

Standing Committee: **Issue Committee Report**
Date of Report: draft submitted December 7, 2007 for review
Submitted By: Vicki Everly, Issue Committee Chair

Committee Charges:

Constitutional Charge

Article XIV, Section 1

The Issue Committee shall review all Issues submitted at least ninety (90) 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 XII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Additional Charges from 2006 Conference

1. Maintain and enhance Issue submission website, including:
 - a. update of computer program;
 - b. development of instructions for web based program;
 - c. posting of revised Issue instructions and submission procedures; and
 - d. establishment of Issue Chair and Executive Assistant web links.
2. Finalize Issue procedures, including:
 - a. Issue review, criteria, and committee instructions;
 - b. Conference timeline;
 - c. Issue Attachment Policy; and
 - d. Council instructions.
3. Develop instructions for Committee Reports submitted with Issues, including:
 - a. procedure and timeline for submission to Council Chairs; and
 - b. procedure for submittal of Committee reports.
4. Research and recommend a "branding policy" for accepting and rejecting Issues and attachments.

Progress Report / Committee Activities:

- Redeveloped online Issue Submission process:
 - 1) A dedicated Issue Submission page was created on the new CFP website providing information on Issue preparation, submission guidelines, acceptance terms and conditions, Issue "path" from submission to Conference action, and a direct link to the Issue Submission website hosted by Purdue University; work completed by Lisa Wright, CFP Executive Assistant.
 - 2) The online Issue Submission website was redesigned "from the ground up," including optimizing code, making it modular for easier updates, and drafting of instructions for website management; work completed by Kevin Hamstra of Purdue University.
 - 3) Reviewed, edited, and consolidated policy, procedures, and instructions for Issue submission and review.
- Established 2008 Conference timeline to correspond with new constitutional mandates:

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| <i>October 2007</i> | <i>Online Issue submission available</i> |
| <i>7 December 2007</i> | <i>Committee Reports and prospective Issues due to Council Chairs</i> |
| <i>13 January 2008</i> | <i>Issue submission deadline (Constitutionally mandated at 90 days before biennial meeting)</i> |
| <i>28 January</i> | <i>Target Date to submit Issues to Issue Committee</i> |
| <i>1 February</i> | <i>Target Date for Issue Committee to finalize Council assignments</i> |
| <i>18 February</i> | <i>Issue Chair finalizes packets for Executive Director</i> |
| <i>3 March</i> | <i>Online Issue Packet available (Constitutionally mandated at 40 days before biennial meeting)</i> |

- Established Board policy documents; approved and adopted by the Executive Board on August 25, 2007:

Issue Acceptance Criteria

To be accepted by the Conference for Food Protection, an Issue must meet all of the following criteria:

- 4) Be within the jurisdiction of the of the Conference and concern retail food, food service, retail food stores, and/or vending.
- 5) Be submitted electronically using the online Issue Submission Form.
- 6) Be submitted on or before January 13 at 11:59 p.m. EST at which time the Submission Form will be inactivated.* **NOTE:** See the *Late Issue Submission Policy*.
- 7) All sections of the Issue Submission Form must be complete and grammatically correct.
- 8) The name for all acronyms used in the Suggested Solution Section must be spelled out at least once.
- 9) The Issue must be described completely including its impact on the retail food industry.
- 10) The food protection or public health aspect must be clearly stated and be easily understood.
- 11) The suggested solution or rationale must be sufficiently detailed to cover all aspects of the submission. When the recommended solution is to change the wording of an existing document (such as the FDA Food Code or a Conference document), the portion of the document to be changed must be accurately identified and requested changes clearly specified using strikeout to indicate the words to be deleted and underline the newly added text.
- 12) The Issue and attachments must meet specified size and format limitations.
NOTE: See *Issue Attachment Limitations*.
- 13) Issues may not be commercial in nature. Issues that endorse a brand name or commercial proprietary process will NOT be accepted.
NOTE: See *Commercialism Policy*.
- 14) An Issue submitted by a Conference Committee must conform to additional criteria.
NOTE: See *Additional Criteria for Committee-Submitted Issues*.
- 15) Issues will be reviewed for spelling, grammar, content and clarity; submitter will be provided two (2) opportunities to incorporate recommended changes. Failure to make changes as requested and within a specified time period will result in rejection of the Issue.
- 16) Revisions to an Issue after the posted deadline will be limited to those requested by the Issue Reviewers.
- 17) Issues become the property of the Conference for Food Protection once accepted by the Issue Reviewers.

** Date indicated is specific to the 2008 biennial meeting and will be updated for each conference.*

Additional Criteria for Committee-Submitted Issues

In addition to meeting the *Issue Acceptance Policy*, the following additional criteria shall apply to Committee-Submitted Issues:

- 1) At a date approved by the Board (approximately 5 weeks in advance of the Issue submission deadline), all Committee Chairs shall submit to the respective Council Chair:
 - a. Prospective Issue(s) for review.
 - b. A final Committee report for review and approval; any changes made after this review must be approved by the respective Council Chair.
Council Chair will respond to Committee Chair(s) with their comments in time for Issue(s) to be submitted via the online process; Council Chairs will then notify the Issue Committee Chair when their review process is complete.
- 2) The final Committee report shall be submitted as an attachment to an Issue with the recommended solution to:
 - a. "Acknowledge" the Committee report. (*Note: Councils should not "accept" or "approve" Committee reports as this implies the entire content of the report has been debated and agreed upon by Council members. Specific elements of the*

Committee report that need to be formally debated and approved are to be submitted as separate stand-alone Issues.)

- b. List any continuation (unfinished or ongoing) charges assigned to the Committee. *(Note: "new" Committee charges are to be included within subsequent issues.)*
 - c. Thank the Committee members.
- 3) The final Committee report shall contain a single listing of all Issues and attachments submitted.
- a. The title given to any Issue or attachment shall be used consistently within all submitted Committee documents.
 - b. Issue attachments:
 - i. Attachments subject to editing by Council (i.e., during deliberation) may be attached as an Adobe Acrobat (.pdf) document, but must be made available in advance to the Council Scribe in MS Word (.doc) format for downloading.
 - ii. If an attachment is referenced in multiple Issues, it must be attached only once to the Committee report Issue, then referenced in subsequent Issue(s) *(for example: "See ABC Committee Report, Attachment #1, titled: XYZ")*.
- 4) Council Chairs will work with Committee Chairs to determine the best method of attaching documents.

Issue Attachment Limitations

Attachments to an Issue are subject to the following limitations:

- 1) All attached documents must be in MS Word (.doc) or Adobe Acrobat (.pdf) format; other formats such as Text (.txt) and Rich Text Format (.rtf) will NOT be accepted.
- 2) The name of the attachment must be specific and accurately referenced within the Issue; the attachment name may be modified by the Conference because of space limitations, clarification, or duplication.
- 3) A description of the specific section(s) and/or page number(s) referenced must be noted.
- 4) If documents to be attached are posted online on a publicly accessible website, it is requested that a single-page MS Word (.doc) or Adobe Acrobat (.pdf) document be the only attached document providing the actual citations and website address links (URL) for all referenced documents.
- 5) All Macros are to be removed from attached documents.
- 6) Attachments over 2 megabytes (2 MB) in size will NOT be accepted.
- 7) Attachments containing a virus will NOT be uploaded; it is highly recommended that a virus scan be performed on all attachments.

Submitting Issue Amendments or Revisions

A consistent Issue amendment and/or revision process 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; and provide an effective, efficient, and fair process for Council deliberation and action.

Any Issue amendment, revision, or supplemental handouts submitted during the biennial meeting for consideration by a Council will adhere to the following:

- 1) Amendments, revisions, or supplemental handouts must be:
 - a. Provided in advance to the appropriate Council Chair or Vice Chair in an acceptable electronic format (e.g., CD, USB) for downloading by the Council Scribe, along with 25 paper copies for Council Members.
 - b. Submitted in an underline and strikeover format to allow Council Members to readily locate changes.
 - c. Dated and timed to reduce confusion with previous submissions.
- 2) Submitter of amendment or revision will notify the Council Chair in advance so that time can be scheduled for Council Members to review the new information.
- 3) Content and format of final Issue recommendation must meet the specifications described in the Issue Acceptance Criteria.
- 4) Bringing the amendment or revision to the table:

- a. A Council Member who is the original submitter may bring the amendment or revision to the table as recognized by the Council Chair.
 - b. If the Issue submitter is not a Council Member, then a Council Member must bring the amendment or revision to the table as recognized by the Council Chair. Issue Submitter may address the amendment or revision when recognized by the Council Chair.
- 5) The Council will determine if they have adequate time to address the amendment or revisions. There is no guarantee that all amendment or revisions will be debated; the submitter should be aware of the limitation of time available at Council sessions.
- Researched allied organization's "branding policies" for review and discussion at the August 2007 Executive Board meeting. The Board agreed that an existing *Commercialism Policy* established in August 2000 adequately addressed the Conference needs.

The Conference for Food Protection Commercialism Policy reads as follows:

Purpose: This policy has been developed by the Executive Board to establish guidelines for the use of commercial names, logos, or other information in Issues submitted to the Conference

Policy: The Conference for Food Protection shall not endorse the use of a product, process or service by brand name. Issues submitted for consideration at a Biennial Meeting will be reviewed; and those where brand names are used in the Issue, rational or solution will be rejected. The Issue Submission Form will contain a statement that reads, "It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process."

- Review and assignment of Issues as mandated by Constitutional charge.

Committee Members:

| Local Regulatory | |
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| State Regulatory | |
| Lee Cornman, Council I Chair Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., C-18 Tallahassee FL 32399-1650 (850) 488-8434 cornmal@doacs.state.fl.us | Aggie Hale, Council II Vice-Chair Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., Suite H Tallahassee FL 32399-1650 (850) 245-5520 halea@doacs.state.fl.us |
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| Industry – Food Service | |
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