

NEVADA FOOD SAFETY TASK FORCE

BYLAWS

(Revisions Voted on and Approved on June 14, 2022)

1. Name

The name of this organization shall be the “Nevada Food Safety Task Force”, herein called the Task Force.

2. Purpose

To provide a collaborative forum that will enhance awareness and to provide food safety training and security to the citizens of Nevada.

3. Structure

a) The Nevada Food Safety Task Force shall consist of members representing academia, industry, manufacturing, and regulatory with an interest in food safety. New members must complete an application and submit it to the Nevada Food Safety Task Force. Each member wishing to continue their membership must reapply every two years.

b) Chairpersons shall be elected from the members of the task force. One chairperson shall be elected from each entity: academia, retail food, institutional food, agriculture, educational outreach, manufacturing, and regulatory. A Lead Chairperson shall be elected and may be from any of the representing entities. The previous year’s Lead-Chairperson shall be designated as the “Past Lead Chairperson”. All Chairpersons elected must be current with their membership.

c) The Chairpersons representing academia, retail food, institutional food, agriculture, educational outreach, manufacturing, regulatory, as well as the Past Lead Chair, the current Lead Chair, the Secretary and the Treasurer will serve as the voting members for task force committee projects. Each Chairperson shall be expected to provide a summary report at each meeting. In the event the Past Lead or other Chair holds a second Chair, they may only vote once. In the event of co-chairs, the co-chairs only have 1 vote.

d) Each Chairperson may select up to 2 “advisors” in their respective entities. The “advisors” will provide added expertise but are not voting members. The “advisor” will provide the Chairperson’s report in the Chairperson’s absence.

e) The Program Manager in charge of food compliance affairs throughout the State shall appoint a representing member and an alternative member.

f) The Pacific Region Food and Drug Administration (FDA) Regional Food Specialist shall serve as technical advisors and liaison.

g) Program sub-committees shall be established as needed to work on various projects. Each sub-committee should make every effort to include at least one member of each entity: academia, retail food, institutional food, agriculture, educational outreach, manufacturing, regulatory, and if possible with the lead or past lead chairs.

h) A Secretary and Treasurer shall be elected from the members of the Task Force.

4. Election and Tenure of Office

a) An election will be held every 2 years, at the annual conference, for the purpose of electing Chairpersons, Secretary, and Treasurer.

b) If an existing Chairperson is elected to fill the Lead Chair position, a new Chairperson shall be elected to fill that Chairperson's position.

c) The Chairpersons, Secretary, and Treasurer will be elected by a majority vote of the current members present at the meeting.

d) In the event a vacancy occurs in a Chairperson's position, the Lead Chairperson may assign a temporary Chairperson and an election will be held at the next regularly scheduled meeting.

5. Duties of the Lead Chairperson

a) Facilitate regular and special meetings.

b) Develop agendas for all regular and special meetings in accordance with the Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241. The agenda will be posted and/or distributed to all NFSTF members 48 hours prior to said meeting.

c) Dictate and distribute all official correspondence for the committee.

d) Correspond and work as a liaison for committee projects.

6. Duties of the Past Lead Chairperson

a) Executes all duties of the Lead Chairperson in the Lead Chairperson's absence.

b) Acts as an advisor to the Lead Chair.

c) Assumes duties as designated by the Lead Chair.

7. Duties of the Voting Board Members: Chairpersons: academia, retail food, institutional food, agriculture, educational outreach, manufacturing, regulatory, past lead and current lead chairperson, and secretary and treasurer:

a) Help organize speakers and vendors for the conference.

b) Review projects and provide an appropriate list of deficiencies that you would like addressed.

c) Correspond and work as liaison for Task Force projects.

d) To hear and vote on NFSTF matters a quorum of the Voting Board Members (academia, retail food, institutional food, agriculture, educational outreach, manufacturing, regulatory, past lead and current lead chairperson, and secretary and treasurer) must be present at the regularly scheduled meeting. If a member cannot be present at the time of the vote, the absent member must provide the Lead Chairperson with a proxy vote prior to the start of the meeting.

e) Assist the Lead Chairperson in posting the agenda in accordance with NRS, Chapter 241.

f) Provide a summary report at each meeting.

g) The duties of the Voting Board Members outlined here within the by-laws, may be changed by a quorum vote of the Voting Board Members. The meeting requirements outlined below under “#10 Meetings b) Changes to the Bylaws,” do not apply to changes to the duties of members, or chairs.

8. Duties of the Secretary:

a) The Secretary shall keep a record of the proceedings of each meeting of the Task Force, conduct correspondence for the Task Force, and issue such notices as may be directed to/by the Chairpersons.

b) The Secretary shall maintain “roll call” record of all people attending a meeting.

c) The Secretary and Treasurer will share the duties of maintaining the membership directory and maintaining and updating the website.

9. Duties of the Treasurer

a) The Treasurer shall be the custodian of the funds of the Task Force and make disbursements with approval of the Chairpersons.

- b) The Treasurer shall make financial reports to the Task Force at each meeting.
- c) The Treasurer shall assist the Board with the submittal of grant applications, acquiring of grants, and reporting and documentation on received grants, such as those with the FDA.
- d) The Secretary and Treasurer will share the duties of maintaining the membership directory and maintaining and updating the website.

10. Meetings:

- a) Regular meetings shall be held two times per year. At least one of these meetings shall be a face-to-face meeting. The other meetings may be conducted via conference call or video conferencing at the discretion of the Chairpersons at a specific location. The meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise herein provided.
- b) Changes to the Bylaws shall be conducted at a regular or special meeting with a 30-day prior written notice of proposed changes. A two-thirds vote of the members present is required for the passage of changes.
- c) A quorum must be present at all regularly scheduled meetings in order to conduct business. A quorum is defined as the majority of the voting Board members. A voting Board member, if unable to attend, may upon prior notification to the Lead Chairperson, have an alternate present to assume that member's responsibilities.
- d) A special meeting may be held, if deemed necessary, by the Chairperson. Members must be notified by mail 10 days in advance of any special meetings. The purpose of the meetings shall be stated in the agenda and only business stated in the agenda may be transacted during the special meeting. A quorum must be present in order to conduct business at special meetings.