

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

### Committee Reports are considered **DRAFT** until accepted by the Executive Board

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**COMMITTEE NAME:** Issue Committee

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

Date submitted: 3/8/2019

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:**

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:** January 28, 2019
2. **Overview of committee activities:** The committee members discussed a need to work with the Constitution and Bylaws Committee to ensure that the position description statements include language that Council members are expected to be familiar with the Issues before the beginning of the biennial meeting.

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The Committee also discussed whether a policy or other document was necessary to address expectations of an Issue Submitter after the Issue has been submitted but before the Issue is deliberated by Council. Although rare, there have been situations where an Issue Submitter desired to amend the Issue prior to its being deliberated by Council. The Committee agreed that such circumstances should be the exceptions – in other words, that the Issue Submitter should expect to correctly address the concerns of the Issue prior to its submission – but that further clarity might be necessary in some circumstances. The Committee is asking for guidance from the Board regarding the necessity of such a document or policy.

For example, in 2018, an Issue Submitter contacted the Conference Chair asking to amend the recommended solution of the Issue. In this case, the Submitter indicated that paper copies of the amended recommended solution would be made available during the Council deliberation process. In this case, the Conference Chair indicated to the Issue Submitter that such action would not be appropriate – however, if the Issue Submitter was prepared to discuss amending the recommended solution, then such discussion should take place during the deliberation process.

Additionally, a discussion was held regarding the nature of the Regulatory meeting sponsored by the Association of Food and Drug Officials (AFDO) prior to the start of the biennial Council sessions. This discussion centered on the question of what was the nature of that meeting – was it a regulatory caucus? If so, were decisions made by attendees regarding the preferred action on Issues? If decisions were made, were these decisions made prior to the Issue being deliberated by Council? The Committee agreed that this type of discussion was beyond the scope of the Committee.

3. **Charges COMPLETED and the rationale for each specific recommendation:**
  - a. None at this time – on-going charges
4. **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
  - Supports the objectives of CFP as stated in Article I of the Constitution and Bylaws.
  - Has a thorough knowledge of the Constitution and Bylaws, Conference Procedures, Biennial Meeting Information Manual and Roberts Rules of Order.
  - Attends the Council Member and Roberts Rules of Order Orientation sessions prior to the start of Council sessions.
  - Prior to the beginning of the biennial meeting, reviews Issues and attachments to prepare for Council deliberations.
2. The Committee requests guidance from the Executive Board regarding the need to develop a policy or other, similar document to describe proper steps that an Issue Submitter should take if the Submitter desires to amend/alter the Issue prior to its being deliberated by Council.

### 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/](http://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

