



FOOD SAFETY ADVISORY COUNCIL FOR THE COUNTY OF MONTEREY

*Dedicated To The Enhancement of Monterey County Food Service
Safety Through Industry/Consumer/Government Cooperation*

BYLAWS

of the

MONTEREY COUNTYFOOD SAFETY ADVISORY COUNCIL

ARTICLE I

Name

The name of this organization shall be the Monterey County Food Safety Advisory Council, hereinafter referred to as the "Council".

ARTICLE II

Purpose

The purpose of the Council is to act in an advisory capacity to the Monterey County Health Department in developing policies, regulations, and interpretive guides for the retail food safety program. In turn the Monterey County Health Department shall inform and update the food industry with food safety and sanitation rules, regulations, policies, advisories, rationale and new techniques to promote food safety. The goal of these cooperative efforts of the Council and the Health Department is to improve food safety program effectiveness and to assist the Health Department to control program costs in the interests of the consumer, the taxpayer, and the food industry.

ARTICLE III

Membership

Section 1. To be eligible for membership, a person shall belong to an association, union, and/or group whose members maintain establishments or businesses directly related to the processing, preparation, handling, sale, distribution, or serving of retail food or beverages, or in providing and installing equipment, or providing other services for such retail food businesses. Also included are individuals whose association with the food industry make a significant contribution to the work of the Council; such persons may include but need not be limited to, public/consumer representatives, official representatives of the trade press, representatives of utilities, food industry consultants, and any other individual recommended for membership by the Executive Committee. Regulatory agencies of the food industry other than the Monterey County Health Department may also be a member. Prospective members must attend at least two (2) consecutive meetings before submitting their application for membership to the Executive Committee. The Executive Committee shall review the application and make their recommendation. Following a recommendation of approval by the Executive Committee, the application is then submitted to the Director of the Monterey County Health Department for formal appointment to the Council.

Section 2. Alternates designated by members may vote in the absence of the member.

Section 3. Any member who fails to attend three consecutive regular meetings of the Council or fails to send an alternate shall automatically vacate their position on the Council.



ARTICLE IV

Election of Executive Committee

Section 1. The Executive Committee officers shall be elected from the voting members, except that a representative shall be appointed by the Director of Health of the Monterey County Health Department. The elected Executive Committee officers of the Council shall be the Chair, Vice-Chair and Secretary-Treasurer. The officers shall hold office until their successors have been elected and installed at the first meeting of the succeeding fiscal year.

Section 2. At the second to last regularly scheduled meeting for the fiscal year, the Chair shall solicit nominations for the officer positions of the Executive Committee from the members present. Additional nominations may be taken, in writing or e-mail, up to the last regularly scheduled meeting.

Section 3. The annual election shall be held at the last meeting of the fiscal year by confidential ballot.

Section 4. The voting shall be by active members or their designated alternate, with one ballot per recognized member. An active member may vote by e-mail which will be considered as a ballot.

Section 5. The elected officers shall officially take charge of the Council's functions at the first general meeting of the succeeding fiscal year.

Section 6. Permanent vacancies in any elective offices shall be filled by the Executive Committee; such election to be made for the period of the unexpired term of the vacancy.

ARTICLE V

Duties of Elected Executive Committee

Section 1. The Executive Committee shall be composed of the Immediate past Chair, Chair, Vice-Chair, Secretary-Treasurer and Health Department Representative. The retiring Chair shall automatically become a member of the Executive Committee for one year. The Executive Committee shall have full power to act for and have general charge of the affairs of the Council in the intervals between the meetings of the Council. The Executive Committee shall meet or conference at the call of the Chairperson.

Section 2. The Chair shall perform the following duties:

- A. Preside at all meetings of the Council and of the Executive Committee.
- B. Have authority to call the meetings and special meetings of the membership or Executive Committee when deemed necessary.
- C. Appoint such Subcommittees as are required to carry on the activities of the Council.
- D. In conjunction with the Health Department Representative, may prioritize and fix the agenda for each general meeting of the membership and Executive Committee.

Section 3. The Vice-Chair shall perform the following duties:

- A. In the absence of the Chair, preside at all meetings of the Council and of the Executive Committee.



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ARTICLE V, (Continued)

Section 3 (continued)

- B. Have authority to call the meetings and special meetings of the membership or Executive Committee when deemed necessary should the Chair be temporarily unable to perform the duties of the Chair.
- C. Act as coordinator for the Chairs of any established ad-Hoc or standing Subcommittees.
- D. Arrange for meeting places, suggest persons for membership on the Council or Subcommittees and maintain and arrange for distribution of a roster.

Section 4. The Secretary/Treasurer shall perform the following duties:

- A. Function as Chair in the absence of the Chair and Vice-Chair.
- B. Record the minutes of the member meetings and distribute them.
- C. Have custody of all funds and securities of the Council, for which the Secretary/Treasurer shall be responsible.
- D. Issue checks countersigned by one officer authorized by the Council to co-sign checks.
- E. Render a financial report at each meeting, and when called upon by the Chair.
- F. Transfer to the newly elected Secretary/Treasurer, without unnecessary delay, all papers and property of the Council in his or her possession.

ARTICLE VI

Health Department Representative

Section 1. Duties

The Health Department Representative is the official representative of the Director of Health and the Director of Environmental Health to the Council. The Department of Health shall perform the following duties:

- A. Communicate to the members and Executive Committee information regarding food protection issues, pending retail food related legislation, proposed policies and procedures, budget information, and other information as requested by the members or Executive Committee.
- B. Consult with the Directors of Health and Environmental Health, or their designees, to determine that projects, programs and studies which are proposed are in conformance with Department and County policies.
- C. Submit to the Chair and topics or issues for which the Health Department desires advice or assistance.
- D. Coordinate with the Secretary/Treasurer and review agendas, technical reports, newsletters, minutes and similar material prepared for the Council with the Chairperson.

ARTICLE VII



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Subcommittees

Section 1. Subcommittees shall be established by the Chair with the majority approval of the Council. The Council Chair shall name a Chair of each Subcommittee. A Subcommittee Chair has the option to name a Subcommittee Vice-Chair. Each Subcommittee Chair and Vice-Chair shall be members of the Council. Members of a Subcommittee need not be Council members, but shall be engaged in businesses or have a significant interest related to the subject of the Subcommittee.

ARTICLE VIII

Meetings

Section 1. Regular meetings of the Council shall be held at least the third Thursday of the first month of each quarter (January, April, July, and October) or more frequently if called by the Chairperson.

Section 2. A quorum of the Council and all Subcommittees shall consist of a majority of the membership (1/2 of the membership plus 1). No business shall be transacted until a quorum is present and then only as long as a quorum is maintained.

Section 3. The Council shall conduct all its business and activities in compliance with the intent of its bylaws.

Section 4. The Council shall establish standing rules for the routine operation of this organization. These standing rules shall be established by the Executive Committee and be conducted according to Roberts Rules of Order.

Section 5. The Council shall review the Bylaws at the first meeting of each Fiscal Year.

ARTICLE IX

Dues

There shall be no regular contributions, but funds for actual costs of Council activities may be raised by voluntary contributions.

ARTICLE X

Adoption of Amendments

The bylaws may be amended by a two-thirds (2/3) majority vote of the quorum of the Council at any regular meeting of the Council provided all proposed amendments are first submitted to the Executive Committee, and the Monterey County Health Department which shall have been afforded adequate time to review and make recommendations thereon to the general membership of the Council prior to the meeting at which the amendments are submitted for a vote of the members. Members may vote by e-mail.



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STANDING RULES of the MONTEREY COUNTY FOOD SAFETY ADVISORY COUNCIL

AUTHORITY

The name, authority and purpose of the Council are referenced in the Bylaws of the Food Safety Advisory Council which is hereafter referred to as the "Council".

PURPOSE OF STANDING RULES

The purpose of the Standing Rules for the Council is to provide an efficient means of conducting routine matters of business by the Executive Committee. The matters of business shall be conducted according to Roberts Rules of Order. These Standing Rules are to provide guidance in conducting the routine business of the Council and are not considered part of the Council Bylaws.

PROCEEDINGS

Attendance

1. At each general meeting the Secretary/Treasurer will circulate a sign-in roster of the members with the date of that meeting. Members present should sign this roster to document attendance.
2. At each general meeting the Secretary will circulate a separate sign-in roster for guests to record their name, company, address, telephone, fax, and e-mail address.

Agenda

1. The Secretary/Treasurer is responsible for the publishing and distribution of each general meeting agenda. Members should be in receipt of the agenda at least seven (7) days prior to the scheduled meeting date.
2. The published agenda for each meeting will be followed. Agenda items not completed at a general meeting must be placed on the agenda for the following general meeting.
3. Member presenters must have their topic on the general meeting agenda. Each presentation shall not exceed five (5) minutes unless an extended time is prearranged with the Chair. Guest speakers are required to speak only on the subject submitted for the agenda.



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MEMBERSHIP

1. The Council should strive for diversity in recruiting members to include representation from the following groups:
 - Retail Food Establishments, Chain
 - Retail Food Establishments, Independent
 - Quick Service Restaurants, Chain
 - Quick Service Restaurants, Independent
 - Full-Service Restaurants, Chain
 - Full-Service Restaurants, Independent
 - Catering Businesses
 - Mobile Food Businesses
 - Hospitality
 - Institutional/Health Care
 - Public/Consumer Interest/Academia
 - Pest Control Services
 - Facility Designers
 - Food Suppliers
 - Equipment Suppliers
 - Sanitation Supply and Service
 - Industry Associates
 - Public Utilities
 - Service/Support Industry (Consultants, Laboratories)
 - Regulatory Agencies of the Food Industry
2. Members should be knowledgeable about food safety and the California Uniform Retail Food Facilities Law.