2020 CFP VIRTUAL BIENNIAL MEETING
COUNCIL ORIENTATION &
PARLIAMENTARY PROCEDURES

Conference for Food Protection
CFP IS UNIQUE –

Representation  Focus

Equality  Consensus

Involvement  Impact

CFP Council Orientation
Council Members will...

1. Come prepared – do your homework
2. Participate
3. Be on time
4. Be respectful
5. Be recognized
Council Members will...

6. Minimize distractions
7. Stay on task
8. Recognize differing opinions
9. Challenge ideas, not individuals
10. Ask for help
Consensus Vs. Majority
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

CFP Council Orientation
Tools for success:
Keep an open mind
Explore compromise options
Maintain forward motion
Make decisions – Not committees
## START THE CLOCK!

**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**
- 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

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### CFP Council Orientation

**16+ Hours / Council**

**105 Issues / 34 – 36 per Council**
<table>
<thead>
<tr>
<th></th>
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<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>
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<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>
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<tr>
<td>To Appeal Chair’s Decision</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>To Avoid Consideration</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>
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<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>
</tr>
<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>*unless not covered by rules and sent to assembly</td>
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<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></td>
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<tr>
<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>
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<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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<tr>
<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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<tr>
<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>
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<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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<td>To Suspend The Rules</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority Vote</td>
<td>NO</td>
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<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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<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</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote Required</td>
<td>NO</td>
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</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, 5 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 5 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

CFP Council Orientation
Non Meeting Pulse Votes

Daily Procedural and Standard Debate Motions NOT USING Meeting Pulse, except when a result is questioned. Zoom Reactions will be used to cast AYE & NAY votes; ABSTAIN votes will be audible after the AYE & NAYs are cast.

ZOOM Reactions to use:

AYE = ✅

NAY = ❌

ABSTAIN = audible “Abstain”
Non Meeting Pulse Votes

“For Issue 2020-xx-xxx, a Motion to…”:
1. **BRING TO THE TABLE** Issues for discussion in sequential order by Issue number without individual motions to open debate on each Issue.
2. **LIMIT** Issue discussion to an initial 20-minutes of debate for each Issue with the following time limits: 2 minutes for the Issue presenter and 1 minute for each Council member who wants to speak to the Issue.
3. **EXTEND** debate time by \( x \) minutes.
4. **TAKE A BREAK** for \( xx \)-minutes, returning at \( xxx \).
5. **END DEBATE** (goes direct to vote).
6. **TABLE** debate until ________________
7. **BRING BACK** tabled Issue 2020-xx-xxx, for discussion.
8. **SUSPEND** the rules… EXAMPLE: “to consider an Issue in a different order.”
10. **TASK AN AD HOC GROUP** to finalize draft language and return with a new draft Recommended Solution at ________________.
11. **TRANSFER** to Council XX.
12. **RECONSIDER** Issue 2020-xx-xxx, motion to action taken yesterday.
Motions Using Meeting Pulse

“Issue 2020-xx-xxx, motion to…”

1. **ACCEPT** the Issue Recommended Solution **AS SUBMITTED**.
2. **ACCEPT** the amended language to the Recommended Solution to read as displayed by Scribe.
3. **ACCEPT** the Issue Recommended Solution **AS AMENDED**.
4. **TAKE NO ACTION** on this Issue for the reason specified.

**NOTE:** the exact Recommended Solution for vote will be on the Scribe’s screen and is **NOT** on the voting poll.
Reasons for “No Action”

Six (6) standard reasons for “No Action” votes are provided below; this language will be captured on the Scribe’s screen, and does NOT need to be captured in the voting poll.

1. “The Issue is adequately addressed in the current FDA Food Code, section(s) ____.”

2. “Insufficient science / research / information has been provided to take action on the Recommended Solution.”

3. “Council could not reach consensus on the Issue.”

4. “The Issue is outside the scope of the Conference for Food Protection.”

5. “The Issue is addressed in Issue 20xx-xx-____.”

6. “The submitter recommended that the Issue be withdrawn.”
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
