

# CONFERENCE FOR FOOD PROTECTION



## BIENNIAL MEETING/CONFERENCE PROCEDURES 2023

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# Conference for Food Protection Biennial Meeting/Conference Procedures

## **I. Introduction**

- A. CFP Biennial Meeting/Conference Procedures are intended to supplement the Constitution and Bylaws in the conduct of Conference meetings and other Conference business.

## **II. CFP Biennial Meeting Orientation**

- A. A brief orientation shall be conducted for attendees at the beginning of the CFP Biennial Meeting. The orientation is solely for the purpose of explaining and answering questions relative to the structure of the Conference and procedures governing its operation.

## **III. Conference Issues**

- A. Interested persons may submit Issues pertaining to food safety to the Conference. Issues may also be created as an outcome of Standing, Council and Adhoc Committees. All Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP Biennial Meeting. (Late-breaking food safety Issues must follow the current version of the CFP Biennial Meeting/Conference Procedures document.)
- B. Issue Submission Process
  - 1. Instructions for Issue submission can be found in the current version of the Issue Preparation and Review Process Checklist on the CFP website.
  - 2. By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any Content and Supporting Documents to the Director and Conference Chair for review and approval. Standing Committee final reports are required to be submitted as an Issue ONLY when Council action is required (e.g., to modify the CFP Constitution & Bylaws, Voluntary National Retail Food Regulatory Program Standards, Food Protection Manager Certification, etc.)
  - 3. By the designated deadline, all Council Committees submit their final committee report, prospective Issues, and any Content and Supporting documents to the Council Chair for review and approval. Council Committee final reports are required to be submitted as an Issue.

4. Attachments to an Issue may include any Content Documents and/or Supporting Documents.
  - a. Content Documents are documents that are developed by a CFP Committee.
  - b. Supporting Documents are documents that support the Content Document and the Issue's Recommended Solution.
    - i. Supplemental reports, studies and other written materials that support and help explain an Issue should be submitted as an attachment to that Issue or as a link to an existing document on a publicly accessible website.

C. Issue Submission Acceptance Criteria

1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed and meet the criteria in the current version of the Issue Preparation and Review Process Checklist on the CFP website. The Issue must be described completely, with its impact(s) on the production, processing, packaging, distribution, sale, and service of foods identified.
2. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.
3. A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Board for review and approval. The Board shall inform the Issue Chair of its decision to accept or reject any Issue submitted after the Issue deadline.
4. Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.
  - a. With the exception of material that has been copyrighted and/or has registration marks, committee documents submitted to the Board, including all work products (Issues; reports; and Content Documents) generated by a Conference Committee become the property of the Conference.

5. Independent entity Issues and Supporting Documents submitted to the Conference reflect only the submitter's ideas, values, opinions, and findings and those documents do not become the property of the Conference.
  - a. An independent entity or individual who submits an Issue with attached Content documentation gives their automatic consent to the Conference to publish that information for dissemination and deliberation.

#### D. Issue Submission Rejection Process

1. All Issues must be received and meet the criteria for acceptance as specified in the current version of the Issue Preparation and Review Process Checklist by the deadline date. If an Issue received prior to the deadline date does not meet the criteria the Issue Chair will notify the submitter in writing that the Issue cannot be accepted as currently written and will be rejected.
  - a. Notification will include specific required changes, deadline date, reference to Issue acceptance criteria.
  - b. If the Issue was submitted by a Council Committee or Standing Committee, the respective Council Chair and Director will be notified respectively.
  - c. If the submitter is non-responsive, they will be notified a second time by the Issue Chair that the Issue is being rejected.
2. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Director that the Issue is pending rejection.
  - a. The Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria for Issue acceptance. The Director may elect to contact the submitter directly.
  - b. If the Director agrees with the Issue Chair's decision to reject, they will forward the Issue to the Conference Chair and Vice Chair for their review.
  - c. The Conference Chair and Vice Chair may elect to contact the submitter directly to determine if they are willing to bring the Issue into compliance.
  - d. If the Conference Chair and Vice Chair do not choose to contact the submitter, the Issue will be rejected.

- e. If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Board for resolution.
  - f. If the Director disagrees with the Issue Chair and determines the Issue as written meets the criteria for acceptance, they will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Board.
  - g. The submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue was rejected.
3. A “Late Breaking” food safety Issue can be submitted after the deadline and may be presented to the Board. The Board may then review and consider for assignment to a Council. The Board shall inform the Issue Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

#### E. Issue Submission Withdrawal Criteria

- 1. The Issue submitter can remove the issue from the Conference before it has been assigned by the Issue Committee to a Council. Once it has been assigned to a Council the Issue has to be deliberated by Council. The submitter can reach out to the Council Chair for guidance on how to proceed.

#### F. Accepted Issues Assignment to Councils

- 1. The Issue Committee, Council Chairs and Vice Chairs, Constitution and Bylaws Chair and Vice Chair, Conference Chair and Vice Chair work together to assign the Accepted Issues in the appropriate Council for deliberation.

Council I	Laws and Regulations
Council II	Education, Certification and Administration
Council III	Science and Technology

#### G. Numbering of Issues

- 1. Each Issue is given a number. The number shall reflect the year, Council assignment, and the sequence within that Council. For example, Issue 2020 II-003 was submitted for the 2020 CFP Biennial Meeting and is the third Issue assigned to Council II.

#### H. Issue Packet

1. At least 40 days preceding the CFP Biennial meeting, all Conference members electronically receive notification that the Issue Packet is available on the CFP website. The Issue Packet contains Issues arranged in the order assigned by the Issue Committee.

### IV. Councils

#### A. Council Member Application Process

1. New Council members and alternates are selected for the next CFP Biennial Meeting from the applications submitted to the Director. All selected Council members and alternates will receive notification of their appointment from the Conference Chair.

#### B. Meeting Arrangements

1. Council Chairs, Council Members, and Parliamentarians will meet prior to the Issue deliberation to review and have a common understanding of uniform procedures to be followed during the Council meetings.
2. A meeting room is assigned to each of the Councils for the duration of the CFP Biennial Meeting. Should Councils wish to meet at other times than scheduled, a notice must be posted as to when and where so all attendees are advised. In addition, the Director must also be notified.
3. Councils will post agendas that show the sequence in which the Issues will be deliberated and will update the agenda as they dispense with each Issue. This allows a submitter or interested parties to move from Council to Council to present multiple Issues, if necessary. If there are conflicts in agendas, i.e., where two or more Issues that were submitted by the same person are scheduled for discussion at the same time, the submitter should notify the Council Chairs as soon as a conflict is identified. The Council Chairs will make every effort to rearrange their agendas to accommodate presentation of the Issues by the submitter or the submitter's representative.

#### C. Conducting Business

1. Seated at the table are the Council Chair and Vice Chair, Parliamentarian, Council members, and Council Consultants as defined in the current version of the CFP Constitution and Bylaws.
  - a. Position Descriptions for everyone seated at the table, with the exception of the Council Consultants, are available on the CFP

website.

2. Each Council has a Scribe and App Liaison.

- a. The Scribe is pre-selected by the Conference Chair and assigned for the purpose of noting significant information and recommendations generated in each Council. The Scribe should be reasonably free of advocacy positions with the respective Council.
- b. The App Liaison is appointed by the Conference Chair and assigned to disseminate information on the status of Issues using a mobile app.

3. Rules

- a. Before beginning Council deliberations each Council Chair announces pertinent information and the respective rules to be followed:
  - i. Anti-Trust Statement
  - ii. Robert's Rules of Order
  - iii. Voting on Issues (accept, no action, referral)
  - iv. Limits of time for each Issue's deliberation including submitter's presentation time limit

4. Referral of Issues to another Council

- a. If a Council decides by a majority vote that it is necessary to refer an Issue to another Council, the Council Chair immediately notifies the Issue Chair. The Council Vice Chair works with the Issue Chair to ensure that the Issue as submitted and all Content and Supporting Documents and rationale for reassignment to the new Council. The Issue Chair reassigns the Issue and confirms that a notice has been posted. The reassigned Issue shall be provided to the reassigned Council for its use in reviewing the Issue. The reassigned Council determines when to hear the reassigned Issue. Generally, it is considered at the end of the Council's assigned Issues.

5. Presentation of the Issue to Council

- a. The submitter of each Issue, or the submitter's representative, is afforded the opportunity to verbally present the Issue to the Council after the Council Chair announces each Issue. Once a motion is made and deliberation begins the submitter can address questions from the Council members.



## 6. Council Deliberations

- a. Councils deliberate Issues beginning with Issue 001. Should any Council member wish to change the order of deliberation, or group issues together, the Council Chair requests a vote by the Council. If acceptable, the Council Chair tells the audience and posts a notice with the changes.
- b. The Council Chair reads each Issue to the Council and entertains a motion and a second in order to bring the Issue to the floor for deliberation. For deliberation purposes, the Council Chair recognizes members of the Council first, the submitter and then those in the audience. Should members of the audience wish to be recognized by the Council Chair, they need to:
  - i. In a virtual format, raise their hand and await recognition by the Council Chair. Once recognized, unmute their microphone, address the Council and then return the microphone to mute.
  - ii. In a live format, approach any Council member, preferably before they are seated at the table, and ask if they will recognize you so you may speak about a specific Issue. The Council member once called upon will yield the floor to you and once the Council Chair recognizes you, you will be given the allotted time to speak on that Issue.

## 7. Council Voting

- a. The following recommendations can be made by a Council and shall begin with the phrase “The Conference recommends...”

**ACCEPT AS SUBMITTED**

**ACCEPT AS AMENDED**

**NO ACTION**

With the reason for “No Action”

## 8. Consensus Building Meetings

- a. The Council Chair may direct Consensus Building meetings be held outside of scheduled Council time to modify verbiage of an Issue to conserve Council time. The meeting participants may include Council members, Issue submitters, and any other individuals as directed by

the Council Chair. The result of the Consensus Building meeting is brought back to Council for continued deliberation.

9. Participation in Other Council Meetings

- a. Council members can leave their meeting to participate in other Council meetings for a particular Issue. Council Chairs should be informed in advance of this taking place. Council members are encouraged to participate in all deliberations in their assigned Council.

D. Council Reports

1. Upon conclusion of the Council meetings, each Council prepares a report. Each report will have two parts:
  - a. Part I: Issues that were recommended “Accepted-As Submitted” and Issues that were recommended “Accept As Amended”
  - b. Part II: Issues that were recommended as “No Action”
2. These reports are and posted on the CFP website before the Assembly session.

**V. Caucus Meetings**

- A. Caucus meetings are held at various times during the CFP Biennial Meeting for five groups: academia, consumers, local regulatory, state regulatory; and industry. These meetings enable constituent groups to discuss Issues and elect representatives from their respective constituencies to fill current or pending vacancies on the Board.

**VI. Assembly**

- A. Members of the Assembly must be a registrant at the CFP Biennial Meeting who is the designated representative of a state, territory, or District of Columbia.
- B. Role of the Assembly
  1. The Assembly is to accept, reject, or extract recommendations from the three Councils, including amendments to the CFP Constitution and Bylaws.
- C. Resolutions that have been submitted in writing and have received prior approval by the Board shall be presented for voting at the Assembly meeting.

#### D. Council Reports

1. The Council Chairs present their reports to the Assembly in sequence beginning with Council I followed by Council II and ending with Council III.
2. Each Council Chair will structure their report as follows:
  - a. Part I: Issues that were recommended “Accept as Submitted” and Issues that were recommended “Accept as Amended”.
  - b. Part II: Issues that were recommended “No Action”.
  - c. Part III: Issues that were recommended to change the CFP Constitution and Bylaws. (Only applicable to Council II Chair.)
3. The delegates are asked to identify any Issues from all the Council reports they wish to extract for individual discussion.
  - a. Each extracted Issue before the Assembly can be discussed for clarification prior to a vote. Extracted Issues can not be amended by the Assembly.
  - b. The Conference Chair asks for a motion to Accept the Council recommendation for each individual extracted Issue. A second to the motion is requested for each extracted Issue.
4. Delegate voting options for the Council reports include “Yes”, “No”, or “Abstain”.
  - a. If a majority of delegates vote “Yes” on Issues “Accept as Submitted” or “Accept as Amended” by each Council the action recommended by each Council will be taken by the Conference.
  - b. If a majority of delegates vote “No” on any Issues “Accept as Submitted” or “Accept as Amended” by the Council the Conference will take no action on the Issue.
  - c. If a majority of the voting delegates vote “Yes” on Issues on which the Council took “No Action” the Conference will take no action on the Issue.
  - d. If a majority of the voting delegates vote “No” on Issues on which the Council took “No Action” the issue shall be referred to the Board for consideration. The Board will then determine the appropriate action to be taken.

- e. If two thirds (2/3) of the delegates vote “Yes” to accept Issues involving the CFP Constitution and Bylaws then the changes will be made to the CFP Constitution and Bylaws document.
- 5. The Conference Chair asks for a motion to Accept the Council reports minus the extracted Issues. After the motion is made, the Conference Chair requests a second to the motion. The Council report minus the extracted Issues, is voted upon.
- 6. Any delegate may request the Conference Chair to take a roll call vote for any Issue.
- 7. Any delegate may request the Director to announce the final vote totals on any Issue to the delegation.

## **VII. Extracted “No Action” Issues**

- A. Extracted “No Action” Issues that are rejected by the Assembly are referred to the Board for its consideration. The Board shall discuss the extracted “No Action” Issue with the option to form a small Adhoc Committee of no more than eight voting members to further discuss the Issue as needed, and provide a final recommendation by the Board meeting following the CFP Biennial Meeting.
  - 1. Whenever possible, the Adhoc Committee shall include a member of the Assembly who voted to reject the “No Action” and the individual who submitted the original Issue to the Conference, provided that individual is a member of the Conference for Food Protection. The other members on this committee shall be comprised of Board members representing both regulatory and industry constituencies and members may be selected from any other constituency as necessary to provide balance and direction to the Adhoc Committee dependent upon the Issue.
    - a. The CDC, FDA, or USDA, if not serving as a voting member, may appoint a non-voting consultant to the Adhoc Committee with an emphasis on expertise specific to the Issue.
  - 2. The actions that may be taken by the Board include:
    - a. A confirmation of “No Action” and no further action is taken;
    - b. Reject the Assembly “No Action” decision and forward the Issue to an existing or created committee to discuss and resubmit the Issue at the next CFP Biennial Meeting;

- c. And other appropriate actions as the Board determines.

## **VIII. Committees Members Selections**

- A. Conference members interested in working on Council Committees and Standing Committees will be offered the opportunity to provide an application with their specific interests. Email notification will be sent to all current Conference members notifying them of the committees available within two weeks of completion of the CFP Biennial Meeting. The opening and closing date for the application with their specific interests will also be included. This opportunity shall be available for 30 calendar days.
  1. After the committee formation process is completed, and only during the 12 months following the CFP Biennial Meeting, a new CFP member may request appointment only as a non-voting member on a CFP Council or Standing Committee.

## **IX. All Committees**

- A. Committees convene during the two years between the CFP Biennial Meetings.
- B. Committee Chair
  1. A Committee Chair's term shall be from appointment through adjournment of the next CFP Biennial Meeting.
  2. Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan.
  3. The Committee Chair shall promote mutual respect and trust by establishing a working liaison among governmental agencies, industry, academic institutions, professional associations, and consumer groups concerned with food safety.
- C. Committee Member
  1. Committee Member's term shall be from appointment through adjournment of the next CFP Biennial Meeting with the exceptions of the Standing Publications and Finance Committees or other Standing Committees the Board deems necessary to manage the affairs of the Conference.
    - a. The Publications and Finance Committee Member's term, or other Standing Committee Member's term that the Board deem necessary to

manage the affairs of the Conference, shall be from appointment until the beginning of the Board meeting following the CFP Biennial Meeting.

#### D. Duties of Committee Members and the Committee Chair

1. Voting and non-voting alternate committee members shall make every effort to attend meetings and participate.
2. Before beginning committee meetings, each Committee Chair announces the respective rules to be followed, Robert's Rules of Order, reminder of Anti-Trust statement, reviews the agenda, and any other pertinent information.
3. Only voting members of the committee can vote on items brought before the committee. A quorum must be participating to adopt a motion. A quorum is defined as a majority of voting committee members.
4. All committee members shall have the responsibility to notify the Committee Chair of their inability to attend a committee meeting.
5. All committee members shall have the responsibility to complete work assignments within the time frames designated by the Committee Chair or to notify the Committee Chair of their inability to complete a work assignment.
6. If voting committee members are unable to fulfill their obligation, they are to notify the Committee Chair immediately so that the Committee Chair may appoint a non-voting alternate to a voting member status. Members who are unable to attend a meeting may not send a substitute, but may forward material for committee consideration. to the Committee Chair.
7. A committee member who does not participate in shall have their continued participation as committee members assessed by the Committee Chair and evaluated by the committee. The committee member may be subject to removal from the committee.
  - a. Removal of a committee member for failure to perform duties as specified in the current version of CFP Biennial Meeting/Conference Procedures document shall require the concurrence of 2/3 of the voting members of the committee. The removal is then forwarded to the Board for review and determination of action.

#### E. Committee Reports

1. Periodic Status Report

- a. The Conference Chair or the Chair's designee establishes a calendar for submission of committee reports.
- b. Committee Chairs shall submit status reports of committee activities to the Conference Chair or Council Chair no later than thirty (30) days prior to each Board meeting that does not coincide with a CFP Biennial Meeting.
- c. The Conference Chair can send a report back to a Committee Chair with a request that a committee work further on its report.
- d. Committee Chair and Council Chair shall be prepared to discuss the report at Board Meetings.

**F. Committee's Final Report**

- 1. All Committee Chairs and Council Chairs submit a Final Report to the Conference Chair.

**X. Additional Considerations for the Composition and Scope of Council Committees**

**A. Council Committees shall be created based on recommendations from Councils and approved by the Assembly.**

- 1. Council Chairs shall submit the names of the Council Committee Chairs for Conference Chair acceptance.

**B. Council Committee Membership**

- 1. Whenever possible, depending upon the nature of the Issue, membership of the Council Committees should be made up of representatives from around the country and from regulatory, industry, consumers, and academia. No more than one person per agency, company, or organization may serve as a voting member on a Council Committee.
- 2. A CFP member may serve as a voting member on no more than one Council Committee during a biennium.
- 3. CFP members who are not selected to serve as a voting member of a Council Committee may serve as a non-voting member on no more than two Council Committees during a biennium.
- 4. Section "X. B. 2" and "X. B. 3." of this document may be suspended at the behest of the Board with 2/3 majority of the Board to drive effective Council Committees and achieve Conference objectives.

5. Federal partner agencies (FDA, USDA, and CDC) can appoint consultants who have expertise specific to an Issue who are not CFP members.

C. Council Committee Membership Approval Process

1. Council Committee Chairs shall submit the names Council Committee members to the Council Chair.
2. The Council Chair submits the Council Committees' members to the Board for approval no later than the Board meeting following the CFP Biennial Meeting.

D. Council Committee Scope of Work

1. The Council Committee's scope of work is limited to charges accepted by the Assembly.
2. The Conference Vice Chair works with each Council Committee Chair to ensure that Council Committees work on their assigned charges and report back to their respective Councils in a timely manner.
3. If a Council Committee discussed an Issue and by majority vote determines that clarification of the Issue is needed the Council Committee will seek guidance from the Board through the Council Chair.
  - a. On behalf of the Assembly, the Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Council Committee and the Board shall be included in the Council Committee's final report and presented to the Council at the next CFP Biennial Meeting. The final report shall also include documentation and clarification regarding the original charges.

**XI. Additional Considerations for the Composition and Scope of Standing Committees**

- A. The Standing Committees are listed and explained in the current version of the CFP Constitution and Bylaws.

1. The Conference Chair appoints the Standing Committee Chairs.

B. Standing Committee Membership



1. Whenever possible, membership of the Standing Committees should be made up of representatives from around the country and from regulatory, industry, consumers, and academia.

**C. Standing Committee Members Approval Process**

1. The Standing Committee Chairs shall submit the names of Standing Committee members to the Board for approval no later than the Board meeting following the CFP Biennial Meeting.

**D. Standing Committee Scope of Work**

1. The scope of work is in the current version of the CFP Constitution and Bylaws.
2. The assignments can also be a result of Council recommendations that were passed by the Assembly.
3. The Board can charge a Standing Committee with work as necessary to accomplish the Conference objective.

**XII. Conference Recommendations to Federal Agencies**

**A. Conference recommendations that have relevance to the federal agencies will be conveyed to the FDA, USDA, and CDC in the following manner:**

1. Within 45 days of the CFP Biennial Meeting, the Conference Chair will send a letter to each federal agency with the Conference recommendations, with copies being sent to each of the other federal agencies.
2. The federal agencies will respond in writing, if applicable, to the Conference Chair on each recommendation from the Conference. The federal agencies will make every attempt to provide these written recommendations within 60 days of receipt.
3. The federal agencies will be available to discuss any Issue with the Board in an effort to explore any concerns and identify mutually acceptable approaches for their resolution. The federal agencies will arrange to have staff available so that this discussion may occur during the Board meeting following the CFP Biennial Meeting unless by mutual agreement an earlier date is appropriate.
4. The federal agencies will provide a written update, if applicable, to the Conference Chair as a follow up on each recommendation not later than four months prior to the next CFP Biennial meeting.

5. Response letters from the federal agencies will be posted on the Conference's website when received.

### **XIII. Temporary Adjustment due to the Pandemic**

- A. Board members as of July 2021 can serve (or complete if appointed as a replacement) one seven year term and no more than thirteen years if re-elected to the Board position for a consecutive second term. Existing language in Article IV of the Constitution and Bylaws shall apply to Board members newly elected or appointed on or after August 19, 2021.

