

CLARK COUNTY FOOD SAFETY ADVISORY COMMITTEE BYLAWS

ARTICLE I – Name and Definition

The name of this Committee is the Clark County Food Safety Advisory Committee, hereinafter Committee or FSAC. It is a voluntary, nonprofit and unincorporated Committee of food service industry and general public representatives. Its duration shall be perpetual, or at the discretion of the Clark County Environmental Public Health Food Program. The manager of the Environmental Public Health section is designated to assume duties and rights of the Director of Health regarding the Committee.

ARTICLE II – Purpose

- A. To review and provide to the County Board of Health an evaluation and recommendation regarding the following aspects of the county food protection program:
 - 1. Permitting
 - 2. Inspections and re-inspections of restaurants; public notice posting
 - 3. Permit revocation; suspension; closures; inspection scores
 - 4. County delegation; administration; enforcement; fees
 - 5. Other duties as prescribed by Clark County Environmental Public Health Food Program
- B. To improve communications between the industry, the public and the Clark County Environmental Public Health section.
- C. To provide information as to the perceived environmental health needs and wants of the community and industry.
- D. To perform other duties as prescribed by Clark County Environmental Public Health Food Program.

ARTICLE III – Membership

Section 1. There shall be one class of membership with voting privileges designated as active. There will be two classes of nonvoting attendees designated as Technical Advisors and *ex officio* members.

Section 2. The right to hold office shall be open to active members only.

Section 3. Candidates for membership shall be reviewed/recommended by the Committee from a list of candidates submitted to the manager of the Clark County Environmental Public Health

Food Program in accordance with procedures for appointment as set forth by county procedure and these by-laws. Candidates shall be appointed by the Committee.

Section 4. The Industry members shall be chosen to achieve a cross sectional representation of the food service industry. General public members shall be interested in food service sanitation, safety and operation. Examples of industry categories include but are not limited to owners and managers of: full service restaurant, limited service restaurant, mobile, vending or commissaries, fast food operation, temporary restaurant, non-profit restaurant, and equipment vendors.

Examples of public categories include but are not limited to: non-managerial food service employees, public interest groups, educational programs in food technology and issues, legislators, legal, financial, health care professionals and individuals with an expressed interest.

Section 5. Nine members shall be chosen from a cross section of the food service industry. Six public members shall be broadly representative of the interest of food service consumers. One alternate member shall also be chosen for industry and one for public representation. Additional participation by no-voting guests is permissible and encouraged.

Section 6. The Committee may appoint non-members to assist on such panels, task forces or study groups as the Committee deems necessary to conduct research and to advise the committee on matters relating to its duties.

Section 7. When more than three candidates are recommended for appointment at one time, the Committee shall indicate which recommendations are for one, two or three year terms. No member shall serve more than two consecutive terms.

Section 8. Vacancies on the Committee will be filled as soon as possible using the criteria set forth in these Bylaws under ARTICLE III, Section 3 through 7. The person so appointed will fill the unexpired terms of the person being replaced.

ARTICLE IV – Officers and Committees

Section 1. The Committee shall annually elect a chairperson and vice-chairperson. Each officer shall serve for one year or until his/her successor has been duly elected.

Section 2. The chairperson shall be responsible for the general operation of the Committee, including scheduling of meetings, establishment of teams, assignment of duties of members, and presiding over Committee meetings.

Section 3. In the absence of the chairperson, the vice-chairperson shall preside over Committee meetings.

ARTICLE V – Meetings

Section 1. The frequency of meetings shall be determined by the Committee. The Committee shall, however, ensure that a meeting is held at least quarterly and that an annual meeting is held in December, at which officers shall be elected.

Section 2. Committee members and other interested persons and groups shall be informed at least three (3) days in advance of a scheduled Committee meeting.

Section 3. At the request of the chairperson or the manager of the Clark County Environmental Public Health Food Program, an emergency meeting may be called on three days' notice to Committee members.

Section 4. All meetings of the Committee shall meet the requirements of the Washington Open Meetings Law.

Section 5. At least one third of the members or alternate members currently on the Committee shall constitute a quorum for the transaction of business.

ARTICLE VI – Relationship to the Clark County Environmental Public Health Food Program

A. Committee members will be appointed by the Committee as set forth in Article III, above.

B. The Committee's relationship to the Food Program is advisory. It will submit reports of evaluations and recommendation as described in Article II Section 2 Relationship to Environmental Public Health. The Committee will submit recommendations to the Environmental Public Health in the areas of policy, program, budget and legislation.

C. The Environmental Public Health Food Program shall assist the chairperson of the Committee to coordinate activities of the FSAC. The Clark County Environmental Health Food Program will provide the Committee with clerical assistance as necessary to conduct the activities of the Committee.

D. The Committee will serve as a sounding board for problems, program priorities and proposals as requested by the Environmental Public Health Food Program.

E. The Committee will work in cooperation with the Clark County Environmental Health Food Program.

ARTICLE VII – Committee’s Role

Section 1. To act as a channel of communication between the public, industry, and the Clark County Environmental Public Health Food Program.

Section 2. To represent and/or explain public and/or industry concerns.

Section 3. To promote consensus around common goals.

Section 4. To represent the public interest.

Section 5. To promote a strong, effective and efficient food service inspection program.

Section 6. To advise Clark County Public Health Food Program in the planning, implementation, review and evaluation of the program and services.

Section 7. To review, evaluate and recommend changes, modifications or revision in policies, interpretative guidelines, rules and/or statutes.

Section 8. To advise the Clark County Environmental Public Health Food Program in other areas as requested by the Clark County Environmental Public Health Food Program.

ARTICLE VIII – Amendments

The Bylaws of the Clark County Food Service Advisory Committee may be repealed or amended and new Bylaws adopted by a majority vote of all members of the Committee present, provided that there is a quorum present and that the proposed Amendment has been read at a previous meeting of the Committee, or has been mailed to each member at least 10 days prior to the meeting at which the vote is to be taken.