FOOD SERVICE ADVISORY COMMITTEE
BYLAWS

ARTICLE I

Name and Definition

The name of this Committee is the Multnomah County Food Service Advisory Committee, hereinafter (Committee or FSAC) It is a voluntary, nonprofit and unincorporated Committee of the food service industry and general public representatives. Its duration shall be perpetual, or at the discretion of the Public Health Director. The Director of the Environmental Health Services is designated to assume duties and rights of the Public Health Director regarding the Committee.

ARTICLE II

Purpose

The purpose of this Advisory Committee is to review and provide to the County an evaluation and recommendation regarding Licensing, Inspections and Re-inspections of Restaurants; Reports; Public Notice Posting, License Revocation; Suspension; Closures; Sanitation Scores, County Delegation; Administration; Enforcement; Fees, and other duties as prescribed by the County Commissioners or Public Health Director. The purpose is also to improve communications between the industry, the public and the Multnomah County Environmental Health Section, Information processing and deliverance, to provide information as to the perceived environmental health needs and wants of the community and industry and to perform other duties as prescribed by the County Commissioners or Public Health Director.

ARTICLE III

Membership

Section 1. There shall be one class of membership with voting privileges designated as active. There will be two classes of nonvoting attendees designated as Technical Advisors and ex officio-member.

Section 2. The right to hold office shall be open to active members only.

Section 3. Candidates for membership shall be reviewed/recommended by the Committee from a list of candidates submitted to the Public Health Director or Designee in accordance with procedures for appointments as set forth by county procedure and these bylaws. Candidates shall be appointed by the Public Health Director or Designee.

Section 4. The Industry members shall be chosen so as to achieve a cross sectional representation of the food service industry. Members shall have a vested interest in Multnomah County through work, play or worship, and be interested in food service sanitation, safety and their operation. Examples of industry categories include but are not limited to owners, managers or other employees of: full service restaurant, limited service restaurant, mobile, vending or commissaries, fast food operation, temporary restaurant, non-profit restaurant, and equipment vendors. Examples of public categories include but are not limited to: non managerial food service employees, public interest groups, educational programs in food technology and issues, legislators, legal, financial, health care professionals and individuals with an expressed interest.

Section 5. Six to nine members shall be chosen from a cross section of the food service industry. Six public members shall be broadly representative of the interest of food service consumers. One alternate member shall also be chosen for industry and one for public representation. Additional participation by non-voting guests is permissible and encouraged.

Section 6 . The committee may appoint nonmembers to assist on such panels, task forces or study groups as the Committee deems necessary to conduct research and to advise the Committee on matters relating to its duties.

Section 7. When more than three candidates are recommended for appointment at one time, the Public Health Director and the Committee shall indicate which recommendations are for one, two or three year terms.

Section 8. Vacancies on the Committee will be filled as soon as possible using the criteria set forth in these Bylaws under ARTICLE III, Section 3 through 7. The person so appointed will fill the unexpired terms of the person being replaced.

Section 9. Any Committee member who has three unexcused absences from officially constituted Committee meetings between January 1 and December 31 of each year shall be automatically removed from the Committee. Following the second unexcused absence from the Committee meeting, the member shall be notified of their two previous absences and reminded of the removal policy. New Committee members shall be informed of this policy. An unexcused absence is one where there is no prior notification to staff or chairperson given nor any extenuating circumstances cited.

ARTICLE IV
Member Expectations and Conduct

Section 1. Committee Members are to attend Committee meetings, functions, and events.
Section 2. Members should be informed about the Committee's purpose and policies. Upon appointment, review and acknowledge the following Multnomah County Personnel Policies:
3-40 Discrimination and Harassment Free Workplace,
3-42 Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace,
3-47 Maintaining a Professional and Respectful Workplace,
3-60 Discipline and Dismissal.
Section 3. Complete and maintain an updated Code of Ethics disclosure form to disclose any actual or potential conflicts of interest.
Section 4. Review agenda and supporting materials prior to committee and subcommittee meetings.
Section 5. Serve on at least one subcommittee per term.
Section 6. Acknowledge that the individual committee member has no specific organizational authority except as delegated by the committee and that the overall authority is the committee as a whole.
Section 7. Acknowledge that members are not authorized to act or speak on behalf of the CIC unless designated by the CIC.

Section 8. Committee members are expected to conduct themselves in accordance with the County personnel policies. Committee members should familiarize themselves with the rules, with specific attention to:
MCPR 3-20: Political Activity
MCPR 3-30: Code of Ethics
MCPR 3-40: Discrimination and Harassment-Free Workplace
MCPR 4-42: Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace
MCPR 3-47: Maintaining a Professional and Respectful Workplace MCPR 3-60: Discipline and Dismissal

Section 9. Complaints about violations of these rules will be handled as outlined in County policy. In addition, concerns or questions about conduct can be brought to the Co-Chair or Office of Community Involvement (OCI) staff. Committee Members who do not adhere to the rules and procedures of the Committee and the County may be asked to resign or be subject to dismissal prior to the end of the appointed term.

Section 10. Any member or the Public Health Director can make a motion that any member be removed from the Committee. At the discretion of the Director the vote can move forward. These motions can be made at any Committee meeting or an emergency meeting of the Executive Committee. If the motion is to remove a member who is acting as Co-Chair, that

member cannot table the motion. The member can be given the option of resignation prior to being removed.

A member can be removed for conduct that poses a risk physically or mentally to another person, or for being disruptive to the meeting. The member shall upon the first offense be told by one of the Co-Chairs or staff about the conduct and instruct them that any future events shall be grounds for immediate removal. For a member to be removed, the motion about that member's removal must be approved by a two thirds vote (2/3) of the members voting.

ARTICLE V

Officers and Committees

Section 1. The Committee shall elect a chairperson and a vice-chairperson every two years in the meeting just proceeding the new fiscal year. Each officer shall serve for two years or until his/her successor has been duly elected.

Section 2. The chairperson shall be responsible for the general operation of the Committee, including scheduling of meetings, establishment of teams, assignment of duties of members, and presiding over Committee meetings.

Section 3. In the absence of the chairperson, the vice-chairperson shall preside over Committee meetings.

ARTICLE VI

Meetings

Section 1. The frequency of meetings shall be determined by the Committee. The Committee shall, however, ensure that a meeting is held at least quarterly and that an bi-annual meeting is held in December, at which officers shall be elected. It is anticipated that meetings will occur a minimum of four times per year.

Section 2. Committee members and other interested persons and groups shall be informed at least three days in advance of a scheduled Committee meeting.

Section 3. At the request of the chairperson or the Public Health Director, an emergency meeting may be called on three days notice to Committee members.

Section 4. All meetings of the Committee shall meet the requirements of the Oregon Open Meetings Law.

Section 5. At least one third of the members or alternate members currently on the Committee shall constitute a quorum for the transaction of business.

Section 6. Every active member of the Committee present at any regularly scheduled meeting shall be entitled to vote. Alternate members may only vote in the event that all active members of their respective category are not present.

Section 7. If a proposed vote would have more effect on a member's establishment or a relative's establishment than on the class of establishments as a whole, the member shall declare a conflict of interest and shall refrain from voting on the issue.

ARTICLE VII

Committee Relationship to Board of Commissioners and Staff

Section 1. Relationship to the Board of Commissioners

A. The Committee's relationship to the Board is advisory. It will submit reports of evaluations and recommendations as described in Article II.

Section 2. Relationship to Environmental Health Section

A. The Committee will submit recommendations to the Environmental Health Section in the areas of policy, program, budget and legislation.

B. The Environmental Health Food Section shall assist the chairperson of the Committee to coordinate activities of the FSAC. The Multnomah County Environmental Health Section will provide the Committee with clerical assistance as necessary to conduct the activities of the Committee.

C. The Committee will serve as a sounding board for problems, programs, priorities and proposals as requested by the Environmental Health Section or Public Health Director.
D. The Committee will work in cooperation with the Environmental Health Section and the Public Health Director.

ARTICLE VIII

Committee's Role

Section 1. To act as a channel of communication between the public, industry, and the Environmental Health Program.

Section 2. To represent and/or explain public and/or industry concerns.

Section 3. To promote consensus around common goals.

Section 4. To represent the public interest.

Section 5. To promote a strong, effective and efficient food service inspection program.

Section 6. To advise the County Board of Commissioners and the Public Health Director in the planning, implementation, review and evaluation of programs and services.

Section 7. To review, evaluate and recommend changes, modifications or revisions in policies, interpretative guidelines, rules and/or statutes.

Section 8. To advise the Director of Health and County Board of Commissioners in other areas as requested by the Public Health Director.

ARTICLE IX

Amendments

The Bylaws of the Multnomah County Food Service Advisory Committee may be repealed or amended and new Bylaws adopted by a majority vote of all members of the Committee present, provided that there is a quorum present and that the proposed Amendment has been read at a previous meeting of the Committee, or has been mailed to each member at least 10 days prior to the meeting at which the vote is to be taken. The Committee shall review Bylaws in full every six years or as needed.

Amended - 8/10/2026 for the Public Health Director or designee to approve new members
Approved - 10/24/2023