



# 2020 CFP VIRTUAL BIENNIAL MEETING ASSEMBLY OF STATE DELEGATES ORIENTATION & PARLIAMENTARY PROCEDURES



Conference for Food Protection



# CFP Assembly Orientation

# ASSEMBLY OF STATE DELEGATES

Number of Delegates = 57

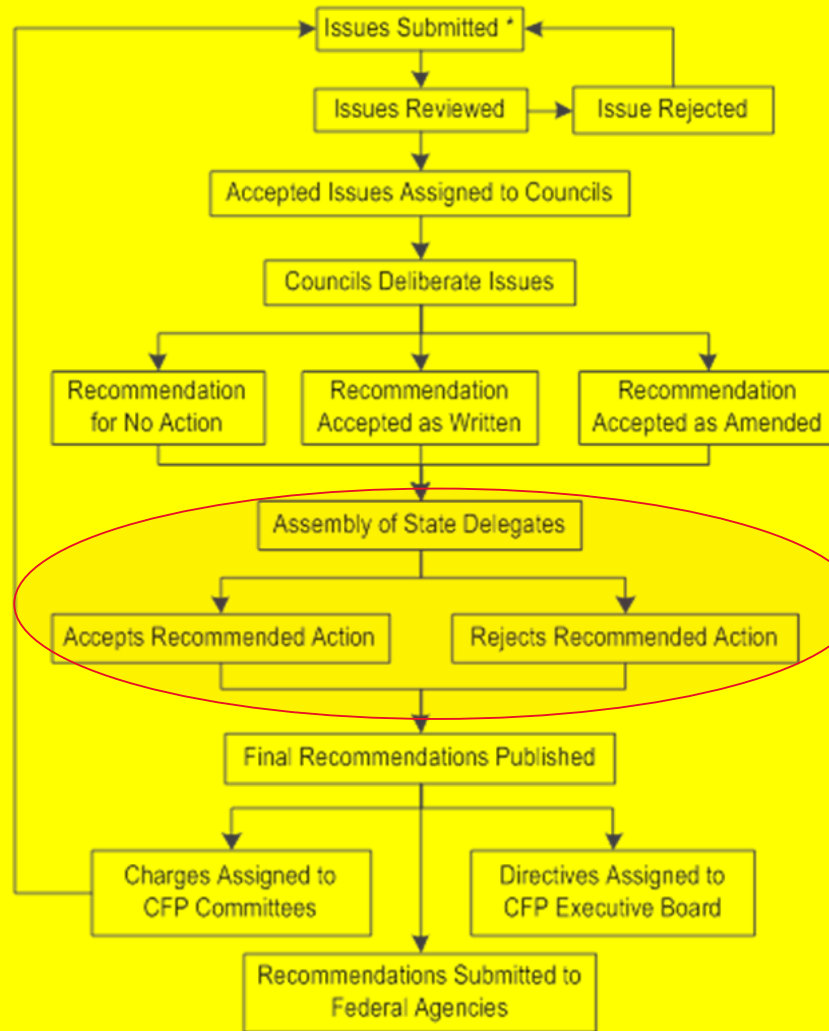
## Composition:

- 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)



CFP Assembly Orientation

## Conference Flow



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



# CFP Assembly Orientation

# THE AGENDA

## MONDAY, AUGUST 16

10:30 A.M. – 12:00 NOON

12:45 P.M. – 4:45 P.M.

4:45 P.M. – 5:45 P.M.

OPENING GENERAL SESSION

BEGIN COUNCIL SESSIONS

CONSTITUENCY CAUCUS MEETINGS

## TUESDAY, AUGUST 17

9:30 A.M. – 10:15 A.M.

10:30 A.M. – 12:30 P.M.

1:30 P.M. – 4:30 P.M.

4:30 P.M. – 5:30 P.M.

EXECUTIVE BOARD MEETING

COUNCIL SESSIONS

COUNCIL SESSIONS

CONSTITUENCY CAUCUS MEETINGS

## WEDNESDAY, AUGUST 18

10:30 A.M. – 12:30 P.M.

1:30 P.M. – 4:30 P.M.

4:30 P.M. – 5:30 P.M.

COUNCIL SESSIONS

COUNCIL SESSIONS

CONSTITUENCY CAUCUS MEETINGS

## THURSDAY, AUGUST 19

10:30 A.M. – 1:00 P.M.

2:00 P.M. – 3:00 P.M.

3:00 P.M. – 4:30 P.M.

7:00 P.M.

END COUNCIL SESSIONS

CONSTITUENCY CAUCUS MEETINGS & ELECTIONS

COMMITTEE FORMATION SESSION

FINAL ISSUE RECOMMENDATIONS POSTED

## FRIDAY, AUGUST 20

10:30 A.M. – 12:00 NOON

1:00 P.M. – 3:30 P.M.

EXECUTIVE BOARD MEETING

CLOSING SESSION & ASSEMBLY OF STATE DELEGATES



# CFP Assembly Orientation

# 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.



CFP Assembly Orientation

# ASSEMBLY OF STATE DELEGATES

## 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



CFP Assembly Orientation

# ASSEMBLY OF STATE DELEGATES

## 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.



CFP Assembly Orientation





# CFP Assembly Orientation

## *Conference for Food Protection – Rules of Engagement*

<b>Move:</b>	<b>May You Interrupt?</b>	<b>Need Second?</b>	<b>Debatable?</b>	<b>Amendable?</b>	<b>Required Vote?</b>	<b>Reconsider It?</b>	<b>Exceptions (*)</b>
To Adjourn	NO	YES	NO	NO	Majority Vote	NO	
To Amend	NO	YES	YES *	YES	Majority Vote	YES	*unless original motion is not debatable
To Appeal Chair's Decision	YES	YES	YES	NO	Majority Vote	YES	
To Avoid Consideration	YES	NO	NO	NO	2/3 Vote	YES *	*affirmative votes may not be reconsidered
To Introduce An Issue	NO	YES	YES	YES	Majority Vote	YES	
For a Point of Information	YES	NO	NO	NO	No Vote Required	NO	
For Point of Order	YES	NO	NO	NO	No Vote Required *	NO	*unless not covered by rules and sent to assembly
For Point of Privilege	YES	NO	NO	NO	No Vote Required	NO	
To Postpone	NO	YES	YES	YES	Majority Vote	YES	
The Previous Question [End Debate]	NO	YES	NO	NO	2/3 Vote	YES *	* until an actual vote has begun on the question
To Recess	NO	YES	NO *	YES	Majority Vote	NO	*If there is no question pending it may be debated
To Reconsider Action	NO	YES	YES *	NO	Majority Vote	NO	*unless original motion is not debatable
To Refer To Committee	NO	YES	YES	YES	Majority Vote	YES *	*unless the committee has already accepted the issue
To Suspend The Rules	NO	YES	NO	NO	2/3 Vote	NO	
To Table An Issue	NO	YES	NO	NO	Majority Vote	YES *	*affirmative votes may not be reconsidered
To Take From The Table	NO	YES	NO	NO	Majority Vote	NO	
To Vote By Division [Hand Vote / Standing]	YES	NO	NO	NO	No Vote Required	NO	



# CFP Assembly Orientation

## 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.

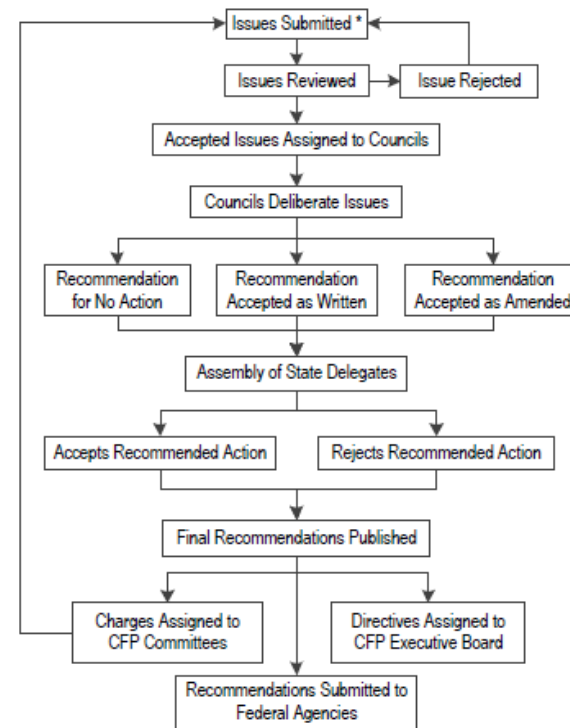
### Assembly of State Delegates:

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 ½ 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.

Rev. March 2016

### Conference Flow



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



# CFP Assembly Orientation

# CFP Document Library in Pathable



Home Agenda ▾ Sponsors Who's Who ▾ Issues ▾ CFP Website Program Book Document Library Breaking News Help Desk

## CFP “Document Library” and Links

### Documents to Help Navigate the Biennial Meeting

Guide to the CFP Issue Process (a 2-page summary from Issue submission to final Conference action): <http://www.foodprotect.org/media/site/guide-to-issue-process-final-07-15-2021.pdf>

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>

Rules of Engagement (a summary of the parliamentary procedures used during Council deliberation and during the Assembly of Delegates meeting): <http://www.foodprotect.org/media/site/cfp-rules-of-engagement-approved-2016.pdf>

Biennial Meeting Information Manual (2020): <http://www.foodprotect.org/media/governingdocument/biennial-mtg-info-manual-2020-revision.pdf>

# How to Vote

Voting takes place in *Meeting Pulse*<sup>™</sup>, not *Pathable*<sup>™</sup>

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

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*<sup>™</sup> documents all votes by the Council

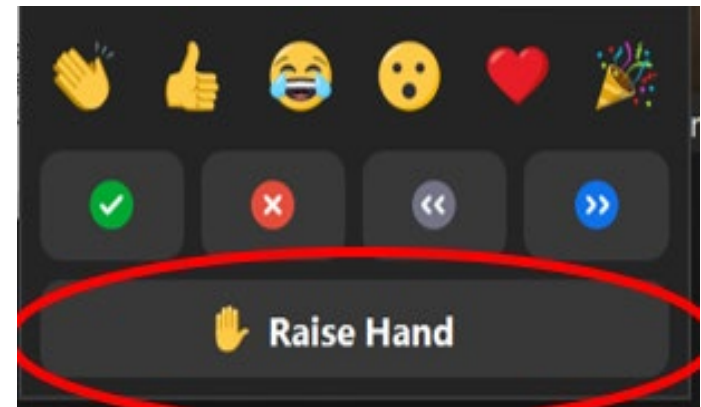
# Non Meeting Pulse™ Votes

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”

# Non Meeting Pulse™ Votes

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 Using *Meeting Pulse*<sup>™</sup>

## 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*™



https://biennial-meeting.cd.pathable.com/meetings/virtual/FcEmSAWWPyovxmccB

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🕒 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*<sup>TM</sup>

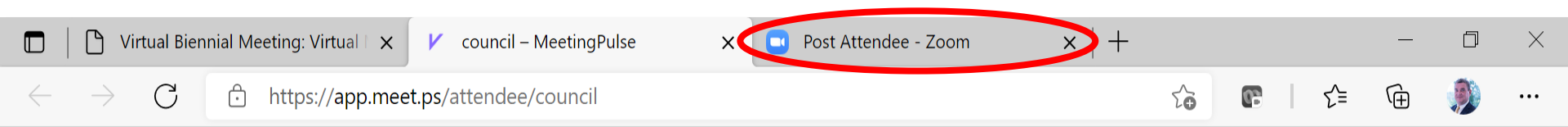
The meeting organizer has supplied you  
with your personal access code

**ENTER PERSONAL CODE**

**Enter**

[Send me my code](#)

# Accessing Meeting Pulse™



Waiting for the meeting to start

**council**



**MEETING  
PULSE**  
✓

– Interactive Meeting Toolkit

# PRACTICE *Meeting Pulse*<sup>™</sup> Vote



Vote on Motion to Accept Issue to  
Paint All Cars Blue

# What if...

...there is technical difficulty with *Pathable*<sup>™</sup>?

Pathable<sup>™</sup> 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](mailto:virtual@conferencedirect.com)

...there is technical difficulty with *Meeting Pulse*<sup>™</sup>?

Votes will be tallied via the “Raise Hand” option or individual voice vote