**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 027**

**Issue: 2014 II-022**

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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 6 - Committee and Issue Documents

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

Amending the Biennial Meeting/Conference Procedures Manual to include language to clarify the ownership and professionalism of documents submitted via the Issue process.

**Public Health Significance:**

Questions have been frequently raised regarding "ownership" of documents submitted to the Conference via the Issue process and whether or not the professionalism of those documents reflects upon the Conference as an organization, or upon the submitter as an individual. A review of the CFP governing documents could find no reference to answer this question; however, the Issue submittal "Terms and Conditions" approved by the Executive Board for the 2014 Biennial Meeting states the following: "Issues become the property of the Conference for Food Protection once finalized by the Issue Reviewers." Therefore, during the 2013 August Board meeting, the Board unanimously accepted language to clarify and answer questions regarding the ownership and professionalism of documents submitted and finalized during the issue submission process. As part of that deliberation and vote, the Constitution and Bylaws/Procedures Chair was directed by the Executive Board to submit this decision as an Issue for the 2014 Biennial Meeting.

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

Amending the Biennial Meeting/Conference Procedures Manual to include new language in Section IV B. 2. and the subsequent renumbering of existing Sections 2-3. The new Section will read as follows (new language underlined):

B. 2. Committee-submitted documents reflect upon the professionalism of the Conference as an organization.

a. Once submitted to the Executive Board, or submitted online via the Issue Management Program, all Issues, reports, and content documents generated by a Conference committee belong to, and are solely the property of, the Conference.

b. Documents and Issues submitted to the Conference by an independent entity do not reflect upon the Conference as an organization and reflect solely on the professionalism of the submitter.

c. All Issues and attached content documents, once finalized by the Issue Reviewer and accepted for council consideration become the property of the Conference for Food Protection and reflect on the professionalism of the Conference as an organization.

**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.