**Conference for Food Protection**

**2012 Issue Form**

**Internal Number: 111**

**Issue: 2012 II-003**

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| **Council Recommendation:** | Accepted as  Submitted |  | Accepted as Amended |  | No Action |  |
| **Delegate Action:** | Accepted |  | Rejected |  |  |  |

*All information above the line is for conference use only.*

**Title:**

Clarification of terminology in Conference governing documents

**Issue you would like the Conference to consider:**

The 2010 - 2012 Constitution and Bylaws/Procedure Committee has reviewed the Conference for Food Protection Constitution and Bylaws and the Conference for Food Protection Procedures documents to identify where the terms "Conference", "Conference for Food Protection" and "Biennial Meeting" have been used interchangeably or incorrectly. These documents have been expanded and revised over the years with numerous writers/editors. As a result, there are locations within each document where clarification is needed to accurately represent whether a portion of text refers to the Conference for Food Protection as the organization or, refers to the Conference of Food Protection as the Biennial Meeting and vice-versa. An in-depth review was completed to discern the meaning of each passage and provide the appropriate terminology.

**Public Health Significance:**

The Constitution and Bylaws/Procedure Committee shall submit recommendations to improve the Conference administrative functions through proposals to amend the Constitution and Bylaws and Conference Procedures.

**Recommended Solution: The Conference recommends...:**

the editorial revision of the Conference for Food Protection Constitution and Bylaws and the Conference for Food Protection Procedures documents to correct and clarify the use of the terms "Conference", "Conference for Food Protection", and "Biennial Meeting" as appropriate.

For the full language with annotated changes, see:

* Attachment D: Editorial Revisions to CFP Guidance Document - Bylaws
* Attachment E: Editorial Revisions to CFP Guidance Document - Procedures

**Submitter Information:**

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**Attachments:**

* "Attachment D: Editorial Revisions to CFP Guidance Documents - Bylaws"
* "Attachment E: Editorial revisions to CFP guidance documents - Procedures"

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.