

NEVADA FOOD SAFETY TASK FORCE

BYLAWS

1. Name:

The name of this committee shall be the "Nevada Food Safety Task Force".

2. Purpose:

To provide a collaborative forum to enhance awareness and to promote food safety and security.

3. Structure:

- a) The Nevada Food Safety Task Force will consist of members representing academia, industry and regulatory members with interest in food safety that wish to participate.
- b) Four committee Chairpersons shall be elected from the members of the task force. One Chairperson shall be elected from each representing entity: academia, industry and regulatory. A Lead-Chairperson shall be elected from any of the representing entities.
- c) The Chairpersons representing academia, industry and regulatory will serve as the voting members.
- d) The Program Manager in charge of food compliance affairs throughout the state shall appoint a representing member and an alternate member.
- e) The Pacific Region Food and Drug Administration (FDA) Regional Food Specialist shall serve as technical advisors and facilitators.
- f) Program sub-committees shall be established to work on various projects. Each sub-committee should make every effort to be comprised of at least one member from industry, academia and regulatory.
- g) Sub-committee projects shall be submitted to the chairpersons for review and approval.

4. Election and Tenure of Office:

- a) Effective at the time of the regularly scheduled meeting in January 2004, a Chairperson representing either academia, industry or regulatory will be

elected by a majority vote of the members present at the meeting to assume the role as lead Chairperson.

- b) A new Chairperson shall then be elected to fill that particular vacancy.
- c) Thereafter, an election will be held every year, at a regularly scheduled meeting held in January, for the purpose of electing Chairpersons.
- d) The Chairpersons will be elected by a majority vote of the members present at the meeting.
- e) In the event a vacancy occurs in a Chairperson position, the lead Chairperson may assign a temporary Chairperson position and an election will be held at the next regularly scheduled meeting to elect a new Chairperson.

5. Duties of the lead Chairperson:

- a) Facilitate regular and special meetings.
- b) Develop agenda's for all regular and special meetings in accordance with the Open Meeting Law, NRS Chapter 241 and distribute the agenda to all committee members 10-days prior to any regular or special meeting.
- c) Dictate and distribute all official correspondence for the committee.
- d) Assign an individual to provide a note taker for the next regularly scheduled meeting.
- e) Will provide notes from each meeting to each committee member within 21 days of the meeting.
- f) Correspond and work as liaison for committee projects.

6. Duties of the Chairpersons:

- a) Review sub-committee projects and provide an appropriate list of deficiencies that you would like addressed.
- b) To accept and vote on any project, all voting members 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.

- c) Assist the Lead-Chairperson in posting the agenda in accordance with NRS, Chapter 241.
- d) Correspond and work as liaison for committee projects.

7. 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 specified location.
- 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 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 2 of the 3 voting members. A voting 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. Purpose of the meeting 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.