Standing Committee: Issue Committee

Date of Report: January 23, 2006

Report prepared by: Marsha Robbins and Frank Ferko, Issue Co Chairs

Constitutional Charge:
1. Article XIII Duties of the Committees
   Section 1. The Issue Committee shall review all Issues submitted at least seventy-five (75) days before the Conference meeting. 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 XI, Section 1, Subsection 1, Section 2, Subsection 1 and Section 3, Subsection 1.


Additional Charges:
1. Computerize Issue submission process
   Status: Completed prior to January deadline.
   http://foodprotect.org/

2. Complete instructions for new Issue submission process
   Status: Completed prior to January deadline.
   http://foodprotect.org/

* 3. Organize Council Instructions
   Status: Summary based on request from previous Council Vice Chair is completed.
   See attachment A
   Suggestion: Add information from Council Chairs and Vice Chairs following 2006 Conference. Recommendation: A conference call including Issue Chair(s), 2004-2006 Council Chairs and Vice Chairs, and the 2006 Council Chairs and Vice Chairs should be scheduled as soon after the Conference as convenient.

* 4. Procedures for Issue Review and Issue Criteria (acceptance/rejection)
   Status: Draft document: Recommendations presented at August Board meeting
   See attachment B
   Suggestion: Complete review of recommendations. Revise report based on Board discussion and finalize the report.

* 5. Revise instructions to Issue Committee for Council assignment.
   Status: Rough draft under development.

* indicates work that continues for 2006-2008 Issue Committee.
Committee and Workgroup Members: See Attachment C.

Progress Report: Since June 2004, the Issue committee has been extremely busy. The Committee is larger than ever and has been working in 5 work groups. Through conference calls and e-mails, 4 of the workgroups have completed their tasks as defined in 2004. Several of the workgroups should continue to update their documents after the 2006 Conference.

1. Issue Form and Instructions to Submitter – Completed and on the Web
2. Issue Process – Completed and on the Web
3. Website organization, communication, and design - Completed
4. Council Instructions – draft completed – Additional information to be gathered at 2006 Conference. Attachment A.
5. Procedures for Issue Review, Issue Criteria (acceptance/rejection), and Instructions to Issue Committee. – Rough draft of report for Issue Criteria is attached (Attachment B)

Timelines: See Attachment D

August 2005 Board Discussion:

Review of acceptance/rejection procedures. See Additional Charge 4 and Attachment B.

2006: Issue Chair(s) will review Issues and communicate with submitter. Issue Chairs will use Committee members for additional opinions if needed. If (after 2 communications) the Issue Chair believes that the Issue should still be modified, the Issue will be sent to the Council Chairs and Vice Chairs. They will vote on whether the Issue should be accepted as written. This means that they will take the responsibility for revising the Issue as needed during Council discussions.

Recommendations for Future Charges:

Finalize Procedures for Issue Committee – returning to basic Issue assignment.

Create a branding policy for accepting and rejection Issues and attachments.

Finalize Council Instructions for Issues.

Thank you. Just a few words to cover so many hours of work: Thank you to all the committee members for their support and diligence. The workgroup Chairs (Dee Williams, Brian Nummer, John Krakowski, Ellen Laymon, and Glenda Lewis) have worked especially hard to get this much work done.

In the past I have sent thank you letters and/or certificates to committee members to thank them. We plan on continuing this practice following completion of our charges in February.

Marsha Robbins and Frank Ferko
Issue Committee Co-Chairs
Purpose: This guidance is designed to help both Council Members and Issue submitters understand the Issue process during a Council meeting.

Rationale: Consistent Issue amendment and/or revision processes will:
- help Council Members understand and recognize their responsibilities and duties;
- help Issue submitters understand their role during a Council meeting;
- define what actions may be taken with an Issue during a Council meeting;
- provide an effective, efficient and fair process with reasonable time for Council deliberation and action.

Process:
An issue amendment or revision for consideration by a Council during the biennial Conference meeting will adhere to the following:

1. A Council Member who is the original Issue submitter may bring the amendment/revision to the table as recognized by the Council Chair.
2. If the Issue submitter is not a Council Member, then a council member must bring the amendment/revision to the table as recognized by the Council Chair. Issue submitter may address the amendment/revision as recognized by the Council Chair.
3. Revisions must be:
   a. provided to the scribe in an acceptable electronic format* with handouts for all Council Members.
   b. submitted in an underline/strikeover format to allow Council Members to locate changes.
   c. dated and timed to reduce confusion with previous submissions.
4. Content language and formatting of final Issue recommendation will be in the proper format (written examples attached).

* Acceptable electronic formats (e.g., floppy, CD, USB memory modules, wireless e-mail) will be determined in advance of each Conference based on available computer capabilities. All Conference attendees will receive advance notification on acceptable electronic formats.
ISSUE REVIEW PROCESS FOR ISSUES SUBMITTED BY THE SUBMISSION DEADLINE

CONSTITUTIONAL REQUEST: The Constitution and Bylaws Committee will be submitting an Issue to request a Constitutional change to begin with the 2008 Conference. The Issue will be based on an Issue Submission deadline of 90 days prior to the first day of the conference.

Previous Board comments and interpretations of the Constitution and Bylaws have indicated that all changes must be finalized by the submission (75 days prior to Conference) deadline. The Board discussions in August 2005 indicate that this is not true and the Chair may have time after the deadline to review and work with the submitter to modify the Issue. This review time after the deadline is internal to the Issue Committee Timeline and does not affect Conference deadlines defined in the Constitution and By Laws.

The Issue Chair enters the Council and sequence numbers (for example, I-2) following the assignment process and creates the list of Issues to be included with the Issues. Some of this is done manually and some electronically through the new program. In the past, this was manually compiled by the Issue Chair prior to submission to the Executive Director.

The Issues will be submitted to the Executive Director in final format. The process will actually post the zip file for the Executive Director to download. A scribe version of the Issues is also created, eliminating the need for manual creation of this format of the Issues. A Table of Contents for viewing, printing (single Issues or print all by Council) and linking to assignments will be included.

The responsibility of the Executive Director then becomes receiving the final version of the assigned Issues (complete and scribe edited versions) and sending the Issues to the members and to Sterling to post on the Web. He or she is no longer required to forward submitted Issues to the Issue Chair.
**SUBMISSION:**

This is a draft document.

Deadline for Submission – 01/23/06
Submitter automatically receives notification that Issue submitted by deadline.
A tracking number is assigned to the submitted Issue.

**REVIEW:**

**Level 1 Review:** Basic criteria review: retail-oriented, all sections completed, not commercial, submitted by deadline.

Level 1 Review
Level 2 Review: Spelling, grammar, and clarity.
Assignment process:
ATTACHMENT C: CFP ISSUE COMMITTEE
2004 - 2006 CONFERENCE FOR FOOD PROTECTION

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WORKGROUP MEMBERSHIP

1. Issue Form and Instructions to Submitter

Dee Williams Co Chair, Brian Nummer Co Chair, Larry Kohl, Frank Yiannas, Mary Sandford, Dean Finkenbinder, Darwin Pattengale, Mary Fandrey, Ellen Laymon, Lee Comman, Frank Ferko, Marsha Robbins

2. Issue Process – from Issue form to Proceedings posting

Marsha Robbins, Frank Ferko

3. Website organization, communication, and design

Richard Linton, Kevin Hamstra, David Ludwig, Janice Buchanon, Marsha Robbins, Frank Ferko

4. Council Instructions

John Krakowski Co Chair, Ellen Laymon Co Chair, Wayne Derstine, Frank Yiannas, Larry Kohl, Glenda Christy, Vicki Everly, John Gurrisi, Frank Ferko

5. Procedures for Issue Review, Issue Criteria, and Instructions to Issue Committee

Glenda Lewis Co Chair, Linda Jones, Mary Fandrey, Alison Rein, Petrona Lee, Charles McGuffey, Marsha Robbins
Attachment D **Timelines:**

### 2006 Conference – Saturday workshop has previously been used as day 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Days prior</th>
<th>Function</th>
</tr>
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<tbody>
<tr>
<td>Dec 09, 2005 (Friday)</td>
<td>120 days</td>
<td>Executive Director mails registration packet</td>
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<tr>
<td>Jan 23, 2006 (Monday)</td>
<td>75 days</td>
<td>Deadline for receipt of Issues</td>
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<tr>
<td>Mar 09, 2006 (Thursday)</td>
<td>30 days</td>
<td>Executive Director mails Issue packets</td>
</tr>
<tr>
<td>Apr 07-12, 2006 (Fri – W)</td>
<td>0 days</td>
<td>Conference</td>
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### 2006 Issue Committee Potential Timeline

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<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Function</th>
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<tbody>
<tr>
<td>Dec 18, 2005</td>
<td></td>
<td>Committee reports and Issues due to Council Chairs</td>
</tr>
<tr>
<td>Jan 24, 2006</td>
<td>74 days</td>
<td>Issue Chairs access final Issues</td>
</tr>
<tr>
<td>Jan 28</td>
<td>70 days</td>
<td>Issue modifications – final date for changes in Issues after the deadline</td>
</tr>
<tr>
<td>Feb 01, 2006</td>
<td>66 days</td>
<td>Issue Chairs review and finalize versions of Issues 7 working days</td>
</tr>
<tr>
<td>Feb 02, 2006</td>
<td>65 days</td>
<td>Issues posted to Committee</td>
</tr>
<tr>
<td>Feb 13, 2006</td>
<td>54 days</td>
<td>Issues assigned by Committee 7 working days</td>
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<tr>
<td>Feb 16, 2006</td>
<td>51 days</td>
<td>Council Chair Conference Call and final Council assignment 3 working days</td>
</tr>
<tr>
<td>Feb 21, 2006</td>
<td>46 days</td>
<td>Council Chair final sequence assignment 3 working days</td>
</tr>
<tr>
<td>Feb 27, 2006</td>
<td>41 days</td>
<td>Issue Chairs finalize packets and notify Conference Chair and Executive Director that the Issue Committee has finalized its tasks 4 working days</td>
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