**Conference for Food Protection**

**2012 Issue Form**

**Internal Number: 116**

**Issue: 2012 II-004**

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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:**

Merger and Conformance of CFP Governing Documents

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

The Constitution and Bylaws/Procedures Committee is seeking to incorporate the Constitution and Bylaws, the Conference Procedures, the Conference Biennial Meeting Manual, position descriptions, Conference policies, etc., into a comprehensive "Conference for Food Protection Manual" that would be divided into multiple "chapters" including the documents listed above and any other relevant items, each as a separate chapter. The Constitution and Bylaws will remain as a stand-alone document, potentially as Chapter 1 of the manual, with each of the other complimentary Conference documents as parts of an all-inclusive handbook that can be indexed and cross-referenced. There are areas for improvement in each of these documents (chapters) in the conformance of terminology and language between documents. Also, combining the documents into one master manual will help guarantee that any updates or corrections are performed across the entire manual to ensure that documents match accordingly. The merged and cross-referenced document can be posted to the CFP website in a format similar to the FDA Food Code where each chapter, table of contents, index, etc. shows as an individual link that is part of the whole CFP Manual.

**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 2012 - 2014 Constitution and Bylaws/Procedures Committee be charged to:

1. review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, policies, position descriptions, etc.) to facilitate a merger and conformance of these documents,
2. report back to the Executive Board on the progress of this charge, and
3. present an issue on this charge at the 2014 CFP Biennial Meeting.

**Submitter Information:**

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| Name: | Lee M. Cornman, Chair | | |
| Organization: | Constitution and Bylaws/Procedures Committee | | |
| Address: | FL Dept. of Agriculture and Consumer Services3125 Conner Blvd. MS C-18 | | |
| City/State/Zip: | Tallahassee, FL 32399 | | |
| Telephone: | 850.245.5595 | Fax: | 850.488.7946 |
| E-mail: | Lee.Cornman@FreshFromFlorida.com | | |

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.