

Conference for Food Protection 2006-2008
Issue Committee Report

Date of Committee Report: April 2009

Submitted By: Vicki Everly, Issue Committee Chair

Requested Action by Executive Board: none
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Committee Charges:

Constitutional Charge

Article XV Duties of the Committees

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 XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

As established at the 2008 Biennial Meeting (Issue II-032)

1. Enhance and maintain the online Issue submission process.
2. Draft policies and procedures regarding the Issue process, including submission, review, and Council consideration.
3. Recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

Progress Report / Committee Activities:

1. No committee meetings have been held to date.
2. 2010 Biennial Meeting Issue submission deadline dates confirmed with the Executive Director:
 - a) **October 2009** – Issue Submission template and instructions available online
 - b) **December 1, 2009** – Issue Submission Form available online.
 - c) **Friday, December 4, 2009** – Committee Reports and prospective Issues submitted to Council Chairs for review
 - d) **Friday, January 8, 2010** – Issue submission deadline (*constitutionally mandated at least 90 days out*)
 - e) **Friday, February 19, 2010** – Issue Committee finalizes Council assignments
 - f) **Sunday, March 1, 2010** – Issue Packets available online (*constitutionally mandated at 40 days out*)
3. Future activities be completed prior to deadline dates noted above:
 - a) Development of an “informational packet” for use by Committee Chairs when preparing final reports and Issues.
 - b) Development of improved “attachment instructions” to assist submitters when attaching, editing, and replacing documents submitted with Issues.
 - c) Development of a draft process/procedure and “review checklist” to aid in collaboration between the Issue Chair and Council Chairs when reviewing final committee reports and Issues.

Committee Members:

Local Regulatory	
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