

By-Law Sub-committee report 05/30/19

Sub-Committee Recommendations to SAC:

- 1) Recommend AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators.
- 2) Recommend edits to Procedures manual page 8 regarding COI. See Attachment A
- 3) Recommend contractors sign a uniform disclosure statement within the contract with AAFCO.
- 4) Recommend further subcommittee discussion on establishing language in the bylaws to describe the executive committee authority and membership. By-laws Article IV.
- 5) Recommend leaving BOD quorum language as-is for now until after discussion on executive committee.
- 6) Recommend leaving committee advisor language as-is and not changing to appointed advisors.
- 7) Recommend discussion in SAC regarding whether AAFCO board can kill a committee recommendation? Can the BOD amend a committee recommendation?

Sub-Committee Participants present during call on 05/30/19:

Erin Bubb – PA, Richard TenEyck – OR, Ken Bowers – KS.

Doug Lueders – MN absent

The by-law sub-committee discussed the AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators. It was decided to recommend that committee chairs and investigators sign the COI. When on an AAFCO committee with governing board-delegated powers or serving as an investigator the person is representing AAFCO.

Also discussed whether By-laws Article IV is clear enough regarding executive committee authority and membership. This discussion also relates to the Quorum discussion.

Discussed board actions available on committee recommendations. Discussed possible fix to adoption of the “Guidelines for requesting a new definition” as recommended by the IDC.

By Law committee does not think proposed language in new guidelines violates the bylaws but that the process could be clearer.

Proposed Language:

“Once accepted by membership for publication as a tentative definition the definition will move to Official status six months later without further action by the IDC, Board or Membership. This action can be stopped or modified by the IDC in consultation with the investigator. “

RT will draft amendment language for the BOD to offer on the “Guidelines for requesting a new definition” document. Erin will request it get on BOD agenda for June.

Call was adjourned about 90 minutes in.

Attachment A

Procedures manual page 8

Insert language to read:

Conflict of Interest

The members of the Board and all AAFCO members/volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. AAFCO Board members, employees, Committee Chairs, and AAFCO Investigators will sign the Association of American Feed Control Officials Conflict of Interest Disclosure Statement annually that affirms such person

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy.