



KITSAP FOOD ADVISORY COUNCIL BYLAWS

Approved: 4/1/2019

Updated: 11/4/19

A. PURPOSE OF THE COUNCIL

The Food Safety Advisory Council (Council) is chartered by the Kitsap Public Health District's (District) Food Safety Program (Food Program) to support the District's vision to make Kitsap County a safe and healthy place to live, learn, work, and play. It is a partnership between volunteer industry and public representatives and the Food Program to encourage collaboration between the District, related jurisdictions, and the community it serves.

B. RESPONSIBILITIES AND SCOPE

The Council's responsibility is to provide the Food Program with guidance to carry out the Program's management efforts by providing feedback, input, and recommendations. The Council promotes food safety in Kitsap County through:

- Improved relations between the District, food service industry, and the public.
- Policy and procedures review, evaluation, and development.
- Development of educational materials.
- Advisement to the District on food service industry issues affecting public health.
- Input on fee schedules.
- Discussion of current or emerging food safety concerns.

C. COUNCIL STRUCTURE

1. Membership: The Council will be composed of no more than fourteen persons. Members shall represent a cross-section of industry and public categories, with as many unique industry categories represented as possible. The Food Program will have final approval of the membership of the Council.
 - a. Examples of industry categories include, but are not limited to, owners and managers of full-service restaurants, limited service restaurants, mobile units, temporary event establishments, donated food distributing organizations, espresso stands, grocery stores, commissary kitchens, and fast

food operations. Representatives from organizations representing the food industry, such as the Washington Hospitality Association, are included in this category.

- b. Members of the public shall be interested in food service sanitation, safety, and operation. Examples of the public categories include, but are not limited to, non-managerial food service employees, agriculture, public interest groups, educational programs in food safety or culinary arts, elected officials, and individuals with an expressed interest.

2. Membership Terms: The Council will strive for a staggered membership to ensure continuity of knowledge and reduce membership gaps. Members shall serve a two- or three-year term, determined by the member. Members that would like to serve beyond their term must reapply.

Members may resign before their term expires. If an industry member discontinues their Food Service Establishment Permit, an effort will be made by the Food Program to replace the member with a member from a like-type of industry.

3. Vacancies: The Food Program will attempt to fill open seats with members that will create the most robust cross-section of industry and public categories. Priority will be given to longer-standing permit holders.
4. If a member misses more than two regularly-scheduled Council meetings, the member will be asked to step down from the Council unless the absence is excused.
5. Substitutions for a permanent member may be made at any meeting for information gathering only. The substitute will not have voting power and it will be considered a missed meeting for the permanent member.
6. The Council may appoint non-members to assist on subcommittees, panels, task forces, or study groups as the Council deems necessary to conduct Council matters.

D. COUNCIL MEETINGS

1. The Council shall strive to meet three times per year. A call-in number will be available for those that cannot attend the meeting in-person.
2. Subcommittees, panels, task forces, or study groups may meet as needed.
3. Council members shall be notified of a scheduled meeting at least 14 days in advance.
4. The Food Program may call an emergency meeting. Council members shall be notified of emergency meetings at least three days in advance.
5. 51% voting Council members constitutes a quorum. A quorum may not be present during subcommittee, panel, task force, or study group meetings. A vote may be cast by

phone if a member is unable to attend a Council meeting when a vote is scheduled. The Food Program as an entity is not a voting member.

6. Meeting minutes will be posted within two weeks following the meeting.

E. COUNCIL RELATIONSHIP TO THE FOOD PROGRAM

1. The Council's relationship to the Food Program is advisory.
2. The Council will work in cooperation with the Food Program on topics including, but not limited to, policies, procedures, emerging safety issues, standards, and controls.
3. The Council may not hear complaints about individual inspectors or establishments. Complaints will be routed through traditional channels.
4. No member of the Council shall have the authority to financially obligate Kitsap Public Health District, the Food Program, or the Kitsap Food Advisory Council, except as are expressly authorized in advance by the Kitsap Public Health Board.

F. COUNCIL'S ROLE

1. To act as a channel of communication between the public, industry, agriculture, and the Food Program.
2. To represent and explain public and industry concerns.
3. To promote consensus around common goals.
4. To represent the public's interest.
5. To promote a strong, effective, and efficient food safety program.
6. To advise the Food Program in the planning, implementation, review, and evaluation of the program and services.
7. To review, evaluate, and recommend changes, modifications or revisions in policies, interpretative guidelines, and rules.
8. To advise the Food Program in other areas as requested by the Food Program.

G. AMENDMENTS

The Bylaws of the Kitsap Food Advisory Council may be repealed or amended by a majority vote of all members of the Council present, if there is a quorum present. The proposed Amendment must have been read at a previous meeting of the Council or emailed to each member at least 10 days prior to the meeting at which the vote occurs.