



International Association for
Food Protection®

2023-2024

**Committee, Council and
Professional Development
Group Handbook**

Advancing Food Safety Worldwide®

For Use by Committees, Councils and 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*

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MEETING SCHEDULE

Saturday, July 15, 2023

3:00 PM – 5:00 PM EDT Committee and PDG Chairs Meeting Room 803

Sunday, July 16, 2023 Professional Development Group Meetings

| | | |
|-------------------------|--|-----------|
| 1:00 PM - 3:00 PM EDT | Advanced Molecular Analytics PDG | Room 714A |
| 9:00 AM - 11:00 AM EDT | Animal and Pet Food Safety | Room 717B |
| 3:15 PM - 5:15 PM EDT | Applied Laboratory Methods PDG | Room 718B |
| 1:00 PM - 3:00 PM EDT | Beverages and Acid/Acidified Foods PDG | Room 713B |
| 10:00 AM - 12:00 PM EDT | Dairy Quality and Safety PDG | Room 701B |
| 9:00 AM - 11:00 AM EDT | Data Management and Analytics PDG | Room 715B |
| 3:15 PM - 5:15 PM EDT | Developing Food Safety Professionals PDG | Room 701B |
| 10:00 AM - 12:00 PM EDT | Food Chemical Hazards and Food Allergy PDG | Room 713B |
| 10:00 AM - 12:00 PM EDT | Food Defense PDG | Room 714B |
| 1:00 PM - 3:00 PM EDT | Food Fraud PDG | Room 714B |
| 1:00 PM - 3:00 PM EDT | Food Hygiene and Sanitation PDG | Room 701A |
| 3:15 PM - 5:15 PM EDT | Food Law PDG | Room 713B |
| 3:15 PM - 5:15 PM EDT | Food Packaging PDG | Room 713A |
| 1:00 PM - 3:00 PM EDT | Food Safety Assessment, Audit and Inspection PDG | Room 713A |
| 1:00 PM - 3:00 PM EDT | Food Safety Culture PDG | Room 718B |
| 8:30 AM - 10:30 AM EDT | Food Safety Education PDG | Room 701A |
| 1:00 PM - 3:00 PM EDT | Fruit and Vegetable Safety and Quality PDG | Room 718A |
| 3:15 PM - 5:15 PM EDT | HACCP Utilization and Food Safety Systems PDG | Room 701A |
| 8:30 AM - 10:30 AM EDT | International Food Protection Issues PDG | Room 713A |
| 1:00 PM - 3:00 PM EDT | Low Water Activity Foods PDG | Room 701B |
| 9:00 AM - 12:00 PM EDT | Meat and Poultry Safety and Quality PDG | Room 718B |
| 3:15 PM - 5:15 PM EDT | Microbial Modelling and Risk Analysis PDG | Room 718A |
| 1:00 PM - 3:00 PM EDT | Physical Hazards and Foreign Materials PDG | Room 717B |
| 3:15 PM - 5:15 PM EDT | Plant-based Alternative Products PDG | Room 714A |
| 10:00 AM - 12:00 PM EDT | Pre Harvest Food Safety PDG | Room 718A |
| 10:00 AM - 12:00 PM EDT | Retail and Foodservice PDG | Room 714A |
| 3:15 PM - 5:15 PM EDT | Sanitary Equipment and Facility Design PDG | Room 714B |
| 1:00 PM - 3:00 PM EDT | Seafood Safety and Quality PDG | Room 715A |
| 11:00 AM - 12:00 PM EDT | Student PDG | Room 701A |
| 9:00 AM - 11:00 AM EDT | Viral and Parasitic Foodborne Disease PDG | Room 715A |
| 3:15 PM - 5:15 PM EDT | Water Safety and Quality PDG | Room 715A |

MEETING SCHEDULE

Sunday, July 16, 2023 Committee Meetings

| | | |
|-------------------------|---|-----------|
| 10:45 AM - 12:15 PM EDT | 3-A Committee on Sanitary Procedures | Room 707 |
| 7:30 AM - 9:00 AM EDT | Affiliate Council | Room 716 |
| 8:00 AM - 5:00 PM EDT | Committee on Control of Foodborne Illness | Room 706 |
| 9:00 AM - 10:30 AM EDT | Constitution and Bylaws Committee | Room 710 |
| 2:00 PM - 4:00 PM EDT | Diversity, Equity and Inclusion Council | Room 715B |
| 3:00 PM - 4:30 PM EDT | FPT Management Committee | Room 717A |
| 10:00 AM - 12:00 PM EDT | JFP Management Committee | Room 717A |
| 9:00 AM - 10:30 AM EDT | Membership Committee | Room 707 |
| 3:30 PM - 4:30 PM EDT | Nominating Committee | Room 710 |
| 1:00 PM - 2:00 PM EDT | Past Presidents' | Room 710 |
| 1:00 PM - 3:00 PM EDT | Webinar Committee | Room 707 |

COMMITTEE AND PDG LEADERSHIP

| NAME | CHAIRPERSON | VICE CHAIRPERSON | BOARD LIAISON | STAFF LIAISON |
|--|---------------------------|--------------------------|-----------------------|-----------------|
| Councils | | | | |
| Affiliate Council | Fabiana Guglielmona | TBD | Manpreet Singh | Susan Smith |
| Diversity, Equity, and Inclusion (DEI) Council | Armitra Jackson-Davis | Erin Headley | Michelle Danyluk | Lisa Hovey |
| Standing Committees | | | | |
| European Symposium Organizing | Mariem Ellouze | Francois Bourdichon | Tim Jackson | Lisa Hovey |
| Food Protection Trends Management | Laura Strawn | Connie Fisk | Manpreet Singh | Donna Bahun |
| Journal of Food Protection® Management | Matthew Moore | Ian Young | Michelle Danyluk-2023 | Dina Siedenburg |
| Program | Francisco Diez-2024 | Maria Hoffmann | Manpreet Singh | Tamara Ford |
| Special Committees | | | | |
| 3-A Committee on Sanitary Procedures | TBD | Steven Sims | Manan Sharma | Susan Smith |
| Awards | n/a | n/a | Tim Jackson | Susan Smith |
| Black Pearl Selection | Tim Jackson | | Mark Carter | Lisa Hovey |
| Committee on Control of Foodborne Illness | Michael Batz | Laura Gieraltowski | Manan Sharma | Dina Siedenburg |
| Constitution and Bylaws | Don Schaffner | Nate Anderson | Manan Sharma | Lisa Hovey |
| Developing Scientist Awards | Francisco Diez | n/a | Manpreet Singh | Tamara Ford |
| Fellows Selection | Tim Jackson | n/a | Mark Carter | Lisa Hovey |
| Foundation | Gary Acuff | Wendy White | Tim Jackson | Lisa Hovey |
| Membership | Leon Gorris | | Manpreet Singh | Lisa Hovey |
| Nominating | Harshavardhan Thippareddi | n/a | Mark Carter | Lisa Hovey |
| Past Presidents' | Ruth Petran | Michelle Danyluk | Tim Jackson | Lisa Hovey |
| Tellers | Chip Manuel | n/a | Mark Carter | Lisa Hovey |
| Webinar | Kaitlyn Casulli | TBD | Mark Carter | Lisa Hovey |
| Professional Development Groups | | | | |
| Advanced Molecular Analytics | Jasna Kovac | Joelle Salazar | Manan Sharma | Tamara Ford |
| Animal and Pet Food Safety | Beilei Ge | Li Ma | Tim Jackson | Tamara Ford |
| Applied Laboratory Methods | Daniel DeMarco | Julie Weller | Manan Sharma | Dina Siedenburg |
| Beverages and Acid/Acidified Foods | April Bishop | Yuqian Lou | Mark Carter | Dina Siedenburg |
| Dairy Quality and Safety | Josie Greve-Peterson | Sarah Murphy | Mark Carter | Tamara Ford |
| Data Management and Analytics | Sarah Murphy | Daniel Weller | Mark Carter | Dina Siedenburg |
| Developing Food Safety Professionals | Amit Morey | Jill Stuber | Manpreet Singh | Andrea DeBruin |
| Food Chemical Hazards and Food Allergy | Sally Klinec | Lili He | Tim Jackson | Susan Smith |
| Food Defense | Neal Fredrickson | Kristin Schill | Manpreet Singh | Dina Siedenburg |
| Food Fraud | John Spink | TBD | Manpreet Singh | Susan Smith |
| Food Hygiene and Sanitation | Nathan Mirdamadi | Eric Moorman | Tim Jackson | Dina Siedenburg |
| Food Law | Melanie Neumann | Eric Edmunds | Manpreet Singh | Dina Siedenburg |
| Food Packaging | Tony Jin | Tania Martinez | Tim Jackson | Susan Smith |
| Food Safety Assessment, Audit and Inspection | Jennifer Lott | Betsy Craig | Mark Carter | Tamara Ford |
| Food Safety Culture | Melody Ge | Tia Glave | Manpreet Singh | Dina Siedenburg |
| Food Safety Education | Shauna Henley | Ellen Thomas Shumaker | Tim Jackson | Dina Siedenburg |
| Fruit and Vegetable Safety and Quality | Kristin Esch | Enrique Garcia | Manan Sharma | Tamara Ford |
| HACCP Utilization and Food Safety Systems | Bala Kottapalli | Lone Jespersen | Tim Jackson | Dina Siedenburg |
| International Food Protection Issues | Marcel Zwietering | Costanza Vergara Escobar | Mark Carter | Dina Siedenburg |
| Low Water Activity Foods | Bradley Marks | Laure Pujol | Manpreet Singh | Andrea DeBruin |
| Meat and Poultry Safety and Quality | Melvin Carter | Alexandra Calle | Mark Carter | Andrea DeBruin |
| Microbial Modelling and Risk Analysis | Sofia Santillana-Farakos | Abdullatif Tay | Manpreet Singh | Andrea DeBruin |
| Physical Hazards and Foreign Material | Byron Chaves | Gail Beard | Manpreet Singh | |
| Plant-Based Alternative Products Quality and Food Safety | Yanyan Huang | Aaron Pleittner | Manan Sharma | Dina Siedenburg |
| Pre Harvest Food Safety | Camila Rodriguez | TBD | Manan Sharma | Tamara Ford |
| Retail and Foodservice | Tia Glave | Briana Lorenzon | Manpreet Singh | Susan Smith |
| Sanitary Equipment and Facility Design | Dimitri Tavernarakis | Jason White | Mark Carter | Susan Smith |
| Seafood Safety and Quality | Jacqueline Woods | Evelyn Watts | Manan Sharma | Andrea DeBruin |
| Student | Ellen Mendez Sosa | Ivannova Lituma | Tim Jackson | Lisa Hovey |
| Viral and Parasitic Foodborne Disease | Kristen E. Gibson | Maria Sonia Almeria | Tim Jackson | Dina Siedenburg |
| Water Safety and Quality | Daniel Weller | Claire Murphy | Mark Carter | Dina Siedenburg |

PURPOSE OF 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), Councils 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, Councils 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, Councils 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, Council 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. Participation on a PDG is open to everyone. However, to receive correspondence from the PDG Community through IAFP Connect, membership is required for both IAFP and the PDG. It is especially important that Chairpersons and Vice Chairpersons maintain a current Membership so they can keep in correspondence with their members. 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 has 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 member list 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 in advance of the Committee/PDG Meeting. It should also be posted in your IAFP Connect Community.
- Chair the meeting of your respective Committee, PDG or Task Force.
- Orally review Antitrust Guidelines (“What You Cannot Do”) with your Committee (page 12).
- Lead discussion and encourage Committee, PDG and Task Force Members to submit nominations of worthy candidates for next year’s awards.
- **Select a Secretary to record the Minutes.** Minutes should be prepared electronically. Use the Minutes’ Word template that is posted on the IAFP website with the handbook materials (page 15 & 16).
- Please ensure that the following is included in your Minutes:
 1. A numbered list of summarized recommendations in the Section titled: “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.** See the Committee and PDG Minutes Format Guide on page 14 for more information.
- Save the completed Minutes using your Committee or PDG name (example – Meat and Poultry Safety and Quality PDG).
- **The Chairperson should review the Minutes carefully before approving them.** Submit the final approved file by email to Dina Siedenburg at dsiedenburg@foodprotection.org by 1:00 pm Tuesday, July 18, 2023.
- The Minutes will be copyedited by IAFP staff and published on the IAFP website and in the November/December 2023 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 12](#)).
- 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, Council or PDG
Date and Time of Meeting
Location and Room Number or Virtual Meeting

AGENDA

Call to Order

1. Welcome remarks
2. Introductions
3. Appoint recording secretary
4. Review Antitrust Guidelines and read announcements

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 2023 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.

MINUTES TIMELINE

1:00 pm Tuesday, July 18, 2023

- Deadline for final Minutes' sent to Dina Siedenburg at the IAFP office: dsiedenburg@foodprotection.org

November/December 2023

- Minutes will be published on the IAFP website and in the November/December 2023 issue of *FPT*.

MINUTES FORMAT GUIDE

Use the following guide for preparing Minutes.

Select a recording secretary and share this information with them.

- Use the Minutes template (Committee or PDG) that is provided on the IAFP website with the handbook materials under Supporting Documents. This will provide you with the appropriate font, indentations and line spacing. It is important that each group use the same formatting for publication purposes.
- Minutes should summarize activities and be stated in paragraph form. **Do Not use a Multi-Level List or Bullet Points.** Only the Recommendations to the Executive Board should be numbered. If you held an election prior to your meeting for a Chair, Vice Chair and/or Vice Chair-Elect position, please include this in your recommendations.
- The Minutes should be reviewed and approved by the Chair, then the document should be emailed to Dina Siedenburg at dsiedenburg@foodprotection.org, by 1:00 pm Tuesday, July 18, 2023.

Minutes templates are provided on pages 15 & 16. Please use the appropriate template for your group.

Minutes Template for PDG Meetings Only:

Name of PDG:

Names of Attendees: Leave blank. IAFP Staff will complete.

Total Number of Attendees:

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

Minutes Recording Secretary:

Old Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)
Approve the previous year's meeting minutes

New Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)

Numbered List of Recommendations to the Executive Board:

1. Only recommendations included in this section will be addressed by the Board.
2. 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.
3. NOTE: Do not include requests to approve symposium, roundtable and workshop proposals as recommendations. This is the function of the Program Committee which meets at a later date to review all proposals.

Next Meeting Date: (day, date, city, state)

Meeting Adjourned: ENTER TIME HERE

Chairperson Name:

Minutes Template for Committee Meetings Only

Name of Committee:

Names of Members Present: Leave blank. IAFP Staff will complete

New Members Present:

Board/Staff Present: (Leave blank. IAFP Staff will complete this section)

Visitors: (Leave blank. IAFP Staff will complete this section)

Number of Attendees: (Leave blank. IAFP Staff will complete this section)

Meeting Called to Order: (include **Day & Date, Time**):

Minutes Recording Secretary:

Old Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)
Approve the previous year's meeting minutes.

New Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)

Numbered List of Recommendations to the Executive Board:

1. Only recommendations included in this section will be addressed by the Board.
2. 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.
3. NOTE: Do not include requests to approve symposium, roundtable and workshop proposals as recommendations. This is the function of the Program Committee which meets at a later date to review all proposals.

Next Meeting Date: (day, date, city, state)

Meeting Adjourned: ENTER TIME HERE

Chairperson Name:

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



IAFP Connect is the IAFP online meeting place for IAFP Members

In 2019, IAFP Connect began serving as the primary means of communication for Professional Development Groups and Committees through the PDG and Committee 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 non-IAFP Members who contact you requesting to join your PDG to become an IAFP Member so they can participate through IAFP Connect and also remind your members to keep their IAFP Memberships up to date or they will no longer have access to IAFP Connect.

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

IAFP does not provide email lists. All group correspondence takes place via IAFP Connect.

Revised April 2023

Read This Statement

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

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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.

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.

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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; and
- 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 1-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 3, 2023

(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 2024

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.

| Length of Session | Maximum Number of Presentations |
|-------------------|---------------------------------|
| 1.5 hour | 3 |
| 2 hours | 4 |
| 3 hours | 6 |

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 to 6 panelists that is 90 minutes in length with each panelist giving a 5 to 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. 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 17 notification date.** Proposals are due October 3, 2023. 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 2021), 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 or 2-hour sessions 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. Organizers and convenors must pay registration fees and are not eligible for travel support.

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.
- Submitters are encouraged to consider new and diverse speakers when preparing their proposal.
 - A person should have no more than three roles (speaking, convening, organizing, or serving on a 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, Institute for the Advancement of Food and Nutrition Sciences (IAFNS). The IAFNS 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 3, 2023 | Proposal Submission Deadline. No late submissions will be accepted. |
| November 17, 2023 | Organizers notified of proposal status (proposals will either be accepted for stage 2 review or declined). |
| January 16, 2024 | 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 22, 2024 | Organizers notified of final decisions regarding session proposals. |

Who to Contact:

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Call for Workshop Proposals

Deadline October 3, 2023

(Late submissions will NOT 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 2023.

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 14) and/or Saturday (July 15) 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 IAFP's 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 email 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. Consider new and diverse instructors when preparing your proposal. 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 will take place after acceptance of your workshop proposal. A tentative agenda must 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.

IAFP encourages workshop organizers to minimize the amount of speaker support for workshops (this enables us to keep the attendee registration cost economical). IAFP does not pay speaker or instructor fees. IAFP may provide airfare and travel expense, if a sincere need is expressed. If a workshop instructor normally attends the Annual Meeting, it is expected that they will pay their own airfare.

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 in advance by IAFP.

Proposal Deadline

Workshop proposals must be submitted through the online system no later than October 4, 2023 (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 18. Any necessary changes will be requested by December 9, so that the workshop can be finalized at that time

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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