**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 024**

**Issue: 2014 II-021**

**Title:**

CBP 3 - Clarification of Committee Charges During Biennial Period

**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.

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.