



# *Conference for Food Protection*

## *Late Issue Submission Policy*

### **PURPOSE**

This policy has been developed by the Executive Board to establish guidelines when evaluating the acceptance or rejection of an Issue and/or supplementary material that has been submitted after the deadline established in the Constitution and Bylaws.

### **POLICY**

The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws. The Executive Board may elect to accept an Issue and/or supplementary material based upon the following:

- Extremely urgent and late-breaking Issues as determined by the Executive Board will be presented to the Council(s). The Board will ensure consistency of the application of this policy and will limit the frequency of this occurrence.
- Additional reports, studies, and other supplementary materials (except committee updates) may be presented orally to the Council(s) and made available through the information table at the Conference Meeting. Council and Assembly members should not be expected to absorb this supplementary material prior to deciding on the disposition of the Issue.
- Late-developing Conference Committee updates may be presented both orally and in writing.
- Conference Executive Board Members, Council members and Delegates will receive this information at no charge.
- Conference Members will be notified of the acceptance of a late Issue and/or supplementary material via email or website at the discretion of the Executive Board.