



OHA Food Service Advisory Committee Operational Guidelines

I. Name

This state citizen advisory committee shall be known as the Food Service Advisory Committee (hereinafter referred to as "FSAC").

II. Authority and Scope

The Food Service Advisory Committee (FSAC) is authorized by Oregon Revised Statute (ORS) 624.045. The FSAC shall advise the Oregon Health Authority (OHA) Foodborne Illness Prevention Program (FIPP) on matters pertaining to regulation of food service facilities in Oregon. These include Oregon Revised Statutes 624.020, 624.060, 624.085, 624.495 and 624.510.

The FSAC may be requested to advise OHA on other issues related to the regulation of food service facilities as well.

III. Mission

The Food Service Advisory Committee will provide leadership in the field of food safety by:

- Assisting and advising the Foodborne Illness Prevention Program (FIPP) in establishing and achieving goals;
- Representing our constituencies; and
- Communicating with stakeholders.

IV. Principle Statement

- A. FSAC members represent the public interest.
- B. FSAC members will strive to preserve the public trust by acting in an ethical and responsible manner.

V. Roles and Responsibilities

- A. The FSAC shall be an active participant in the success of the Oregon Health Authority's Foodborne Illness Prevention Program (FIPP). OHA will involve the FSAC in policy decisions. While FSAC recommendations are only advisory, they will hold significant weight in determining OHA Foodborne Illness Prevention Program policies or direction.
- B. FSAC members shall be responsible for communicating issues to or from the Committee to any organized constituency that they represent. Oregon Health Authority FIPP staff will assist with this responsibility when possible.

- C. The FSAC, with the assistance of the FIPP Staff, shall submit to OHA and the Legislature recommendations regarding the implementation of ORS 624.020, 624.060, 624.085, 624.495 and 624.510 by January 1 prior to each Legislative session.

VI. Membership

A. Representation.

- 1. The FSAC shall consist of 12 to 15 members.
- 2. These members shall be drawn from (but not be limited to) the following groups:
 - a. Food service industry – restaurants, mobile food units, commissaries, warehouse, vending, bed and breakfast facilities, temporary restaurants, the Oregon Restaurant and Lodging Association and/or the Oregon Hospitality Foundation, food service product or equipment vendors and caterers;
 - b. Regulatory officials – Conference of Local Environmental Health Supervisors, Conference of Local Health Officials, Oregon Department of Agriculture, and the Food and Drug Administration;
 - c. General Public/Other – including but not limited to consumers, Oregon State University Extension, education and training, academia, dieticians and food technology.
- 3. Chair and OHA will strive to maintain balance between these three groups.

B. Appointment.

- 1. Nominations for new members will be submitted to the FSAC Chair.
- 2. The Chair, in consultation with FIPP Program Manager, will present the recommendations to OHA for review and formal approval. A representative of OHA issues official notice of appointment to the FSAC.
- 3. Member terms shall be for three years and expire in June
- 4. Members shall be limited to two consecutive terms of service on the Committee unless approved by the OHA in consultation with the Chair.
- 5. Notwithstanding section (4) of these guidelines, members are eligible to serve additional consecutive terms if approved by a unanimous vote of the Food Service Advisory Committee membership and approved by OHA.
- 6. FSAC Committee membership terms will be staggered with no more than one-third of the members' terms ending in any one year.
- 7. OHA staff, including representatives of the Foodborne Illness Prevention Program, are non-voting, ex officio members of the FSAC.

C. Resignations and Terminations.

- 1. Resignations by members shall be submitted in writing to the FSAC Chair and announced at the next meeting. A copy of the resignation will be forwarded to the Oregon Health Authority through the appropriate FIPP representative for appropriate action.
- 2. FSAC members who have three unexcused absences during any three year term will be removed from the Committee.

3. FSAC members will be notified by phone or letter after the second unexcused absence that another unexcused absence will result in removal from the Committee.

VII. Meetings

- A. Food Service Advisory Committee.
 1. Meetings will be held four (4) times per year, on the first Thursday of the following months: February, May, August, and November. Unless otherwise designated, regular meetings of the FSAC will be held in person or via a video conference service like Microsoft Teams.
 2. Committee members are requested to leave video on during meetings to maximize engagement.
- B. Special meetings, subcommittees, or task force groups.
 1. Special meetings of the FSAC, subcommittees or task force groups may be convened upon request of OHA or the FSAC Chair.
 2. Reports and recommendations of these meetings will be presented to the FSAC at a regularly scheduled FSAC meeting.

VIII. Voting and Conduct of Meetings

- i. Oregon Public Meetings Law.
 1. All meetings of the FSAC shall meet requirements of the Oregon Public Meetings Law:
 - a. Any member of the public is welcome to attend, participate, and provide input at FSAC meetings;
 - b. The FSAC chairperson shall plan as appropriate to assure public participation.
- B. Decision-making Process.
 1. A motion must be pending before a decision may be made.
 2. Every effort will be made to reach consensus when the FSAC is deliberating toward a decision. However, if consensus cannot be reached, the chairperson will call for a vote.
 3. When voting, a majority (or other percentage as required by Roberts Rules of Order, Newly Revised) shall be based on the number of FSAC members present.
- C. Parliamentary Authority.
 1. Other than "Decision-making Process," B. 2 above, conduct of all FSAC meetings and business shall be in accordance with Roberts Rules of Order, Newly Revised.
- D. Quorum.
 1. A quorum shall be a simple majority of the current membership of the FSAC. (Ex: If the FSAC has 14 members, a quorum would be 8 members. If the FSAC has 12 members, a quorum would be 7 members.)
 2. A quorum shall be present in order to conduct business of the FSAC, including recommendations for membership or officers.

IX. Officers

A. Officers.

Officers of the FSAC shall be a Chair and Vice Chair.

B. Election of Officers.

1. The officers shall be elected each year at the June FSAC meeting.
2. Officers shall each serve one-year terms; however, officers are eligible for re-election.

C. Duties of Officers.

1. Chair:

- a. Presides at all meetings of the FSAC;
- b. May appoint subcommittees or task force groups to carry out the work of the FSAC;
- c. Serves as ex-officio member of subcommittees or task force groups;
- d. Recommends individuals to serve on other committees or task force groups as requested by FIPP and OHA staff;
- e. Consults with OHA and FIPP staff in matters pertaining to the FSAC;
- f. Receives suggestions of individuals to serve on the FSAC; consults with FIPP staff regarding individuals to serve on the FSAC; forwards names of individuals to OHA staff for review and approval;
- g. Represents the FSAC when requested by FIPP and/or OHA staff;
- h. Provides a report at each FSAC meeting of his/her activities since the previous FSAC meeting, as appropriate;
- i. Performs other duties as requested for the successful execution of the Mission of the FSAC.

2. Vice Chair:

- a. Fulfills responsibilities of the FSAC chair, in their absence;
- b. Chairs and or serves on FSAC subcommittees and/or task force groups according to interest, expertise, and availability.

X. Change in FSAC Operational Guidelines

A. FSAC Approval.

1. Any changes in the FSAC Operational Guidelines require a two-thirds vote of the members present of the FSAC as long as there is a quorum.
2. Proposed changes shall be presented to the FSAC a minimum of two weeks in advance of an FSAC meeting for consideration and adoption.
3. FSAC-adopted Operational Guidelines are submitted to OHA as recommendations for final approval.