

## **By-Law Sub-committee report 11/21/18**

### Sub-Committee Recommendations:

- 1) Recommend adding language to Committee Advisors Page 20 in the 2019 electronic OP regarding Committee Advisors serving on work groups and task forces. See attachment A.
- 2) Recommend adding the same language and removal language in attachment A to Advisors definition page 102 2019 electronic OP and to the Procedures Manual page 14. See attachment B.
- 3) Recommend deleting the last sentence in the Subcommittee definition page 102 2019 electronic OP and the Procedures Manual 14. See attachment C.
- 4) Recommend adding Conflict of interest language to the Procedures Manual on Page 8 after Ethics. See attachment D.

### Sub-Committee Participants present during call on 11/21/18:

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

The by-law sub-committee discussed ways to clarify member versus advisor participation on committees, task forces and work groups (OP, page 20).

Also discussed AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators. It was decided to recommend that **in addition to BOD and employees 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.

### **Attachment A**

Committee Advisors (2019 OP page 20) -

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, ~~task force or work group~~, nor do they have a vote in committee level ~~any AAFCO~~ deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the



committee by the AAFCO President. The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):

### Attachment B

2019 OP Page 102

Procedures Manual page 14

Edit to read:

**Advisors** – May be requested by the President to represent industry/trade and consumers groups on AAFCO committees, task forces, or working groups. Following all nominations, the President, with the advice of the Board, may accept representatives. The President may also choose to appoint other individuals. Generally, the President and Board take into consideration the individual’s demonstrated expertise on a given subject matter, their willingness to work with others in AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices, or other pertinent question. The number of advisors is usually limited by the size of the committee. ~~In accordance with the By-Laws, advisors cannot vote at the committee level or above.~~ Committee advisors do not serve as members of an AAFCO committee, nor do they have a vote in committee level deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President.

### Attachment C

2019 OP page 102

Procedures manual page 14

Strike indicated language:

**Subcommittees** – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence, and work tends to be by a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to address the needs on the committee function. ~~Advisors may be asked to provide input into the subcommittee makeup.~~

## Attachment D

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.
- d. ~~Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.~~ *(is this on the COI document?)*