can add their name to a PDG roster through the IAFP website.

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.

RESPONSIBILITIES OF CHAIRPERSON

- Refer to the IAFP Bylaws for term of service (page 19).
- 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 11).
- 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 website 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. A monitor at each meeting room will scan badges to record the names of those attending each meeting and will also 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 2018 concludes. The attendees’ names will be added into your minutes during editing for publication.
 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 ‘**2019 Minutes**’ which is located on the desktop of each Speaker Ready Room computer or you can email the file to Didi Loynachan at dloynachan@foodprotection.org by the 1:00 p.m. Tuesday, July 23 deadline.
- **The Chairperson 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 23.** If the file was not already saved on a Speaker Ready Room computer, send it by email to dloynachan@foodprotection.org.
 - Any revisions or corrections to the Minutes should be emailed to Didi Loynachan by Tuesday, August 6, 2019.
 - The Minutes will be edited by IAFP staff and published on the IAFP website and in the November/December issue of *FPT*.

RESPONSIBILITIES OF VICE CHAIRPERSON

- Assists the Chairperson throughout the year with meetings, email, conference calls and other activities.
- Refer to the IAFP Bylaws for the term of service (page 19).
- 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

- Develop an agenda and 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 11).
- PDGs may loosely follow Roberts Rules of Order to ensure that the voting process is both orderly and clear in the course of the meeting. For example when voting to approve the previous meeting’s minutes, changes to the agenda, and other topics where a vote is taken, a clearly stated motion, call for the vote, and opportunity to vote for either the passage and rejection of the motion is recommended.
- 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.

AGENDA EXAMPLE

Name of Committee or PDG

Date and Time of Meeting
Location and Room Number

AGENDA

Call to order

1. Welcome remarks
2. Introductions
3. Appoint recording secretary
4. Review Anti-trust Guidelines and read announcements
5. Reminder to have badges scanned for attendance (PDGs) or sign attendance sheets (Committees)
(Be sure everyone is on the attendance list because it affects the meeting room size the following year.)

Old Business

1. Summary and approval of previous year's minutes
2. Other old business

New Business

1. Presentations
 - a.
2. Symposia/Roundtables Submitted for Current Annual Meeting
 - a.
3. Discussion topics:
 - a.
4. Discuss symposium, roundtable, workshop and/or webinar topics for IAFP 2020 Annual Meeting.
 - a.

Recommendations to the Executive Board

- 1.
- 2.

Next Meeting Date and Location

Meeting Adjourned

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.

COMMITTEE and PDG MINUTES TIMELINE

Tuesday, July 23, 2019

- 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 email the file to Didi Loynachan at dloynachan@foodprotection.org by 1:00 p.m. so IAFP has an electronic copy for publication.

Tuesday, August 6, 2019

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

November/December 2019

- Minutes will be published on the IAFP website and in the November/December issue of *FPT*.

COMMITTEE and PDG MINUTES FORMAT GUIDE

Use the following guide for typing Committee 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 or PDG) that is provided with the handbook materials under Supporting Documents on the IAFP website, and on each Speaker Ready Room computer.
- The Minutes for all groups (Committee or PDG) must be saved in the **2019 Minutes** folder, located on the desktop of each computer in the Speaker Ready Room or the file should be emailed to Didi Loynachan at dloynachan@foodprotection.org, no later than 1:00 p.m. on Tuesday, July 23.
- PDGs should enter an estimated 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 Chairs that do not have a badge scanner available need to circulate their rosters and submit them with the Minutes. The Chair and Vice Chair of all meetings where badges are scanned will receive a list of attendees within one to two weeks after the conclusion of IAFP 2019. IAFP staff will insert the ‘Names of Attendees’ into your minutes prior to publication on the IAFP website and in *FPT*.

Minutes templates are provided on pages 14 & 15. Please use the appropriate template for your group. Refer to last year’s published minutes for an example of the correct formatting.

Minutes Template for PDG Meetings Only:

Name of PDG: _____

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

Total Number of Attendees:

I. Meeting Called to Order at (include Time, Day and 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

Minutes Template for Committee 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:

VIII. Meeting Called to Order at (include Time, Day and 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

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



IAFP Connect is the new online meeting place for IAFP Members

Beginning in 2019, IAFP Connect will serve as the primary means of communication for Professional Development Groups through the PDG communities. Communities allow members to participate in discussions and share resources with other members; thus improving communication. This is a great way to collaborate with your members for symposium development and other projects.

Chairs and Vice Chairs!

Please encourage the non-IAFP Members of your PDG to join IAFP
So they can participate in your PDG's online community.

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

Email correspondence (primarily for Committees):

When contacting your Members by email, **their email addresses MUST be entered into the "Bcc" field.** Place the sender's email address into the "To" field. Using the "Bcc" field will help avoid everyone seeing all of the addresses and avoid the possibility of someone copying those addresses into their marketing list. It will also make it easier for your Members to see the message without scrolling through a long list of email addresses. Contact the IAFP Office for current Member email lists when needed.

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) website.

General Intent

The general intent of providing space on the IAFP website 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 website upon request by the Committee, PDG, or Task Force.
2. Committees, PDGs, and Task Forces may not maintain "unofficial" websites 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 website.
 - 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 websites of interest to Committee, PDG, or Task Force members
7. Committee, PDG, or Task Force developed documents

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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;

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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.

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.

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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.

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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.

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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.



Call for Symposium and Roundtable Proposals

Deadline October 1, 2019

(No late submissions will be accepted)

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 2020, August 2–5, 2020 in Cleveland, Ohio.

What is a Symposium?

A **symposium** is an organized, 1.5, 2 or 3-hour session emphasizing a central theme relating to food safety and usually consists of presenters each giving 30-minute presentations. **1.5-hour sessions are limited to three, 30-minute presentations; 2-hour sessions are limited to four, 30-minute presentations; and 3-hour sessions are limited to six, 30-minute presentations.**

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). Session proposals and presentations must follow the IAFP Policy on Commercialism.

What is a Roundtable?

A **roundtable** is a discussion forum of 4 - 6 panelists that is 90 minutes in length with each panelist giving a 5–6 minute introduction, followed by time for a discussion (1 hour minimum) that includes audience participation. Panelists are not allowed to give presentations and should have no slides (no data projector will be provided for roundtable sessions). Roundtable convenors cannot also be panelists. Proposals may be prepared by individuals, groups of individuals, committees or professional development groups (PDGs).

Submission Instructions

Proposals must be submitted using the Association's online submission program at www.foodprotection.org. **At this stage, contact potential presenters or panelists to let them know that you are including their name in the proposal. Inform them that you will not know if the proposed session is accepted until after the November notification date.** Proposals are due October 1, 2019. No late submissions will be accepted.

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 offered limited funds for travel support of presenters. After final acceptance of the proposal (March 2020), organizers may submit an application to apply for travel support for speakers(s). **REQUESTS SHOULD ONLY BE SUBMITTED WHERE A SINCERE NEED IS DEMONSTRATED BY THE SPEAKER.** This travel support is not intended to fully pay travel expenses for speakers, but is intended to defray the total travel expense. Only speakers are eligible to receive travel support. Roundtable Panelists, Convenors and Organizers are not eligible for travel support. **Only one request per 1.5-hour session and two requests for 3-hour sessions will be considered.**

Requests are reviewed on an individual and on a first-come, first-served basis until the funds are depleted. A maximum of \$1,000 per North American speaker, \$2,000 for European and South American speakers and \$2,500 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 for speaker travel.

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.

Submission Guidelines

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 defense, 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 area 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:

- The Program Committee reserves the right to limit the number of sessions devoted to a single topic area to provide a balanced program.
- A person should have no more than three roles (speaking, convening, organizing, or serving on the panel).
- 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.
- The IAFP Program Committee reserves the right to review proposals, including proposed subjects and speakers, and make modifications (including speaker replacement recommendations) in order to provide the most comprehensive and balanced program. Invited speakers need to be made aware of these conditions when they are contacted.
- 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.
- Selected 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 or Executive Board to accommodate emerging issues.

Review Process and Timeline

October 1, 2019	Proposal Submission Deadline. No late submissions will be accepted.
November 15, 2019	Organizers notified of proposal status (proposals will either be accepted for stage 2 review or declined).
January 14, 2020	Proposals selected for stage 2 review must be finalized. This includes symposium title, abstract, convenor and speaker information (name, contact information, and proposed title of presentation).
March 13, 2020	Organizers notified of final decisions regarding session proposals.

Who to Contact:

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Call for Workshop Proposals

Deadline October 1, 2019

(No late submissions will be accepted)

The Program Committee invites International Association for Food Protection Members and other interested individuals to submit a pre-meeting workshop proposal for IAFP 2020 to be held August 2–5 in Cleveland, Ohio.

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 should include active participation from attendees. Workshops will be held on the Friday (July 31) and/or Saturday (August 1) 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. Workshop presentations must follow the IAFP Policy on Commercialism.

Submission Guidelines

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

When submitting a proposal, the instructors should be tentatively confirmed. Final confirmation of instructors should take place after acceptance of your workshop proposal. A tentative agenda will also need to be included with the submission.

Logistics

Workshops held in conjunction with IAFP's Annual Meeting will be organized by IAFP. IAFP will arrange for the classroom, audiovisual equipment, course materials (printing, notebooks, etc.) and food and beverage. IAFP will also assume responsibility for profit or loss from the financial aspects of the workshop.

Workshop organizers will coordinate the agenda timing and topics that each speaker will present. Organizers are also responsible to collect handout materials from each speaker in advance so that notebooks can be prepared by IAFP.

Proposal Deadline

Workshop proposals must be submitted through the online system no later than October 1, 2019 (no late submissions will be accepted). Workshop proposals will be reviewed by the IAFP Program Committee and notification of first review decisions will be issued by November 15, 2019. Selected proposals must be finalized by January 14, 2020. Notifications of final decisions will be issued by March 6, 2020.

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:

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