Conference for Food Protection
2012 Issue Pre-submission Form

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.

Title: Procedures for Conference Issues – New Wording

Issue you would like the Conference to consider:
The Issue Committee seeks approval of language within the Conference Procedures to further clarify the Issue submission, acceptance, and rejection process.

Public Health Significance:
Clarification and improvement of the CFP Issue process will ensure that concerns brought forward from all stakeholders are given an equal opportunity for review and final approval.

Recommended Solution: The Conference recommends adoption of the following new language in the Conference Procedures, Section IV, Conference Issues: (new wording underlined; there is no deleted language):
(NOTE: only relevant sections are included below… please refer to the full Conference Procedures document available at www.foodprotect.org)

 A. Issue Submission
  4. The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws.
   a. Standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.

 B. Issue Acceptance Criteria
  1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.
   a. Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.
   b. Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance.

 E. Issue Rejection Process
  1. All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B**.**, the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.
   a. Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.
    1) Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue

2) If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.
3) If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.

b. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.
1) The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.
a) If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review.
- The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance.
- If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected.
- If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.
b) If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.

2. At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the Conference meeting.

Attachments: none

Submitter Information:
    Name: Vicki Everly and Aggie Hale
    Organization: Issue Co-Chairs
    Address:
    City/State/Zip:
    Telephone:
    Fax:
    E-mail:

Please enter name, email and phone of a possible second contact if we are unable to reach you.

Second Contact: