

Template approved: 04/20/2016

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COMMITTEE NAME: Issue Committee

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 7/12/2019

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Patrick Guzzle and Rebecca Krzyzanowski

COMMITTEE CHARGE(S):

Issue # Constitutional Charge from Article XV, Section 1

1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting.
2. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Issue # 2012 II-008

1. Continuation of Charge 3(b) from Issue 2012 II-008 Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
 - i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
 - ii. Roles and responsibilities for each biennium.

COMMITTEE WORK PLAN AND TIMELINE:

August 2019: Work with Vicki regarding Issue Management System and Issue Reviewer Notebook.

September, 2019: Issue Co-Chairs will host a conference call with the Council Chairs and Standing Committee Chairs and Co-Chairs to discuss Pre-Issue guidance.

October, 2019: Issue Pre-Submission forms and Guidance will be released.

November 1, 2019: Final Committee reports and anticipated Issues due to Council Chairs for preliminary review.

November 8, 2019: Feedback by Council Chairs and Conference Chair and Co-Chair due to Committee Chairs and Co-Chairs.

November 18, 2019: Revised final Committee Reports and Issues submitted to Issue Co-Chairs for preliminary review.

December 1, 2019: Issue Submission opens.

December 31, 2019: Issue Submission closes.

February 12, 2020: Target date for Issue Committee to finalize review of Issues and assign each to a Council for deliberation.

February 19, 2020: Mandated date for Issue Packets to be made available by Executive Director.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** N/A. All communications done by email.

Overview of committee activities: Communications between Constitution, Bylaws, and Procedures Chair and Issue Co-chairs were held in March, 2019 to discuss Issue Submission Procedures. It was decided the best course of action was to add to the Council Member Position Description under Responsibilities and Duties

“COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT”. This gives the ability for Council Chairs and Council members to approach items of concern with issues and have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics.

2. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. None at this time – on-going charges

3. **Status of charges still PENDING and activities yet to be completed:**

- a. The Committee continues to work on all charges listed in the Committee Charges section.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. The Committee requests Board approval of the following language to be added to the Position Description document for Council Members.

Responsibilities and Duties

- Commit oneself to Issue integrity and ethical conduct.

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** *See changes noted above under “requested action”* *No changes to previously approved roster*
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

2. **Supporting Attachments (OPTIONAL):** *Not applicable*