2020 CFP VIRTUAL BIENNIAL MEETING
ASSEMBLY OF STATE DELEGATES
ORIENTATION & PARLIAMENTARY PROCEDURES
Conference for Food Protection
ASSEMBLY OF STATE DELEGATES

Number of Delegates = 57

Composition:
• 50 States (1 vote each)
• 6 Territories (1/2 vote each)
  • American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Trust Territory, US Virgin Islands
• District of Columbia (1/2 vote)
Conference Flow

Issues Submitted

Issues Reviewed

Issue Rejected

Accepted Issues Assigned to Councils

Councils Deliberate Issues

Recommendation for No Action

Recommendation Accepted as Written

Recommendation Accepted as Amended

Assembly of State Delegates

Accepts Recommended Action

Rejects Recommended Action

Final Recommendations Published

Charges Assigned to CFP Committees

Directives Assigned to CFP Executive Board

Recommendations Submitted to Federal Agencies

*Issues may be submitted by anyone who has an interest in or concern about retail food safety
THE AGENDA

MONDAY, AUGUST 16
10:30 A.M. – 12:00 NOON
OPENING GENERAL SESSION
12:45 P.M. – 4:45 P.M.
BEGIN COUNCIL SESSIONS
4:45 P.M. – 5:45 P.M.
CONSTITUENCY CAUCUS MEETINGS

TUESDAY, AUGUST 17
9:30 A.M. – 10:15 A.M.
EXECUTIVE BOARD MEETING
10:30 A.M. – 12:30 P.M.
COUNCIL SESSIONS
1:30 P.M. – 4:30 P.M.
COUNCIL SESSIONS
4:30 P.M. – 5:30 P.M.
CONSTITUENCY CAUCUS MEETINGS

WEDNESDAY, AUGUST 18
10:30 A.M. – 12:30 P.M.
COUNCIL SESSIONS
1:30 P.M. – 4:30 P.M.
COUNCIL SESSIONS
4:30 P.M. – 5:30 P.M.
CONSTITUENCY CAUCUS MEETINGS

THURSDAY, AUGUST 19
10:30 A.M. – 1:00 P.M.
END COUNCIL SESSIONS
2:00 P.M. – 3:00 P.M.
CONSTITUENCY CAUCUS MEETINGS & ELECTIONS
3:00 P.M. – 4:30 P.M.
COMMITTEE FORMATION SESSION
7:00 P.M.
FINAL ISSUE RECOMMENDATIONS POSTED

FRIDAY, AUGUST 20
10:30 A.M. – 12:00 NOON
EXECUTIVE BOARD MEETING
1:00 P.M. – 3:30 P.M.
CLOSING SESSION & ASSEMBLY OF STATE DELEGATES
ASSEMBLY OF STATE DELEGATES

Administrative Proceedings:
• Session is transcribed
• Call to Order
• Conference Chair’s opening remarks
• Roll call by Executive Director, define quorum
• Executive Treasurer’s report
• Parliamentarian announces the number of votes required for a simple majority and for a 2/3 majority based on Delegates present.
Proceedings to Assembly Votes:

• Council I Chair’s report
  • Part 1 – Accepted
  • Part 2 – No Action

• Council II Chair’s report
  • Part 1 – Accepted
  • Part 2 – No Action
  • Part 3 – Constitution & Bylaws

• Council III Chair’s report
  • Part 1 – Accepted
  • Part 2 – No Action
Extracted Issues

• Majority vote by Delegates AGAINST a Council recommendation to “Accept” an Issue (either as submitted or as amended) – NO FURTHER ACTION IS TAKEN.

• Majority vote by Delegates AGAINST a Council recommendation of “No Action” on an Issue – ISSUE IS REFERRED TO THE EXECUTIVE BOARD FOR CONSIDERATION.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To Adjourn</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority Vote</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>To Amend</td>
<td>NO</td>
<td>YES</td>
<td>YES *</td>
<td>YES</td>
<td>Majority Vote</td>
<td>YES</td>
<td>*unless original motion is not debatable</td>
</tr>
<tr>
<td>To Appeal</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>Majority Vote</td>
<td>YES</td>
<td></td>
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<tr>
<td>Chair's Decision</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3 Vote</td>
<td>YES *</td>
<td>*affirmative votes may not be reconsidered</td>
</tr>
<tr>
<td>To Avoid Consideration</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>To Introduce An Issue</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority Vote</td>
<td>YES</td>
<td></td>
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<tr>
<td>For a Point of Information</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>For Point of Order</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
<td>*unless not covered by rules and sent to assembly</td>
</tr>
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<td>For Point of Privilege</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
<td></td>
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<tr>
<td>To Postpone</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority Vote</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>The Previous Question [End Debate]</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3 Vote</td>
<td>YES *</td>
<td>* until an actual vote has begun on the question</td>
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<td>To Recess</td>
<td>NO</td>
<td>YES</td>
<td>NO *</td>
<td>YES</td>
<td>Majority Vote</td>
<td>NO</td>
<td>*if there is no question pending it may be debated</td>
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<td>To Reconsider Action</td>
<td>NO</td>
<td>YES</td>
<td>YES *</td>
<td>NO</td>
<td>Majority Vote</td>
<td>NO</td>
<td>*unless original motion is not debatable</td>
</tr>
<tr>
<td>To Refer To Committee</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority Vote</td>
<td>YES *</td>
<td>*unless the committee has already accepted the issue</td>
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<tr>
<td>To Suspend The Rules</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3 Vote</td>
<td>NO</td>
<td></td>
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<tr>
<td>To Table An Issue</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority Vote</td>
<td>YES *</td>
<td>*affirmative votes may not be reconsidered</td>
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<tr>
<td>To Take From The Table</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority Vote</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>To Vote By Division [Hand Vote / Standing]</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>
Conference for Food Protection – Rules of Engagement

Councils:
- Council I – Laws and Regulations
- Council II – Education, Certification, and Administration
- Council III – Science and Technology

Each council may vote to either refer an issue to another council or deliberate and take one of the following actions:
- **ACCEPT AS WRITTEN**
  - The issue goes to the Assembly of State Delegates as it was submitted.
- **ACCEPT AS AMENDED**
  - The issue goes to the Assembly of State Delegates as amended with recommended action from the council.
- **NO ACTION**
  - The issue goes to the Assembly of State Delegates with a recommendation for “NO ACTION” from the council.

Assembly of State Delegates:
The Assembly consists of designated Delegates from food regulatory agencies representing 50 states, 6 territories, and the District of Columbia. Each state has one vote, which may be divided equally in states with multiple food regulatory programs, while the 6 territories and the District of Columbia each have ¼ vote. The Assembly convenes on the last day of the Conference biennial meeting and is conducted by the Conference Chair. Each Council Chair will present a report from that council to the assembly. Any Delegate may request that a specific issue be extracted from the report for further discussion. Issues relating to procedures for the Conference or the constitution and by-laws are automatically extracted for discussion. Each council report is voted on for acceptance without the issues which have been extracted. Extracted issues are then considered and voted on individually.

A quorum (2/3 of the designated Delegates in attendance) must be present to adopt an issue. A 2/3 vote is required to change procedures from previous CFP meetings or change the constitution and by-laws. Only designated Delegates may vote or address the assembly. The Chair may, at the request of a Delegate, recognize a non-voting participant to speak to a particular issue.

*Issues may be submitted by anyone who has an interest in or concern about retail food safety*


CFP “Document Library” and Links

Documents to Help Navigate the Biennial Meeting


Editing an Issue in Council (note that only the “recommended solution” of an Issue submission can be edited in Council; this is the section that appears in the “scribe” version of the Issue and is shared onscreen during Council deliberation of that Issue):  http://www.foodprotect.org/media/site/editing-issues-in-council-rev-07-15-2021.pdf


How to Vote

Voting takes place in *Meeting Pulse™*, not *Pathable™*

Delegates must toggle between *Pathable™* and *Meeting Pulse™* or use a different device (e.g., cell phone) to access *Meeting Pulse™*

Vote time of 30 seconds; 5-second warning by Parliamentarian before voting on that motion closes

- Individual vote *can* be changed until vote closed

*Meeting Pulse™* documents all votes by the Council
Non Meeting Pulse™ Votes

Procedural motions will be conducted using Zoom “Reactions” to cast AYE or NAY votes; ABSTAIN votes will be audible after the AYEs and NAYs are cast. If the outcome of ANY vote is in question, the Parliamentarian will request a vote using Meeting Pulse.

ZOOM “Reactions” to use:

AYE =  

NAY =  

ABSTAIN = audible “Abstain”
1. LIMIT debate on each extracted Issue to 10 minutes and each speaker to 2 minutes.
2. EXTEND debate time by X minutes.
3. END DEBATE (goes direct to vote).
4. ADJOURN
Motions regarding COUNCIL REPORTS

- **Part 1** – Issue recommendations “as submitted” or “as amended”
  - Motion to accept the Council # recommendations for Part 1 of their report OR
  - Motion to accept the Council # recommendations for Part 1 of their report minus extracted Issue(s) 2020-X-XXX (and....)

- **Part 2** – Issue recommendations of “no action”
  - Motion to accept the Council # recommendations for Part 2 of their report OR
  - Motion to accept the Council # recommendations for Part 2 of their report minus extracted Issue(s) 2020-X-XXX (and....)

- **Part 3** – Council II only – amendments to CFP Constitution and Bylaws (2/3 majority needed)
  - Motion to accept the Council II recommendations for Part 3 of their report OR
  - Motion to accept the Council II recommendations for Part 3 of their report minus extracted Issue(s) 2020-II-XXX (and....).

Motions regarding EXTRACTED ISSUES

- Motion to extract Issue 2020-X-XXX from Part X of Council X report
- Motion to end debate on extracted Issue 2020-X-XXX
- Motion to accept the Council’s recommended action for extracted Issue 2020-X-XXX

Motions regarding CFP BUSINESS

- Motion to accept stated Resolutions
- Motion to allow editorial, non-substantive changes to 2020 Biennial Meeting documents
Accessing Meeting Pulse™

Virtual Biennial Meeting: Virtual

1:00 PM - 3:30 PM EDT on Friday, August 20

Add to Calendar

Closing Session and Assembly of Delegates

Please open voting mechanism by clicking below

VOTING MECHANISM
Accessing Meeting Pulse™

The meeting organizer has supplied you with your personal access code.

Enter Personal Code

Enter

Send me my code
Accessing Meeting Pulse™

Waiting for the meeting to start

- Interactive Meeting Toolkit
Vote on Motion to Accept Issue to Paint All Cars Blue
What if…

...there is technical difficulty with Pathable™?
Pathable™ has system monitors ("Backstage support") attending each Council session and will be able to respond to system technical difficulties LIVE.

...a Delegate has technical difficulty?
Tech Support is available by email to virtual@conferencedirect.com.

...there is technical difficulty with Meeting Pulse™?
Votes will be tallied via the “Raise Hand” option or individual voice vote.