



Yavapai County Food Safety Industry Council Policies and Procedures

Mission: The mission of the Yavapai County Food Safety Industry Council is to promote and maximize food safety to protect the public, through education, research and policy with the leadership of representatives from the food industry, consumers, academia and regulatory agency.

I. PURPOSE

- A. The purpose of the Yavapai County Food Safety Industry Council (FSIC) is to identify and address food safety issues in Yavapai County. The FSIC will serve in an advisory capacity to the University of Arizona Cooperative Extension and the Environmental Health Unit of Yavapai County Community Health Services (YCCHS). The FSIC will:
1. Identify food safety education needs of the food service industry and consumers and recommend educational programs.
 2. Assess current food safety education program offerings and county impacts.
 3. Review existing and proposed food policies in the Yavapai County Health Code and make recommendations to the YCCHS, Environmental Health Unit.
 4. Serve as a communication bridge between regulatory, academic and food service entities.
 5. Provide input through YCCHS on state and local food safety initiatives.
 6. Provide input on content and quality of Food Safety newsletter.
 7. Promote and maximize food safety.

II. COUNCIL STRUCTURE

A. Composition

The FSIC will have thirteen members, comprised of two industry (food establishment) representatives from each of the five Yavapai County Board of Supervisors (BOS) Districts. Three at large consumer representatives will represent Yavapai County. All members of the FSIC are officially appointed by the Yavapai County BOS. The University of Arizona and YCCHS will serve as ex-officio members. (revised and approved by the BOS and the FSIC in March 2012 based on the newly created 5 Yavapai County BOS Districts)

1. Appointment of Council Members
 - a. When a vacancy exists, the Council may facilitate the appointment process by identifying potential new Council members. The FSIC will review the

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- qualifications of potential new Council members and recommend qualified individuals to the appropriate Yavapai County District Supervisor.
- b. Upon approval from the appropriate Yavapai County District Supervisor, the FSIC will submit a BOS Consent Agenda item, requesting the appointment and stating the length of the appointment.
- 2. Replacement Appointment
 - a. When a member is excluded or resigns from the FSIC a replacement appointment will be made by following the procedures outlined for new appointments.
 - b. A recommendation to the BOS for a replacement appointee will include the name of the person who is being replaced.
 - c. The term of the replacement appointee will be for the remainder of the vacated term.
- 3. Re-Appointment
 - a. Prior to the end of a member's term of service, a member may choose to be considered for re-appointment. The FSIC may recommend the re-appointment through the procedures outlined for new appointment.
- B. Term of Service
 - 1. Members of the FSIC will serve either two or three-year terms.
 - 2. For each district, one industry member will serve a three-year term and one will serve a two-year term.
 - 3. Consumer members will all serve three-year terms.
- C. Resignations
 - 1. A Council member may resign by submitting a letter of resignation to the University of Arizona Cooperative Extension Food Safety Education Program Coordinator, who will deliver the letter to the FSIC and the BOS.
 - 2. When a resignation is received, the FSIC will follow the procedures for replacement appointment.
- D. Meetings
 - a. The FSIC will meet bimonthly each year starting in January.
 - b. Meetings are subject to the open meeting law and will be open to the public.
 - c. Meetings will follow the posted agenda for the meeting.
 - d. The Chairperson(s) may approve the discussion of items not appearing on the posted agenda; however, no formal action may be taken with regard to the item.
- 2. Schedule of Meetings
 - a. The FSIC meeting dates, times and locations will be established at the beginning of each calendar year by FSIC members, and may be subject to change.
 - b. When the schedule of meetings has been established the UA Cooperative Extension Food Safety Education Program Coordinator will submit a Public Notice form with the Clerk of the Board of Supervisors.

- c. The Public Notice will be posted at a pre-determined conspicuous location, and agendas for upcoming meetings will be posted alongside the Public Notice at least 24 hours prior to that meeting.
 - d. The Chairperson(s) may call for an emergency meeting of the FSIC. In this case the agenda will also be posted at least 24 hours prior to the meeting.
- E. Quorum
- 1. A quorum will consist of at least 51% of voting members.
- F. Voting
- 1. Agendas will identify items that are expected to be voted upon.
 - 2. Votes may be given in person, through mail, via e-mail, or by proxy.
 - 3. A majority vote of 51% from a quorum of members is required for a motion to be approved.
- G. Member Responsibilities
- 1. Attendance
 - a. FSIC members are expected to attend all Council meetings, unless excused for a valid reason.
 - b. Any member who moves out of Yavapai County will automatically be excluded from the FSIC.
 - c. If a FSIC member has three consecutive unexcused absences, the FSIC may entertain a motion to exclude the individual from FSIC membership.
 - d. If the member is excluded from the FSIC then procedures for replacement appointment will be followed.
 - 2. Officers
 - a. Chairperson(s)
 - i. There will be at least one chairperson of the FSIC who will be elected by FSIC members through a majority vote of 51%.
 - ii. The Chairperson(s) will be responsible for facilitating meetings, directing meeting agenda items and approving meeting minutes.
 - iii. The Chairperson(s) may call for a formal vote from FSIC members for matters on the posted agenda.

III. MANAGEMENT OF FSIC OPERATIONS

- A. University of Arizona Cooperative Extension Food Safety Education Program Coordinator will provide staff support to the FSIC. Support will consist of:
- 1. Maintaining contact with FSIC members, the public, and the BOS regarding the FSIC.
 - 2. Preparing meeting agendas and minutes, as approved by the chairperson(s).
 - 3. Assuring the posting of current agendas in compliance with Open Meeting Laws.
 - 4. Maintaining the membership list and facilitating the filling of vacancies on the FSIC.
 - 5. Providing research support and reporting on findings at scheduled meetings when requested to do so by the FSIC.

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IV. AMENDMENTS

- A. Amendments to the FSIC Policies and Procedures may be made at any time following a two-thirds majority vote by a quorum of FSIC members.
- B. Amendment, November 10, 2008. The amendment below was passed unanimously by the attending members of the Nov. 10 FSIC meeting. Industry representatives whose establishment has been placed on (1) a regimen of compliance inspections, or (2) is in license revocation proceedings, shall be referred to the FSIC chairperson(s) and recommended for removal from the council. The chairperson(s) would then personally contact the individual and offer them the opportunity to resign from the FSIC or if they felt there was an extenuating circumstance to present their situation to the FSIC at the next meeting. At that time, a vote would be taken by the FSIC and if exclusion was decided, the UA Cooperative Extension Food Safety Education Program Coordinator would refer the person to the BOS for approval to remove the member from the FSIC.

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