

# Partners with A Common Purpose

## *An Industry-Regulatory Collaboration*

### Steering Committee Charter

Adopted as of March 20, 2023

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### **Articles I – Partners with A Common Purpose Overview**

Section 1.1 Overview. To broaden industry-regulatory cooperation for the protection of public health, a collaboration known as Partners with A Common Purpose was formally launched in 2018. Industry food safety and quality assurance professionals and food protection regulatory professionals engage and participate in face-to-face discussions also referred to as Partners or sometimes as “PwCP.” The PwCP provides participants with a safe-harbor forum to investigate, explore, discuss and advance particular topics as they relate to food safety within both the industry and regulatory arenas.

Section 1.2 Funds and Accounting. All funds and accounting must be maintained by the Treasurer to the extent that PwCP is collecting, providing or overseeing funds for a PwCP event or project. Notwithstanding the foregoing, the sources and uses of PwCP funds shall be overseen and coordinated with the input and guidance of the PwCP Steering Committee and Chair as provided for in this Charter.

Section 1.3 Antitrust Compliance. The PwCP will strictly comply with all antitrust laws, rules and policies.

### **Article II - Name**

Section 2.1 Name. The name of this group is “Partners with A Common Purpose” (hereafter referred to as PwCP.)

### **Article III – PwCP Purpose**

Section 3.1 Purpose. The purpose of PwCP is:

- A. To provide participants with a forum for networking, engagement, relationship building and the mutual exchange of information relative to food safety. Such a forum shall be conducted in “safe harbor” where all parties are considered to have equal status and precedence, where no topic is considered out of bounds and where candor is encouraged.
- B. To serve industry and regulatory associations as a resource by providing input and feedback with regard to:

1. Advocacy related to food safety regulations, quality guidelines, retail and manufactured standards, etc. and to;
  2. Support initiatives relating to specific events (e.g., the Conference for Food Protection and Food Safety Summit, among others) as well as food safety and quality assurance in the food supply chain.
- C. To develop and maintain educational programs designed to promote and further participants' food safety knowledge as it pertains to emerging science, new technologies and continuous improvements to promote safety and protection of consumers.
- D. To promote enhanced relationships and cooperation among government entities and industry to ensure the common goal of food safety and consumer protection
- E. To promote the ethical practices and behavior of participants and their respective/represented companies and agencies and to encourage such practices and behavior to colleagues.

#### **Article IV – Participation and Membership**

Section 4.1 Participation. PwCP participation is open to industry, regulatory and academic professionals who share an interest in the focus of the PwCP and meet the criteria for membership established by the PwCP.

Section 4.2 Membership. PwCP membership is primarily intended for industry food safety professionals, food regulatory personnel and academics working in the food sciences; their executives and employees who are actively engaged in food protection roles and allied members as may be defined by the PwCP steering committee, in good standing.

Section 4.3 Member Meetings. Members of PwCP shall meet in person in conjunction with existing scheduled industry or regulatory conferences or academic events and at such other time(s) as determined by the steering committee.

Section 4.4 PwCP Conference and Event Attendees. The steering committee shall determine the target audience and invitees for each event conducted by the PwCP. The PwCP steering committee may invite other categories of participants to its events and functions, consistent with its policies as set forth in this charter, including but not limited to individuals who are directly employed by:

- a. A food processing, retail or restaurant or other related company
- b. A regulatory jurisdiction at the local, federal, state or territorial level
- c. An academic institution or alliance partner
- d. An industry, regulatory or trade association
- e. A supply company to the trade
- f. Members of the trade press
- g. Sponsors of PwCP events and related activities

Attendees from the trade press shall observe an "off the record" policy for all comments and information shared during the meetings. Permission for the publication of any comments and information provided by any attendee or speaker during the meetings shall be obtained directly from the source prior to publication.

#### **Article V – Governance; Steering Committee**

Section 5.1. Steering Committee. The organization and direction of PwCP will be overseen by a steering committee made up of members of PwCP as provided herein. The steering committee shall be led by a committee chair. The steering committee shall be responsible for:

- a. Proposing PwCP policy and goals

- b. Proposing programming for meetings and conferences
- c. Advising on potential sponsorships for meetings and conferences
- d. Providing strategic direction
- e. Supporting the duly elected officers of the organization
- f. Selecting candidates to be awarded or recognized in accordance with Appendix A hereto attached

Section 5.2 Steering Committee Composition. The steering committee shall consist of up to thirteen members, comprised of the Chair, Vice Chair, Secretary/Treasurer, and up to a maximum of ten additional steering committee members who are executives or employees of industry or industry trade associations, government regulatory or regulatory associations, academia and allied companies as set forth herein. Representation within the steering committee shall include a minimum of 4 regulatory and 4 industry members with the other 5 members comprising a mix of regulatory, industry, academia, and the allied vendor community.

Section 5.3 Steering Committee Meetings; Attendance. The steering committee shall meet at least annually and at such other time(s) as determined by the steering committee, or upon thirty days' notice from the Chair. A majority of the steering committee shall constitute a quorum, and a majority of the steering committee at a meeting at which a quorum is present shall constitute the act of the steering committee. Steering committee members are expected to attend all of the meetings of the steering committee but must attend at least fifty percent plus one of the committee meetings per year to remain eligible for steering committee membership.

#### Section 5.4 Steering Committee Term of Service.

Section 5.4.1 New Terms. New steering committee members' terms will commence and end as of July 1 annually for start of service.

Section 5.4.2 Length of Terms of Service. Members on the steering committee shall serve for a two-year term, which may be renewed for an additional successive two-year term at the end of the prior term. To be eligible for a successive term, the member must be employed and a member in good standing at the time of the requested term extension.

Section 5.4.3 Changes to Employment Status. Steering committee members whose employment affiliation changes during their term shall notify the Chair and shall only remain eligible for steering committee service through the end of their current term upon the consent of the steering committee at the next meeting of the steering committee.

Section 5.4.4 Nominations. Nominations may be submitted to the Chair by any active member of PwCP for consideration and election by the full steering committee. Candidates for vacant steering committee seats shall be approved by a majority of the steering committee.

Section 5.4.5 Elections; Vacancies. Elections for the open steering committee seats shall be held bi-annually in June as determined by the committee chair. Vacancies may be filled by the steering committee at any time, with the replacement steering committee member to serve until the end of the term of the vacating member. Steering committee members will vote by secret ballot or in a manner determined by the Chair.

### **Article VI - Leadership**

Section 6.1. Chair. The Chair shall preside at all meetings of the steering committee. The Chair shall serve as the liaison between the steering committee and the PwCP members. The Chair shall rotate every two years between members of industry and regulatory. The Chair shall coordinate contact with prospective members, and in conjunction with the Vice Chair, shall compile a slate of candidates from different segments of the allowable membership as specified herein to serve as possible steering committee members, to be presented to the steering committee for nomination.

Section 6.2. Vice Chair. The Vice Chair will preside at meetings and otherwise act on behalf of the Chair of the steering committee if the Chair is unable to attend or serve.

Section 6.3. Secretary/Treasurer. Minutes of meetings, official correspondence and other duties as assigned by the Chair will be the responsibility of the Secretary/Treasurer. All expenditures for or on behalf of PwCP shall be managed by the Treasurer in accordance with the budgets of the PwCP.

Section 6.4 Program Management. The day-to-day activities of the PwCP shall be managed and coordinated by the Chair and other such steering committee members who shall be appointed by the Chair to serve as Program Managers. Appointments shall be for expressed purposes and for finite periods of time as determined by the Chair. The Program Manager(s) shall execute upon the goals and objectives agreed upon by the steering committee, consistent with PwCP policies. The Program Manager shall coordinate operations with the Chair and shall report to the steering committee on a regular basis.

Section 6.5 Elections. Elections for the Chair, Vice Chair, Treasurer and Recording Secretary will be held annually in June a time determined by the committee Chair. Steering committee members will vote by secret ballot or in a manner determined by the committee Chair. The effective date for the steering committee officers shall be August 1 following the annual election.

Section 6.6 Other Sub-Committees. The steering committee, with approval of the Chair, may appoint and form such other subcommittees and task forces as deemed necessary on a temporary or one-time basis, for any period, at the discretion of the steering committee.

#### **Article VII – Participation and Fees**

Section 7.1 Participation; Membership Fees. Participation in PwCP is voluntary and there is no initiation or membership fee.

Section 7.2 Conference Fees. Each event that PwCP participates in may include conference registration fees or other costs for other voluntary activities. In addition, PwCP may organize events or other activities from time to time. Any excess funds collected but not used for a particular event shall be held by PwCP, managed by its Treasurer and, to the extent appropriate, used for similar PwCP activities or to otherwise further the purposes of PwCP.

#### **Article VIII – Legal Status and Contracting**

All contracts or agreements related to the functions of PwCP shall be executed and entered into by the steering committee of PwCP.

#### **Article IX – Partners' Advisors**

Section 9.1 Purpose. The Partners' Advisors purpose is:

- A. To advise and counsel the PwCP chair, steering committee and, upon request, the AFDO Executive Director.
- B. To serve as a legacy representative of PwCP to conserve its vision, mission, and history.
- C. To be an ambassador for and support the purpose of PwCP as expressed in Article III, Section 3.1 of this charter.

NOTE: Advisors may participate in steering committee meetings and organizational events but are not considered voting members.

Section 9.2 Membership. Any member that has completed a 2<sup>nd</sup> successive two-year term on the steering committee is eligible to participate as an advisor to the steering committee. There are two methods by which eligible candidates can become partners' advisors.

9.2.1 Nominations. Nominations for partner advisors can occur in two ways:

1. An eligible candidate may self-nominate.

2. Any current member of the steering committee or the AFDO Executive Director may nominate an eligible candidate.

9.2.2 Elections. Elections for partners' advisors are conducted according to the protocols for elections set forth in this charter.

9.2.3 Appointments. Eligible candidates may also be appointed as partners' advisors by the PwCP Chair or AFDO Executive Director.

Section 9.3 Terms of Service. Advisory roles will also run as two-year terms and can be renewed without restriction with continued endorsement from the AFDO Executive Director.

### **Article X - Adoption and Revision**

Revisions of this Charter will require the following to deliberate and vote on changes:

- A. Three-fourths (3/4) of the steering committee members as distinct from three-fourths of a quorum of the steering committee.

ADOPTED this 20<sup>th</sup> day of March 2023