

Council to Improve Foodborne Outbreak Response (CIFOR) Bylaws

CIFOR is composed of three entities: the main Council, a Governance Committee, and various Workgroups.

1. The Council

The Council's Mission

To improve methods and processes at the local, state, and federal levels to detect, investigate, control, and prevent foodborne disease outbreaks.

Council Membership

The Council is composed of the following member organizations, each organization having two¹ official representatives on the Council. Exceptions are noted below. For the purpose of this document "organization" will be understood to include associations and federal agencies or departments.

The representatives from the national associations should be local or state members of the associations.

- **AFDO** (Association of Food and Drug Official)
- **APHL** (Association of Public Health Laboratories)
- **ASTHO** (Association of State and Territorial Health Officials)
- **CDC** (Centers for Disease Control and Prevention: National Center for Emerging and Zoonotic Infectious Diseases *and* the National Center for Environmental Health)
- **CSTE**² (Council of State and Territorial Epidemiologists)
- **FDA** (Food and Drug Administration)
- **NACCHO**² (National Association of County and City Health Officials)
- **NASDA** (National Association of State Departments of Agriculture)
- **NASPHV** (National Association of State Public Health Veterinarians)
- **NEHA** (National Environmental Health Association)
- **USDA** (United States Department of Agriculture)

On a per meeting basis, staff from the represented national organizations may temporarily fill membership seats vacated by member representatives. Notification of all vacancies and substitutions must be sent to the two co-chairs and the meeting organizer as soon as possible prior to the meeting or conference call. Substitutions may be rejected by the Governance Committee.

¹ CDC is considered as one organization with *four* representatives to assure expertise in both the infectious disease and environmental health areas. The co-chair organizations, CSTE and NACCHO, are permitted a total of three representatives each.

² Co-chair Member

All member organizations can have additional representatives, including staff, at the in-person meetings if meeting space permits and if timely notification is provided to the two co-chairs. Official members will be seated at the table. Additional representatives may be seated along the sides or back of the room if capacity at the table is full and if space in the room allows. Additional representatives may participate in the discussion as subject matter experts. Member organizations are expected to sponsor travel for their members to in-person meetings. The Council shall meet twice per year.

Total official membership permitted is: two co-chairs, and two members per organization bullet above; four for CDC. CDC may provide a meeting facilitator who will assist the co-chairs with the mechanics of conducting the meeting to ensure that all members have the opportunity to engage in discussions and to help stay on course and on time.

Co-chair organization responsibilities

- CSTE: select location and hotel arrangements for in-person meetings.
- CSTE: maintain a list of official current representatives and use this as the email list serve. Staff participants of CIFOR will be included in the email list serve.
- CSTE/NACCHO: each provides one note taker (two note takers at meetings and conference calls).
- CSTE/NACCHO: identify a person to record on flip chart as needed.
- CSTE/NACCHO: maintain an action registry of outstanding items, including name of lead and expected completion date.
- CSTE/NACCHO co-chairs: develop the draft meeting agenda (after obtaining agenda items from Council members) and lead meetings and conference calls.
- CSTE/NACCHO co-chairs: both co-chairs are needed to grant permission to outside persons who wish to make any kind of presentation, announcement, proposal for collaboration, etc. at a CIFOR meeting or on a conference call. In general “observers” from non member organizations are not permitted at CIFOR meetings. Requests for non-member attendees must be presented to both co-chairs in a timely matter before the meeting. The co-chairs may grant permission to attend a portion of the meeting if space and subject matter discussion allows.

Council Responsibilities

- Approve modifications to the CIFOR Bylaws
- Addition of new member organizations to the Council
- Approve changes to the vision, mission or scope of CIFOR
- Vote on and maintain a list of proposed projects in priority order

- Launch Workgroups, assigning Workgroup leads, suggesting names of Workgroup membership, and suggesting names of contractors and technical consultants if requested by the Workgroups
- Participate on Workgroups
- Provide support and guidance to Workgroups
- Support the Governance Committee
- Provide possible meeting or conference call agenda items to the co-chairs (if the co-chairs reject an agenda item, support by three or more organizations will suffice to have the item included on the agenda)
- Provide strategic direction for CIFOR
- Decide when to disseminate drafts products from CIFOR workgroups to the Council and to outside entities for review and input
- Approve final CIFOR products, obtaining organizational approval when necessary
- Evaluate the merits of external products and determine if CIFOR should support such products

2. Voting

Decisions within CIFOR are expected to be made by consensus. If consensus cannot be reached, each member organization will have one vote. If two or more organizations in attendance are opposed to an issue or proposal, the issue or proposal is considered “Not Approved.” If needed, voting may be delayed for members to go back to their organizations for further discussion.

Ranking of Project Proposals

Project proposals submitted by Council members follow the following process of approval:

- A proposal is submitted to the Council using the appropriate project proposal template.
- The project shall be discussed and approved by consensus as discussed above to move forward to ranking, and then ranked, and funding, if applicable, will be determined and allocated by the Governance Committee.
- Ranking will be accomplished through in-person or electronic means with each member organization receiving one vote. Project proposals will be ranked in order of implementation preference. For example, if there are five projects to be funded, each member organization will receive one vote to rank the projects in order of preference one through five.
- Funding, determined by the Governance Committee as designated in Section 3, will follow the proposal rankings.
- Project proposals that are prioritized and funded if appropriate shall be carried out in an assigned Workgroup as designated in Section 4.

3. The CIFOR Governance Committee

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The CIFOR Governance Committee is responsible for providing overall guidance for CIFOR. This committee consists of seven individuals representing seven organizations (CDC, FDA, CSTE, NACCHO, APHL, ASTHO, and NEHA) as approved by the Executive Director of the participating organization. Each representative should meet *one or more* of the following qualifications:

- Executive Director of their organization
- Member of their organization's Executive Board
- Active Member of their organization's food safety committee/workgroup
- Senior Scientist or Subject Matter Expert (Federal representatives)

All members of the CIFOR Governance Committee should have strong scientific background, knowledge of foodborne disease outbreak and response, extensive knowledge of their representative organization, understanding of policy and legal issues, and be dedicated to the mission and vision of CIFOR.

The committee will meet in-person at least once per year and via conference call quarterly (or more frequently as needed).

Governance Committee Responsibilities

- Approve/disapprove changes in representation (individuals) proposed by member organizations
- Provide the Council guidance on policy and legal matters
- Provide the Council guidance on financial matters as outlined in the CIFOR funding guidelines below.
- If issues arise with member organizations, this committee will provide resolution
- Advocate for CIFOR
- CIFOR does not intend to provide endorsements of outside organizations' projects. However, at times and at the discretion of the Governance Committee, CIFOR will offer support to products or initiatives that meet the overall goals of CIFOR.

4. CIFOR Workgroups

Workgroups are formed to address specific short- or long-term projects and will include at least one Council member representative. Workgroups may include outside subject matter experts as needed.

Workgroup responsibilities

- Identify most appropriate mechanism(s) to accomplish project(s)
- Provide expertise and general guidance to the project lead
- Develops project action plan, project timeline, and project budget

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- Report progress regularly to the Council
- All Workgroup members are expected to be actively involved in the project
- Workgroup members are expected to obtain additional input from subject matter experts within their organization.

Projects must originate as a project proposal ranked and approved by the CIFOR Council as described in Section 2. Only CIFOR Council representatives on behalf of member organizations can submit project proposals. Upon approval and funding (if necessary), the project will be carried out in an assigned Workgroup. Project plans, draft deliverables, and products will be reviewed by the Council at its request. Products will be approved as necessary as described in Section 5.

5. CIFOR Product Approval

Final products of the projects will be sent to the Council, upon which Council members will obtain approval of respective organizations if necessary.

- Products that necessitate member organizations' individual logos shall require approval by each member organization individually.
- Products that will be official CIFOR products with the CIFOR logo shall require approval by the CIFOR Council through the voting process described in Section 2. These products shall be previously vetted through CIFOR Workgroup members and CIFOR Council members.

CIFOR products that may result in a peer-reviewed publication shall be discussed by the Council before being posted on the CIFOR website.

The organization executing a contract for a project shall have discretion to grant no-cost extensions if the project's original timeline cannot be met. The Council shall be notified when no-cost extensions are granted.

Official CIFOR products shall acknowledge CIFOR through use of the CIFOR logo, as described in Section 7, and shall acknowledge the CIFOR Workgroup members contributing to the product. Fully vetted and approved document(s) will be released by the Council and marketed to the appropriate audience by the Marketing Workgroup.

6. CIFOR Funding Guidelines

CIFOR Funding Structure Guidelines for Approved CIFOR Projects

The funding organization (CDC, FDA, or USDA) must provide final approval to fund (as appropriate) to ensure project is in line with funding as authorized by congress. Each CIFOR member organization receiving funds is responsible for making sure their organization has approved the CIFOR project to be funded (including timelines, project objectives, and project deliverables), the amount of funds to be received and the funding source.

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Upon approval by the CIFOR Council, the CIFOR member organization (such as CSTE, APHL, ASTHO, NACCHO, or NEHA), and the funding organization (such as CDC, FDA, or USDA), the CIFOR proposal may move forward and be implemented.

CIFOR Governance Committee Responsibilities

- Reviewing funding options for approved projects as prioritized by CIFOR
- Determining availability of cooperative agreement funds – for example funds from CDC, FDA, and USDA
- If funding is available from cooperative agreements, identifying which member organization should fund the project
- If funding is not available from cooperative agreements, determining if external funding sources should be sought and, if so, how to proceed

7. CIFOR Letterhead and Logo Use

Any and all official correspondence written by a member or support staff of CIFOR shall be written on official CIFOR letterhead with the official CIFOR logo and no other illustrations.

On documents other than correspondence (e.g., brochures, meeting announcements, handouts, etc.) CIFOR representatives have the option of using an illustration in conjunction with, but not instead of, the official CIFOR logo. If illustrations are used, they cannot be attached to or incorporated into the logo.

The official CIFOR logo is shown below. The CSTE National Office (CIFOR co-chair organization) maintains camera-ready copies for distribution as appropriate.



CIFOR letterhead should be reserved for correspondence regarding CIFOR affairs. Personal professional correspondence should not carry the name of CIFOR. CIFOR letterhead may not be used without approval by both CIFOR co-chairs and agreement by every organization listed on the CIFOR letterhead. CIFOR letters should bear the name and signature of both CIFOR co-chairs and be distributed by mail or electronically in PDF format. Electronic signatures can be used to sign CIFOR correspondence if approval is provided by the CIFOR co-chairs.