

IV. Conference Issues

A. Issue Submission

1. The Executive Board shall approve an Issue Submission Form.
2. Within the time specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.
3. Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a **late-breaking food safety Issue**. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.
 - a. For the purpose of this Section a **late-breaking food safety Issue** is defined as an Issue that specifically relates to an event, practice or circumstance creating a situation requiring the immediate attention of the Conference that has occurred between the deadline of the Conference Issue submission deadline and the Biennial Meeting.
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. Placeholder or “blank” Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:
 - 1) For CFP committees (e.g., “recommendations from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline.)
 - 2) To separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.
 - 3) When circumstances are beyond the control of the Issue submitter, or the submitter’s employer /organization, and the use of a placeholder Issue is approved by the Executive Director.

C. 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.

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- 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.
2. Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.
- a. With the exception of material that has been copyrighted and/or has registration marks, committee documents submitted to the Executive Board online through the Issue Management Program, including all work products (Issues; reports; and content documents) generated by a Conference committee become the property of the Conference.
 - b. Issues and supporting documents submitted to the Conference by an independent entity or individual reflect only the submitter's ideas, values, opinions, and findings and those documents do not become the property of the Conference.
 - c. An independent entity or individual who submits an Issue with attached content documentation gives their automatic consent to the Conference to publish that information for deliberation and dissemination.
3. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.
4. **A late-breaking food safety Issue** submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

*Extracted from Article IV - Conference Issues, Sections B- Issue Submission and C – Issue Acceptance Criteria found in the Biennial Meeting/Conference Procedures 2019

<http://www.foodprotect.org/media/governingdocument/biennial-meeting-conference-procedures-rev-4-2019.pdf>