



# 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



CFP Council Orientation

# Council Members will...

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



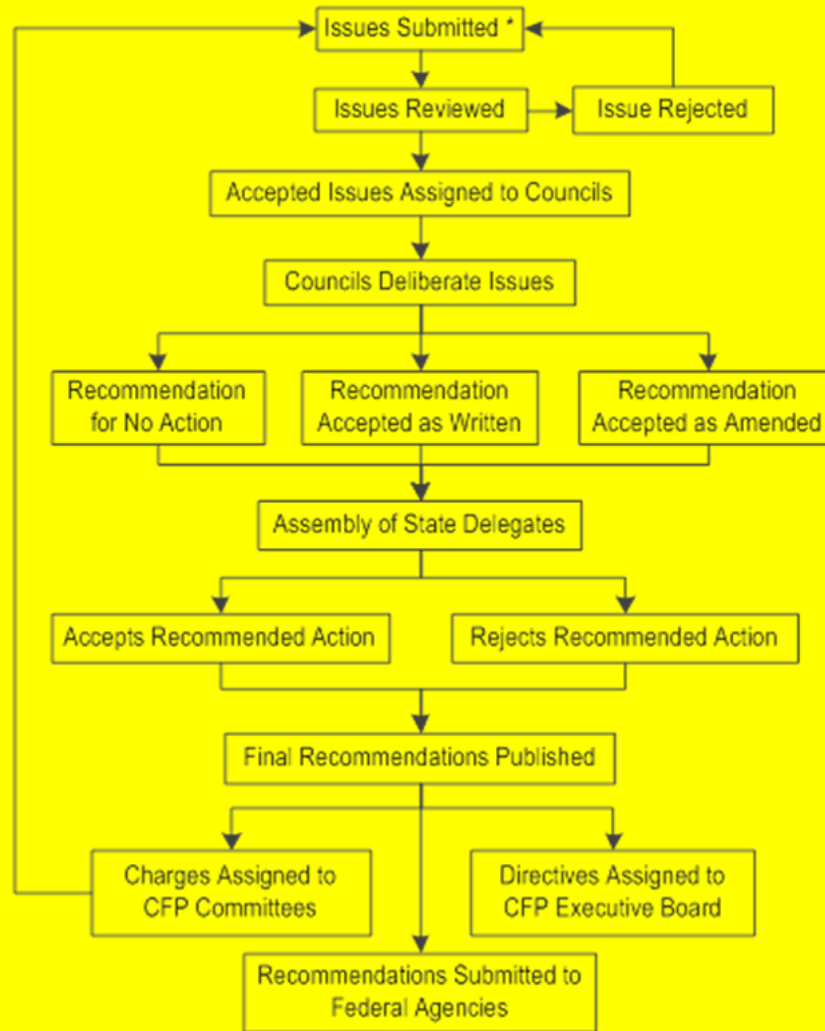
CFP Council Orientation

# Consensus Vs. Majority



CFP Council Orientation

## Conference Flow



*\* 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



## CFP Council Orientation

# START THE CLOCK!

## 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

16+ Hours /  
Council

105 Issues /  
34 – 36 per  
Council



# CFP Council 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 Council 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:

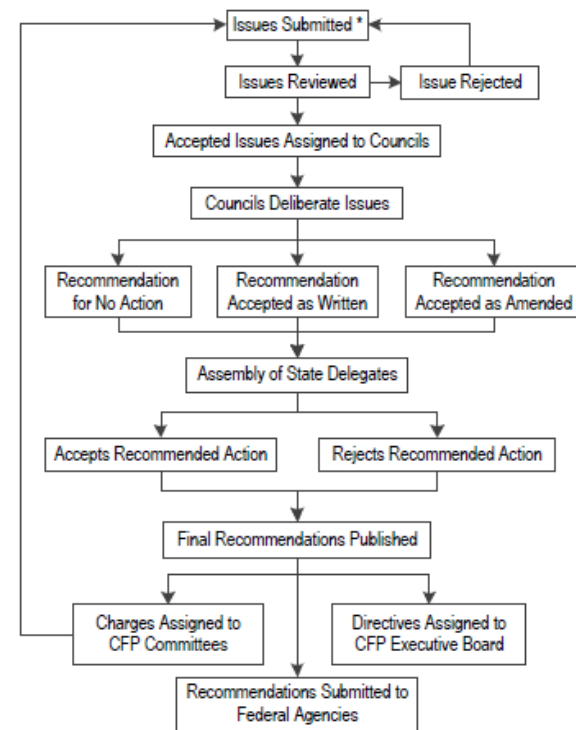
The Assembly consists of designated Delegates from food regulatory agencies representing 50 states, 6 territories, and the District of Columbia. Each state has one vote, which may be divided equally in states with multiple food regulatory programs, while the 6 territories and the District of Columbia 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 Council Orientation

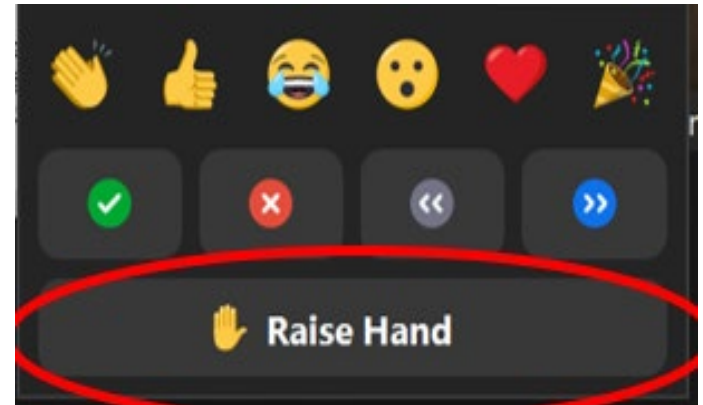
# Non Meeting Pulse Votes

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.”
9. COMBINE Issue 2020-xx-xxx and Issue 2020-xx-xxx into single Issue 2020-xx-xxx for deliberation.
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 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>