

Guide to the CFP Issue Process

1. Issue Submission

An "Issue" is a topic submitted for consideration to the Conference that addresses an identified concern related to retail food safety and offers a recommended solution to that concern. Issues are a primary reason the Biennial Meeting takes place. Most Issues are developed by CFP committees, but any interested person may submit Issues using approved forms and within specified time frames.

2. Issue Review and Assignment to Council

Issues are reviewed using specific acceptance criteria, assigned to the appropriate Council, and given a sequence number representing the planned order for discussion during Council deliberations:

- Council I - Laws and Regulations
- Council II - Administration, Education, and Certification
- Council III - Science and Technology

3. Issue Posting

Two versions of the Issues are available at <http://www.foodprotect.org/biennial-meetings/2020-biennial-meeting/issues/>

- **Complete Issue:** Issues with all attachments.
 - ✓ "Content documents" are formal documents submitted with an Issue for review and deliberation by the Council (e.g., CFP guidance document, CFP governing document). Content documents are deliberated and voted on by Councils and described in the Issue's final "recommended solution."
 - ✓ "Supporting attachments" are documents presented along with an Issue only as background information. Supporting attachments are reviewed by Council members in their preparation but are not deliberated, edited, or voted on by the Council.
- **Scribe Version:** The scribe version contains ONLY the Issue title and "recommended solution." This version is used during Council deliberation and may be edited based on Council vote.

After Councils complete their tasks, the final scribe version will be posted and made available for the Assembly of Delegates' review and vote.

4. Issue Presentation to Council

Issues are deliberated in numerical sequence unless the Council takes action to discuss an Issue out of order or table an Issue. When an Issue is opened for discussion, the Council Chair will give the Issue submitter, or the submitter's representative, the opportunity to provide a brief verbal presentation of the Issue. The submitter (or representative) will also be allowed to address questions that arise during deliberation. This opening presentation is not required for the Issue to be debated, but it is highly recommended.

5. Council Deliberation

Each Council is made up of designated representatives across CFP constituencies. Non-voting advisors from Federal Agencies and a parliamentarian are available to each Council to offer needed advice.

Councils follow a modified version of Robert’s Rule of Order called the [Conference for Food Protection – Rules of Engagement](#).

During deliberation, the Council Chair recognizes members of the Council first, the Issue submitter (or representative), and then members of the audience as time allows.

- A Council can refer an Issue to another Council by simple majority vote transferring the Issue and all supporting documentation to the new Council.
- A Council can also take action to reword the recommended solution of the Issue or combine the Issue with a similar Issue(s). A guidance document has been developed to assist Council members when [Editing an Issue In Council](#).

After careful consideration of the Issue, the Council then votes on a recommended action to forward the Issue to the Assembly of State Delegates; these actions are limited to:

- **Accept as submitted** – The Issue goes to the Assembly of State Delegates as it was submitted.
- **Accept as amended** – The Issue goes to the Assembly of State Delegates as amended by the Council.
- **No Action** – The Issue goes to the Assembly of State Delegates with a specified reason for taking no action.

The final Council recommendations are posted on the CFP website the evening before the Assembly of State Delegates session.

6. Assembly of State Delegates Vote

During the closing session of the Biennial Meeting, the Council Chairs formally present final Council recommendations to the Assembly of State Delegates. The Delegates vote to either accept Issues as recommended by the Council or extract specific Issues for further discussion.

If an Issue is extracted for discussion, the Council recommendation can either be accepted as written or rejected.

- When a majority of Delegates votes against a Council recommendation to “Accept” an Issue (either as submitted or as amended), this leads to no further action being taken on that Issue.
- When a majority of Delegates votes against a Council recommendation of “No Action” on an Issue, the Issue is referred to the Executive Board for consideration.

7. Conference Action

The final action taken by the Conference on each Issue will depend on the vote of the Assembly of Delegates and the action as written in the final Issue recommendation. Examples of actions include:

- Posting committee developed guidance documents to the CFP website.
- Establishing new CFP committees.
- Referring new charges to existing CFP committees.
- Corresponding with organizations and agencies such as FDA, USDA, and CDC according to the Memorandum of Understanding between the Conference and each agency.

The FDA and USDA will review and reconsider any material forwarded by the Conference and will make every effort to respond in writing to the Conference Chair on each recommendation from the Conference within 60 days of its receipt of the recommendation. In the case of the FDA, any recommendations accepted by the FDA are incorporated into the next version of the published Food Code.

If the Assembly has voted to approve an Issue with new or continuing CFP committee charges, then committees are formed, and work begins that will result in Issues brought back to the next Biennial Meeting.