



Public Health Department

Environmental Health

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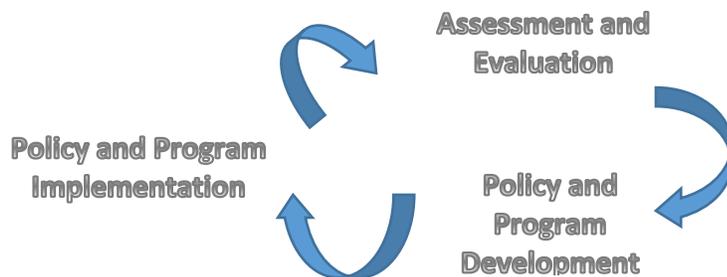
Food Safety Advisory Group By-Laws

Adopted: April 17, 2013; Updated: September 11, 2018

I. Purpose

The Food Safety Advisory Group (hereafter referred to as the Advisory Group) is established by the Environmental Health Division of the Public Health Department (hereafter referred to as the Division). The Advisory Group serves as a forum for stakeholder input to the Division. The Advisory Group is not a regulatory body and its recommendations are subject to review and approval by the Division. The Advisory Group provides community-based review and input for the Division's activities intended to:

- A. Increase conformance with the nine US FDA Voluntary Retail Food Standards:
 1. Regulatory foundation;
 2. Trained regulatory staff;
 3. Inspection program based on HACCP principles;
 4. Uniform inspection program;
 5. Foodborne illness preparedness and response;
 6. Compliance and enforcement;
 7. Industry and community relations;
 8. Program support and resources; and
 9. Program assessment.
- B. Provide reasonable, science-based local interpretation of the California Retail Food code;
- C. Increase the public's awareness of food safety principles and the Division's efforts to assure a safe, secure, and sustainable food supply system;
- D. Identify and implement successful incentive strategies for improving food safety; and
- E. Develop program effectiveness and performance metrics to verify effectiveness of policies and programs as shown in the diagram below.





II. Regular Meetings

The Advisory Group shall meet regularly on a monthly basis, and no less than quarterly, at the date and time set by the Advisory Group at their first meeting of the year, unless otherwise notified by the Chair. The Division will arrange the meeting location.

III. Rules of Order

The proceedings of the Advisory Group meetings shall be governed by and conducted according to *Robert's Rules of Order*, except when State Law takes precedent.

IV. Amendments

These By-Laws may be amended by a simple majority vote of the Advisory Group members present at any regular meeting of the Advisory Group, if notice of the proposed amendment is contained in the agenda of the meeting.

V. Quorum

A simple majority of voting members of the Advisory Group shall constitute a quorum and shall have authority to transact Advisory Group business. A quorum shall be established at roll call and shall not be affected by member departures during the course of a meeting.

VI. Membership

- A. *Advisory Group Makeup:* Advisory Group members will consist of up to 10 persons representing the following stakeholders:
 - 1. Large restaurant
 - 2. Small/medium sized restaurant
 - 3. Large market
 - 4. Minimart
 - 5. Mobile food facility
 - 6. Community event organizer
 - 7. Farmer's market/local food
 - 8. School nutrition/SNAP
 - 9. Restaurant Association
 - 10. Citizen-at-large
- B. *Selection of Members:* All new and replacement members shall be appointed by the Division.
- C. *Terms of Membership:* Advisory Group membership shall serve an initial one-year term, and thereafter terms may be extended by 2 or 4 years.

VII. Officers



- A. The officers of the Advisory Group shall include a Chair and Vice-Chair. The Chair and Vice-Chair may be removed by a simple majority of the Advisory Group.
- B. Elections shall be held at the first regularly scheduled meeting prior to the expiration of terms.
- C. The Chair shall preside over all meetings of the Advisory Group. The Vice-Chair shall preside over all meetings at which the Chair is not in attendance. Should both the Chair and Vice-Chair be absent, the members may select an Acting Chair from Advisory Group members in attendance.
- D. The term of office for Chair and Vice-Chair shall be one year. Nothing herein shall prohibit the Chair or Vice-Chair from being re-elected for additional consecutive terms.

VIII. Technical Advisory Committee (TAC) if Needed

- A. A TAC may be established and maintained as an informal, non-voting resource of the Food Safety Advisory Group for the purpose of:
 - 1. Performing research on technical issues, best management practices, and standards of the industry for matters under consideration by the Advisory Group;
 - 2. Drafting proposed guidelines or policies for consideration by the Advisory Group; and
 - 3. Increasing communication from others within TAC member's professional peer groups.
- B. The TAC shall have preferred members representing the following Groups:
 - 1. Academia; and
 - 2. Division Environmental Health Specialist
- C. The TAC may have additional members that have been selected for their specific subject matter expertise based on the need of the Advisory Group.
- D. TAC members shall be selected by the Division Director, in consultation with the Advisory Group Chair.
- E. Unless otherwise designated by the standing members of the TAC, the Division Environmental Health Specialist shall act as Chair of the TAC.

IX. Agenda, Minutes, Correspondence, And Notifications



- A. The Chair and/or the Division Director shall determine the agenda for each meeting and notify each member of the Advisory Group. The agenda will be developed as follows:
 - 1. Any Advisory Group member or member of the public can request the inclusion of a relevant item on the Advisory Group's agenda.
 - 2. In order for an item to be placed on the agenda for Advisory Group action, the item's sponsor must first present the item in writing to the Division Director ten working days before the meeting to allow time for staff analysis prior to the meeting.
 - 3. Anyone can present any issue to the Advisory Group during the public comment portion of the agenda, but no action will be taken by the Advisory Group on the item until it has been identified for action on the agenda.
- B. The Advisory Group shall meet the requirements of the Brown Act, although it is not bound by the provisions of the Brown Act. Meeting agendas shall be posted 72 hours in advance of each meeting on the Public Health Department webpage, on the public bulletin board at the Division's Oroville office, and in a location viewable from outside the main door at 202 Mira Loma Drive, Oroville, CA.
- C. Minutes, notifications, and correspondence shall be the responsibility of the Division Director or his/her designee.
- D. Minutes shall be written summary of the proceedings and shall be kept by the Division and maintained on the Division website. Copies shall be transmitted to each member prior to the next regularly scheduled meeting. A copy shall be filed in the Division office at 202 Mira Loma, Oroville, and shall be available to the public as a matter of record.

X. Conflict Of Interest/Appearance Of Fairness

- A. All members of the Advisory Group shall comply with the requirements in regard to conflicts of interest as found in the Political Reform Act and enforced by the Fair Political Practices Commission.
- B. An Advisory Group member shall not make, participate in the making, influence, or attempt to influence a decision in which that Advisory Group member has a specific, unique, and direct financial interest. If an Advisory Group member has a conflict with regard to an item being discussed, he/she shall state for the record that such a conflict of interest exists, and shall recuse his/herself from further discussion on that matter as an Advisory Group member. The Advisory Group member may provide comments regarding this item as a member of the public.

XI. Order Of Business



- A. Preliminary Items
 - 1. Call to Order
 - 2. Roll Call and Determination of Quorum
 - 3. Introduction of Guests
 - 4. Minutes Review
 - 5. Correspondence and Public Comment
 - 6. Agenda Review
- B. Informational Non-Action Items
- C. Action Items

The Chair may provide structure, as appropriate, to this portion of the meeting by following a process that allows for:

- 1. Presentation of the issue by the proponent
 - 2. Clarification and questions of the proponent by the Advisory Group
 - 3. Report and analysis by staff, when item has not been initiated by staff
 - 4. Opening for comments by the public
 - 5. Clarification and questions of the public by the Advisory Group
 - 6. Closing of public comment
 - 7. Advisory Group deliberation and action
- D. Agenda preparation for next meeting
- E. Adjourn

XII. Attendance

Advisory Group members are expected to attend all regularly scheduled meetings. It is the responsibility of members to contact the Chair or the Division Director prior to any known absence from a regularly scheduled meeting. Three unexcused absences may result in replacement of an Advisory Group member.

XIII. Public Meetings And Notices

All meetings of the Advisory Group shall be open to the public.