**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 024**

**Issue: 2014 II-021**

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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:**

CBP 3 - Clarification of Committee Charges During Biennial Period

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

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to clarify the "scope" of activities assigned to committees that includes development of a process of expanding or adding committee charges between biennial meetings.

Charges for Ad-hoc Committees (other than Standing Committees) are established by issue recommendations voted on by a Council and approved by the Assembly of Delegates. The language for this premise is provided in the Biennial Meeting/Conference Procedures Manual as follows:

**VIII. Committees**

**A. Ad-Hoc Committees**

1. Committees shall be created based on recommendations from Council and approved by the Delegates.

**H. Committee Meetings**

1. Committees may convene during the two years before the Conference meeting to complete discussions of the Issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates.

No language is provided in the CFP Bylaws or Procedures that entertains a change to the "scope" of the charges assigned to a respective Ad-hoc Committee. While every effort is made during Council deliberations to create effective charges, occasionally there are Issue charges that are approved by the Assembly that are too broad in nature, insufficient in specificity, require clarification of direction or purpose, or exceed the mission of the Conference. Such Issues have been brought to the Executive Board by the Council Chairs for deliberation and clarification of the charges to assist the Committee Chair and Committee members in meeting the intent of the approved Issue charges. Without written authority to provide clarity or specificity, the Board is unable to provide assistance. Therefore, the Executive Board wishes to have the authority to assess those charges that are brought by Council Chairs (on behalf of Ad-hoc Committees) and provide clarification that will assist a Committee in completing its charges within the biennial period.

Concern was identified with addressing an Issue charge as it was formulated in Council and approved by the Assembly. While there are generally very few such charges of concern, those that do occur significantly impede the forward progress of the committee within the biennial period. In order to keep the Issue charges moving in a forward direction during the biennial period, the CFP Constitution, Bylaws and Procedures Committee is recommending a modification to the Biennial Meeting/Conference Procedures Manual that allows a Committee to seek clarification from the Executive Board on Issue charges. All details relevant to this clarification of charges are to be documented and shall become a part of the Committee's final report to the Council.

**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...:**

amendment of the Biennial Meeting/Conference Procedures Manual, Section VIII. Committees, Paragraph H. Committee Meetings, Subparagraph 1., to include new language outlining a process for seeking clarification on committee charges as follows (new language underlined):

**H. Committee Meetings**

1. Committees may convene during the two years before the Conference meeting to complete discussions of the Issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates.

If a Committee deliberates an Issue and by majority vote determines that clarification of the Issue is needed, specificity of Issue parameters for completion of Issue charges is needed, or that an Issue charge exceeds the mission of the Conference, the Committee may seek guidance from the Executive Board through the Council Chair. The Council Chair shall submit the identified concerns with the Committee's recommendation for clarification or modification of the Issue to the Executive Board for review and deliberation. On behalf of the Assembly, the Executive Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Committee and the Executive Board shall be included in the Committee's final report and presented to the Council at the next biennial meeting; the final report shall also include documentation and clarification regarding the original charges and any modified charges.

**Submitter Information:**

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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.