



Iowa Food Protection Task Force Governance Guidelines

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Organization Name

The name of this organization is the Iowa Food Protection Task Force.

Vision Statement

A safe and secure food supply from farm to table for all Iowa.

Mission Statement

The Iowa Food Protection Task Force collaborates with all partners in food safety and defense to achieve foodborne illness prevention, intervention and response. We serve as the resource for safe food and feed information and education.

Membership Structure

1. The Iowa Food Protection Task Force, hereinafter referred to as “the Task Force”, will consist of members representing academia, local, state and federal regulatory agencies, industry trade associations, human food and animal feed processors and retailers, and commodity organizations.
2. A member of the Task Force, also described as a General Member, is any member of the previously listed organizations, agencies, or the general public who has a shared interest in food safety and defense, attends the General Membership meetings, agrees to participate in activities of the Task Force (such as surveys, committees, special requests, or events), and contributes to the Vision and Mission of the Iowa Food Protection Task Force.
3. The list of members will be maintained by the Task Force Advisory Board Secretary.

Advisory Board Structure

1. The Iowa Food Protection Task Force will be governed by an Advisory Board, hereinafter referred to as “the Board”.
2. The Board will consist of the following members:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Members at Large - three
3. The Chair, Vice Chair, and three Members at Large will be elected by the general Task Force membership at a General Membership Meeting.
4. The Board members must be Task Force members in good standing, and must remain active during their tenure by attending the majority of Board and General Membership meetings.
 - a. For the purposes of this document, a Majority is considered to be attending more than half of the Board and General Membership meetings scheduled during their tenure on the Board.
 - b. A Board member unable to attend a majority of Board and General Membership meetings will be asked to identify obstacles preventing their regular attendance.
 - c. A determination on the future status of the Board member will be addressed by the Board during a Board meeting.
5. The Chair and Vice Chair will represent the general Task Force membership, including representatives from state governmental agencies, academia, industry, local public health contracting agencies, trade and commodity organizations, and the general public.
6. The three Members at Large will represent the general Task Force membership, including representatives from federal agencies, academia, industry, local public health contracting agencies, trade and commodity organizations, and the general public.
7. The Board Secretary will be a non-elected position, delegated by DIAL from DIAL staff. The Board Secretary is also a non-voting member of the Board and the Task Force.
8. The DIAL Food Safety Bureau will delegate a DIAL employee to serve as the DIAL Board Advisor, acting as a liaison between the Advisory Board and DIAL. This individual is also a non-voting member of the Board and the Task Force.

Election and Tenure of Office

1. An election will be held every two years at a General Membership meeting, for the purpose of electing the Chair, Vice Chair, and three Members at Large.
2. The Chair, Vice Chair, and Members at Large will be elected by a majority vote of the current members present at the meeting.
 - a. Active members of the Task Force may request an absentee ballot prior to the election.
 - b. Absentee ballots may be requested by electronic mail no later than two weeks prior to the election.
 - c. Absentee ballots will be included in the voting count during the election.
 - d. Voting during the meeting may include virtual votes (using the chat feature on the virtual meeting platform) or by a show of hands, counted and recorded by the Secretary.
 - e. The Secretary and the DIAL Assistant Bureau Chief will count the ballots and in-person votes during the election process.
 - f. The DIAL Board Advisor will announce the results of the voting during the General Membership meeting.
3. In the event a vacancy occurs in one of these positions prior to the election, the Chair may appoint a temporary replacement, after which an election will be held at the next regularly scheduled General Membership meeting.
4. A call for nominations will be submitted by the Secretary to the General Membership prior to the election.
 - a. Nominations must be received by the Secretary by electronic mail no later than two weeks prior to the Board meeting held before the General Membership meeting.
 - b. Nominations received prior to the election will be reviewed and voted on by the Board.
 - c. Nominations may also be accepted at the General Membership meeting prior to the election.
5. Current Board members may seek re-nomination of their position, or may seek nomination for another Board position.
6. No elected persons will serve dual roles on the Board.

Duties of the Chair

1. Facilitate Board meetings, General Membership meetings, and any special meetings.
2. Facilitate the development of agendas for all Board meetings, General Membership meetings, and any special meetings.
3. Work with DIAL on official correspondence and other duties.
4. Report on the Board's activities to the General Membership at General Membership meetings.

Duties of the Vice Chair

1. Execute all duties of the Chair in the Chair's absence.
2. Act as an advisor to the Chair.
3. Assume duties as designated by the Chair.

Duties of the Members at Large

1. Help organize speakers and topics for the meetings.
2. Review projects and provide a list of issues to address at meetings.
3. Serve on committees, if required.
4. Act as liaisons for projects.
5. Provide reports at meetings, if requested.

Duties of the Secretary

1. Issue agendas to the membership and Board for each General Membership and Board meeting.
2. Make arrangements for the meeting space for all in-person meetings.
3. Maintain a record of the proceedings of each General Membership and Board meeting.
4. Upload presentations, agendas, and meeting minutes to the Iowa Food Protection Task Force website.
5. Create meeting invites/meeting notices as directed by the Chair.
6. Maintain a roll call record of all meeting attendees.
7. Maintain the membership directory.

8. Update the Task Force website as required.

Meetings

GENERAL MEMBERSHIP MEETINGS

1. General Membership meetings will be held a minimum of two times per year, or at the discretion of the Board based on the needs of the Task Force.
2. General Membership meetings may be held in-person, virtually, or a combination of both (hybrid meeting).
3. Changes to the Governance Document will be conducted at a General Membership or Special meeting with a 30-day prior written notice of proposed changes. A two-thirds majority vote of the Task Force members present is required for passage of the changes.
 - a. Votes may also be accepted by electronic mail as absentee ballots, or by virtual votes if the meeting is held virtually.
 - b. Any Task Force member proposing changes to the Governance Document must submit their proposal in writing, by postal mail or electronic mail, to the Secretary at least 30 days prior to the General Membership meeting.
 - i. The Secretary will notify all members of such proposed changes by electronic mail.
4. If official business requiring a vote by the membership occurs during a General Membership meeting, a voting Board member, if unable to attend, may upon prior notification to the Chair or DIAL Board Advisor, have an alternate present to assume that member's responsibilities.

ADVISORY BOARD MEETINGS

1. Board meetings will be held as often as necessary, based on the needs of the Task Force.
2. If official business requires a vote by the Board members during a Board meeting, no less than four members may be present, which is considered a quorum.
 - a. In case a vote ends in a tie, the official business will be tabled until the next Advisory Board meeting.
 - b. If there is no quorum present, the Board will table the vote until the next Advisory Board meeting.

- i. In lieu of postponing the vote, the Advisory Board may elect to conduct electronic voting by email on the business matter.
- ii. Votes will be collected by the Secretary and notification of the results will be provided to the Advisory Board members by the Secretary.

SPECIAL MEETINGS

1. Special meetings may be held, if deemed necessary, by the Chair or DIAL Board Advisor. These meetings may be held in-person, virtually, or a combination of both (hybrid meeting).
2. Members will be notified by electronic mail no later than 14 days in advance of the Special meeting.
3. The purpose of the Special meeting will be stated in the agenda and only business stated in the agenda may be transacted during the Special meeting.

Committees

1. The Board may, at their discretion, create special committees, focus groups, and/or working groups, based upon the needs of the Task Force.
2. Members of each Committee must be members of the Task Force in good standing.
3. Committees may be created for the following, including but not limited to:
 - a. Training and Educational Resources
 - b. Multi-Day Educational Conference Planning
 - c. Outreach/Marketing/Communication
 - d. Stakeholder Education
 - e. Emerging Issues
4. Each Committee will elect a chair or co-chairs to guide the committee's work.
 - a. The Chair or co-chairs will represent each committee during the designated timeframe the committee is in formation.
 - b. The Chair or co-chairs will report on actions, activities, and actionable items at each Board meeting and General Membership meeting.
 - i. Reports may be in writing by electronic mail submitted to the Secretary no later than one week prior to the Board meeting or General Membership meeting.