

...from 2014 Biennial Meeting/Conference Procedures...changes must be approved via Issue process

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 noncompliance 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.
 - a. **Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.**
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 Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

Issue Rejection Process*Approved by the Executive Board – August 2011***...from 2014 Biennial Meeting/Conference Procedures...changes must be approved via Issue 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 can be rewritten and referred to a committee if unable to finalize language.
 - 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. *f*
 - 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. *f*
 - If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected. *f*
 - 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 CFP Biennial Meeting.