



BYLAWS

of the

CRAVEN COUNTY FOOD SAFETY ADVISORY COUNCIL

ARTICLE I

Name

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

ARTICLE II

Purpose

The purpose of the Food Safety Advisory Council (FSAC) is to assist the food industry in understanding laws, regulations, and the reasoning behind them. FSAC is a collaborative effort between business and government, comprised of representatives from the retail food industry, related businesses, and Food Protection Program Staff. The overall goal of the Council is to enhance cooperation, involvement and understanding between county government 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 and 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/consumers 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 Craven County Health Department may also be a member.

Section 2. 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.

Section 3. The council will attempt to fill open seats with members that will create the most robust cross-section of industry and public categories. Priority will be given to longer-standing permit holders. A copy of the application can be found out the Craven County Environmental Health website under Food Safety Advisory Council.



FSAC

FOOD SAFETY ADVISORY COUNCIL FOR CRAVEN COUNTY NORTH CAROLINA

*Dedicated to the Enhancement of Craven County Food Service
Safety Through Industry/Consumer/Government Cooperation*

ARTICLE IV

Executive Committee

A representative shall be appointed by the Health Director of the Craven County Health Department. The Executive Committee of the Council shall be members that are dedicated stakeholders of the public and the food service industry.

ARTICLE V

Duties of Executive Committee

Section 1. The representative appointed by the Health Director shall perform the following duties:

- A. Preside at all meetings of the Council
- B. Have authority to call meetings and special meetings of the executive committee when deemed necessary.
- C. Prioritize and fix the agenda for each general meeting.

Section 2. The Executive Committee members shall perform the following duties:

- A. Preside at all meetings of the Council
- B. Have authority to call the meetings and special meetings of the Committee when deemed necessary
- C. Arrange for meeting places, suggest persons for membership on the Council/ Executive Committee

ARTICLE VI

Health Department Representative(s)

Section 1. Duties

The Health Department Representative(s) is/are the official representative of the Director of Health and the Director of Environmental Health to the Council. The representative 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 the Department and County policies.
- C. Submit topics or issues for which the Health Department desire advice or assistance.
- D. Coordinate with Executive Committee for review of agendas, technical reports, newsletters, minutes, and similar material prepared for the Council.



ARTICLE VII

Meetings

Section 1. Regular meetings of the Council shall be held at least the third Thursday of the first month semi-annually (January, July) or more frequently if called by the Executive Committee.

Section 2. A quorum of the Council shall consist of a majority of the membership of the Executive Committee (1/2 of the Executive Committee 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.

Sections 5. The Council shall review the Bylaws at the first meeting of each fiscal year.



STANDING RULES

of the

CRAVEN COUNTY FOOD SAFETY ADVISORY COUNCIL

AUTHORITY

The name, authority and purpose of the Council and 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. 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 a sign-in roster of the members will the date of that meeting will be circulated for guests to record their name, company, address, telephone, and e-mail address.

Agenda

1. 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.
2. 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 Executive Committee. Guest speakers are required to speak only on the subject submitted for the agenda.

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



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Hospitality
Institution/Health Care
Public/Consumer Interest/Academia
Sanitation Supply and Service
Industry Associates
Regulatory Agencies of the Food Industry

2. Members should be knowledgeable about food safety and the North Carolina Retail Food Facilities Law.