**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 028**

**Issue: 2014 II-023**

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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 7 - Issue Placeholder Policy

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

Amending the Biennial Meeting/Conference Procedures Manual to allow for a placeholder policy to address the use of blank issues inserted into the online Issue Management Program (IMP).

**Public Health Significance:**

Issue Chairs do not have the authority and the online IMP does not have the capability to allow Issues to be entered into the system after the online submittal deadline. Once the Issue submittal deadline passes, it is impossible to submit additional Issues; the only remaining option is utilizing the Late Issue Submittal Policy, which is limited to extremely urgent and late breaking Issues. Therefore, the use of online "placeholder" Issues was implemented in 2008 to ensure that additional Issues could be entered into the online system after the deadline, if those Issues are deemed to be in the best interest of the Conference or to facilitate council debate. A placeholder is simply a "blank" Issue entered into the online system prior to the submittal deadline by the Issue Chair; this placeholder can then be filled in with the required information at any time prior to Issue finalization.

Previous Issue Committee reports to the Execute Board (EB) requested clarification on the continued use of placeholder Issues and discussion affirming their use; however, EB minutes did not reflect formal approval of this practice; therefore, formal approval of a policy statement was sought at the request of the Executive Director. The EB formally approved the use of "placeholders" during the August 2013 Board meeting.

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

amending the Biennial Meeting/Conference Procedures ManualSection IV A. 4. to include new language under a new subsection b. to read as follows (new language underlined):

b. Placeholder or "blank" Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:

1) for CFP committees (e.g., "recommendations" from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline).

2) to separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.

3) when circumstances are beyond the control of the Issue submitter, or the submitter's employer/organization, and the use of a placeholder Issue is approved by the Executive Director.

**Submitter Information:**

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| Name: | Lee M. Cornman, Chair | | |
| Organization: | Constitution, Bylaws and Procedures Committee | | |
| Address: | Florida Department of Agriculture and Consumer Services3125 Conner Boulevard, Room 185 | | |
| City/State/Zip: | Tallahassee, FL 32399-1650 | | |
| 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.