

# **ISSUE REVIEW PROCESS & CHECKLIST – COMMITTEE SUBMITTED ISSUES**

## **FOR THE 2014 CFP BIENNIAL MEETING**

**NOTE: A SEPARATE AND LESS EXTENSIVE CHECKLIST EXISTS FOR INDEPENDENT (NON-COMMITTEE) ISSUES**

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### **INTENT**

The purpose of this document is to provide assistance in the preparation of Conference committee submitted Issues... both for the first time submitter and as a review for experienced Committee Chairs. This document is also intended to assist Council Chairs when reviewing documents for their respective committees.

Because the amount of time available for councils to deliberate their assigned Issues is extremely limited, it is imperative that the material presented to them be as complete and clearly written as possible... and in a consistent format for ease in readability. Issue Reviewers will examine each document looking for ways to help improve clarity, increase readability and understanding, and minimize confusion during council deliberation. The overall goal of Issue review is to ensure that all documents move forward in a manner that facilitates council deliberation and to ensure that final “recommended solutions” provide specific and achievable direction.

The process of Issue preparation and review is conducted ONLY every two years; therefore, as much detail as possible has been incorporated to help provide consistency. Information in this document is based on frequently asked questions from Issue preparers and common errors/omissions observed during previous review processes.

This Issue Review Process and Checklist is a living document that is updated for each Biennial Meeting to include changes to Conference procedures, upgrades to the online Issue submittal process... and lessons learned. Comments and suggestions for improvement are welcome.

### **OVERVIEW**

Contents of this document include:

- I. Timeline
- II. Preliminary Review – Prior to Online Submittal
  - A. Preliminary Review Process
  - B. Review Checklist
    - 1) Overall Scope of Issue
    - 2) Content Review of Issue
    - 3) Content Review of Attachments
- III. Final Review – After Online Submittal
  - A. Final Review Process
  - B. Final Review Checklist
  - C. Issue Finalization
  - D. Issue Rejection
- IV. Submitting Recommended Changes During the Biennial Meeting

### **CONTACT INFO**

Specific questions regarding Issue preparation and submission should be referred to the Issue Chairs via email:

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Aggie Hale        [aggiehale@gmail.com](mailto:aggiehale@gmail.com)

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## **I. TIMELINE**

### **AUGUST 2013**

- Following approval by the Executive Board, the following documents will be provided to Committee Chairs via their Council Chair:
  - Updated Issue Review Process and Checklist
  - Committee FINAL Report Template and instructions
- Council Chairs and Vice Chairs begin working with committees towards finalizing work on charges and preparing final version of committee generated documents for submittal as Issues

### **SEPTEMBER 2013**

- Conference call to review preparation process, submittal requirements, and review process for final committee documents, including final report, Issues, and attachments; participants include:
  - All Committee Chairs;
  - Council Chairs and Vice Chairs;
  - Issue Chairs;
  - Issue Reviewers;
  - Conference Vice Chair; and
  - Executive Director.

**Note! New for this biennial meeting**

### **OCTOBER 2013**

- Issue submission template and instructions available online

### **NOVEMBER 2013**

- Council Chairs determine schedule for their committees to submit final documents for review (not all documents can be reviewed simultaneously)

### **DECEMBER 6, 2013 – FRIDAY**

- Suggested Deadline** for CFP Committee Chairs to submit final committee reports along with ALL prospective Issues and accompanying documents to their Council Chair for **preliminary review and approval** (in accordance with previously determined schedule)
  - **ALL COMMITTEES: All CFP committee generated documents** MUST go through a formal **review** PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments (*see Preliminary Review Process and “Review Checklist” below*)
    - **Preliminary review must be completed no later than Friday, December 20, 2013**
  - **STANDING COMMITTEES:**
    - 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.
    - For Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair
    - NOTE: 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); if no council action is required, final committee report is submitted to the Executive Board for consideration during the Biennial Meeting.

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#### **JANUARY 6, 2014 – MONDAY**

- Online Issue submission process opens
  - With approval by Council Chairs, all committee generated Issues and attachments MUST be submitted via the online process prior to the posted deadline

**CRITICAL NOTE:** *Prior to beginning the Issue submittal process, please ensure that any “firewall” protocol on your computer does NOT prohibit receiving emails from the Conference Issue Management Program – specific email addresses for return messages will be provided once available.*

#### **JANUARY 24, 2014 – FRIDAY**

- Deadline for online Issue submittal: 9:00 PM EST** – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
  - Submission MUST include the committee final report and all committee generated guidance documents
  - Once submitted online, the Issue Reviewers will conduct a final review and work with submitters and Council Chairs to clarify any questions or concerns

*Issue submittal deadline mandated to be not less than 90 days prior to Biennial Meeting*

- Submittal of Issues in advance of the deadline is highly encouraged
- The ONLY Issues that can be submitted AFTER the deadline must meet the “Late Issue Submittal Policy” [http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Late\\_Issue\\_Submission.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf)

#### **3<sup>RD</sup> WEEK OF FEBRUARY 2014**

- “Finalize” all Issues for submission to the Issue Committee for assignment to council
  - After finalization, Issues can NOT be modified in any way except by council during the deliberation process at the Biennial Meeting

#### **MARCH 21, 2013 – FRIDAY**

- Online Issue packets available

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### **II. PRELIMINARY REVIEW – PRIOR TO ONLINE SUBMITTAL**

#### **QUICK SUMMARY**

**Preliminary review of draft final documents is conducted to ensure that:**

- *All assigned charges are addressed and all portions of the submittal forms are complete*
- *Narrative is a clear, logical description of committee process, activities, and recommendations*
- *Attachments are correctly named, presented in a logical manner, and in a readable format*
- *Final committee report is submitted as an Issue to acknowledge the report and Committee Members*
- *All committee recommendations are submitted as subsequent Issues*
- *Future of committee is addressed*

#### **A. PRELIMINARY REVIEW PROCESS**

##### **1) PRELIMINARY REVIEW**

- a) All CFP committee generated documents are subject to a formal “offline” preliminary review process – Issues are NOT to be submitted online until the preliminary review has been conducted and approval is granted by the respective Council Chair
- b) During the preliminary review process, Council Chairs, Council Vice Chairs, and the Issue Chair(s) will serve as reviewers of CFP committee submitted documents
  - i) Council Chairs will forward documents submitted by the Committee Chairs to their respective Vice Chair and to the Issue Chair(s)
  - ii) Council Chairs will serve as the primary contact with their respective Committee Chairs
  - iii) Issue Chair(s) and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs
- c) All reviewers will follow the “Review Checklist” (see below)
- d) When editing documents, “tracked changes” should be used whenever possible; once document review is complete, all track changes MUST be accepted or removed before submitting online

##### **2) REVIEW APPROVAL**

- a) Council Chairs will notify via email the Issue Chair(s) when the preliminary review process for each committee is complete and approval has been given for online submittal of Issues and accompanying documents; a copy of the final approved committee documents will be forwarded via email to the Issue Chair(s)
- b) Committee Issues are NOT to be submitted via the online submittal process until the preliminary review has been completed
  - i) Final review by the Issue Committee will NOT begin until approval is received from the Council Chair
- c) Preliminary review process MUST be completed far enough in advance to allow Committee Chairs to meet the online Issue submittal deadline
- d) Any changes made to a committee report, document, or Issue after the preliminary review process MUST be approved by the respective Council Chair

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## B. REVIEW CHECKLIST

NOTE: this checklist is used for the preliminary review AND the final review of all Issues and attachments.

### 1) OVERALL SCOPE OF ISSUE

Reviewing the “scope of Issue” is the MOST critical aspect of the preliminary review. Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within council. To facilitate the process, it is recommended to divide Issues containing multiple actions or directives; single Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions. Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, committee reports CANNOT be divided into multiple Issues after the deadline has passed.

a) The majority of CFP committees will submit more than one Issue...

NOTES: 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.

i) **First Committee Issue** – this Issue is essentially a presentation of the committee report. The “Recommended Solution” of the first committee Issue contains **ONLY four (4) elements**:

- (1) Statement to “acknowledge attached committee report” (reports are NOT “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by council)
- (2) Reports are to follow the approved committee FINAL report format and include the following information: (see Committee FINAL Report template)
  - (a) full list of committee charges from the previous Biennial Meeting (or as subsequently assigned by the Executive Board)
  - (b) details of committee activities and recommendations
  - (c) specific outcome(s) and disposition(s) for each assigned charge
  - (d) specific direction regarding the future of the committee
  - (e) new or continuation charges to be addressed during the upcoming biennium
  - (f) list of all committee submitted Issues and attachments – recommend using a “cut-and-paste” of each title directly from the committee report
  - (g) list of Committee Members, submitted as a PDF attachment using the *Committee Members Roster Template*; information to be included on the roster is limited to the following:

Committee Name:								
Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email

(3) List of attachments (titles) for ALL committee generated “content documents” (see description below regarding “content documents” vs. “supporting attachments”)

NOTE: ONLY Microsoft Word and Portable Document Format (PDF) documents can be submitted as an Issue attachment.

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- (4) Specific direction regarding the future of the committee, such as:

**EXCEPT** for Standing Committees that report directly to the Executive Board, all CFP committees must be EITHER disbanded or re-created each biennium.

- (a) Committee to be disbanded:
- (i) all charges previously assigned to committee have been completed
  - (ii) disbanded committees may NOT have continuation or new charges
- (b) Committee to be re-created, along with specifics regarding:
- (i) continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)

**NOTE:** If a decision to re-create a committee with continuation charges is dependent on the outcome of a subsequent (later debated) Issue, the continuation charges and the report back requirement as stated below in (iii), should be included as a (separate) subsequent stand-alone Issue and NOT included within the first committee Issue.

- (ii) newly created charges

**NOTE:** newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are usually best if included in a (separate) subsequent stand-alone Issue, especially if it is anticipated that requesting the new charge(s) will result in debate within council.

- (iii) requirement to “report back to the next Biennial Meeting”

- (5) Thank you statement to Committee Members

- ii) **Subsequent Committee Issue(s)** – the actual number or subsequent committee Issues will depend on the work completed by a committee. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are to be submitted as subsequent stand-alone Issues; examples include:

- (1) Policy or guidance documents created by the committee
- (a) It is recommended that a separate Issue is submitted for each independent document
  - (b) **EXCEPTION:** large documents divided to meet attachment size restrictions should be presented within a single Issue
- (2) Committee recommendations regarding controversial or substantial changes to policy or practice
- (a) **EXCEPTION:** non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents)
- (3) New charges assigned to a re-created committee

**NOTE:** the actual number of subsequent Issues submitted by a committee should be determined on a case-by-case basis depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist Committee Chairs in determining the best approach in submitting committee Issues.

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### 2) CONTENT REVIEW of ISSUE

*The overall goals of content review are to improve clarity, increase readability and understanding, and to help minimize confusion during council deliberation.*

#### a) Overall general review includes...

- i) Verification that all sections of the Issue submission form are complete
- ii) Spelling and grammar
- iii) Content and clarity
- iv) Text format is appropriate:
  - (1) Document titles are in quotes or italics
  - (2) Use of **bold** and CAPITAL text format are to be used ONLY for emphasis OR if replicating the format of an existing document (e.g., Food Code)
  - (3) All charges and directives are to be numbered... NOT bulleted. The purpose of using a numbering format is to improve discussion by avoiding confusion on specific points and for easier reference in subsequent Conference documents.
    - (a) The recommended numbering convention is as follows:
      - 1.
        - a)
          - i)
            - (1)

Note!

(b) **EXCEPTION:** directives to edit or modify language within an existing document (e.g., Food Code, CFP guidance or governing document) **MUST** maintain the existing numbering or bulleted format.

**Unfortunately, the auto indent and outline feature of the Issue management website do not always convert properly; in most cases, all outlining and bullets will be flush-left. We apologize and hope this does not severely impact the readability of your Issue.**

- v) Narrative is non-gender specific
- vi) Correct capitalization (e.g., committee names, Issue titles)
- vii) Multiple page documents contain page numbers (“page \_\_\_ of \_\_\_” is the preferred format)
- viii) Correct use of organizational terminology and titles (e.g., “Conference,” “Biennial Meeting,” “Food Code” or “FDA Food Code”)
- ix) Correct use of strikethrough/underline format for changes to existing CFP documents, FDA Food Code, or other regulatory documents (i.e., underlining of “new or proposed” language with “~~strikethrough~~” for language to be deleted)
- x) Adherence to “CFP Commercialism Policy” (i.e., Issues may NOT be commercial in nature)  
[http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Commercialism.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf)

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### b) Issue Title...

**Once finalized, an Issue title CANNOT be changed. If the intent of the Issue is modified during council debate, the council will be asked to provide clarification within the final “recommended solution” that reconciles the new Issue content and the existing Issue title.**

- i) Limited to 75 characters
  - (1) Title uniquely describes purpose of Issue  
**NOTE:** Issue titles may be modified by the Issue Chair prior to finalization for clarification in the event of duplicate submittals
  - (2) Use of standardized “prefix” for CFP committee submitted Issue titles:
    - (a) Report – \_\_\_\_\_ (insert committee name)
    - (b) Re-Create – \_\_\_\_\_ (insert committee name)
    - (c) Report and Re-Create – \_\_\_\_\_ (insert committee name)  
**NOTE:** this dual format is rarely used; see Issue Chair(s) for guidance
    - (d) For subsequent committee Issues, use a preceding committee title abbreviation followed by a number (e.g., “ROP 3” for the third Issue submitted by the Reduced Oxygen Packaging Committee).

**NOTE:** Issue Reviewers will assist Committee Chairs with the appropriate prefix for their Issue titles. The purpose of using a prefix is to make it easier to locate specific Issue titles among the myriad Issues under consideration at each Biennial Meeting.

### c) Issue you would like the Conference to Consider...

Brief description of the specific problem or concern to the retail food industry

**NOTE:** Endorsements by an organization, agency, or individual can be referenced here or in the “Public Health Significance” section as appropriate. Endorsements are NOT to be placed within the “Recommended Solution.” Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.

### d) Public Health Significance...

- i) Describes impact this Issue will have on the industry
- ii) Clearly stated and easily understood
- iii) May include endorsements by an organization, agency, or individual

### e) Recommended Solution...

**The “recommended solution” is the ONLY part of the Issue that will appear in the Conference Proceedings; therefore, it needs to be regarded as a “stand alone” document and be as complete and as clearly written as possible.**

- i) Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission
  - (1) Recommended solution must contain a single option for deliberation by council; Issues offering “either/or” options will NOT be accepted. Optional recommendations can be submitted as follows:
    - (a) As a supporting attachment to the Issue (see instructions below on “Supporting Attachments”)
    - (b) As a written proposal presented to the council during deliberation at the Biennial Meeting (see instructions below on “Submitting Written Recommendations During the Biennial Meeting”).



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- ii) All recommendations made by a CFP committee must be extracted from the committee report and captured within the recommended solution section of the Issue submittal form
- iii) When edits or modifications are proposed for an existing document (e.g., CFP governing document, FDA Food Code, other regulatory document), relevant sections are to be “cut-and-pasted” into the recommended solution using strikethrough/ underline format
- iv) Acronyms must be spelled out when the term is first used  
**EXCEPTIONS: FDA, USDA, CDC, EPA, CFP**
- v) Specific direction(s) MUST be given to the Conference regarding final disposition of the Issue, such as:
  - (1) “a letter be sent to the FDA requesting...”
  - (2) “modified language be incorporated into...”
  - (3) “final guidelines to be posted on the CFP web site”
  - (4) “a committee be created to study...”
- f) **Submitter name...**

**NOTE: ONLY the submitter and Issue Reviewer have the authority to edit or modify an Issue during the review process; the online system does NOT allow access to other users.**

- i) CFP Committee Chair(s) is to be listed as the “submitter” (e.g., Jane Doe, Chair)
- ii) CFP committee name is to be listed as the “organization” (e.g., ABC Committee)

### **3) Content Review of Attachments...**

**ONLY Microsoft Word and Portable Document Format (PDF) documents can be submitted as Issue attachments. Word documents will be auto-converted to PDF prior to posting on the CFP web site and available in both the original Word and PDF formats.**

**Due to challenges in maintaining formatting during the auto-conversion to PDF, it is HIGHLY RECOMMENDED that documents with specialized formatting be converted to PDF before submitting as an Issue attachment.**

- a) There are two (2) different kinds of Issue attachments:
  - i) **“Content Documents”** – this is the body of work, generally created by a committee, which MUST be reviewed and approved via the council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)
    - (1) Content documents should be “attached” only once to the first committee Issue along with the committee report
      - (a) In subsequent committee Issues, the attachment should be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: “See *Report – ABC Committee*, Attachment #1, titled: XYZ”)
    - (2) Issue “Recommended Solution” MUST state if the approved content attachment document is to be posted on the CFP web site in PDF... or editable format (Microsoft Word)... or both... along with a brief rationale statement (e.g., “...available to all users to modify the document for their educational needs.”)
  - ii) **“Supporting Attachments”** – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material, endorsements, alternative “recommended solutions”)
    - (1) Supporting documents are NOT reviewed for content.

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- (2) Review is limited to ensuring that document:
  - (a) is correctly referenced and titled in the Issue
  - (b) is attached in correct format
  - (c) opens and prints from the Issue attachment
- (3) Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety
- b) Attachment format:
  - (i) All attachments MUST be submitted in one of the following:
    - (1) a format compatible with Microsoft Word (.doc)
    - (2) as a Portable Document Format (PDF)
    - (3) as a web address for existing documents
  - (ii) Content Attachments submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with Microsoft Word (.doc) to facilitate editing during council deliberations
  - (iii) Attachments should use a header or footer that includes both the document title and page numbers (*"page \_\_ of \_\_" is the preferred format*)
  - (iv) To avoid confusion and to facilitate debate, the name of each attachment must be specific AND consistently referenced throughout all material submitted by the committee
  - (v) Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence
  - (vi) All Macros are to be removed from attached documents
- c) Council Chairs will work with Committee Chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their Issues



**Note!**

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### **III. FINAL REVIEW – AFTER ONLINE SUBMITTAL**

#### **QUICK SUMMARY**

All review and editing to Issues, reports, and attachments is now conducted via CFP's online Issue Management Program (IMP). There is no established method to track changes made to reports and Issues after preliminary review by Council Chairs and Issue Chair; therefore, a second review of documents must be conducted to verify that:

- *Concerns noted during preliminary review have been addressed*
- *All assigned charges have been adequately addressed*
- *Narrative is clear and logical*
- *Report, Issues, and attachments are presented in a logical manner*
- *Final committee report is submitted as an Issue attachment*
- *All attachments are consistently named, are not duplicated unnecessarily, and readily open in a readable format*
- *Future of committee and any continuation charges are adequately addressed*
- *Spellcheck and grammar check have been conducted*

Once in IMP, the online review and editing of an Issue is restricted to the submitter and one Issue Reviewer (i.e., an Issue Chair or other pre-designated Issue Reviewer). Any discussion or review of the document contents must be conducted before the Issue Submitter inputs their Issue(s) into the IMP system.

**PLEASE NOTE:** To avoid confusion and enormous time consumption, edits will NOT be accepted by the Issue Reviewer outside the IMP system, such as by email, unless the IMP system is not functioning effectively and the Issue Reviewer has specifically requested that information be submitted via an alternate format.

#### **A. FINAL REVIEW PROCESS**

- 1) All CFP committee Issues MUST be approved by the respective Council Chair through the preliminary review process PRIOR to online submittal (see above)
- 2) Once submitted online to the Issue Management Program (IMP), the final review process for that Issue begins:
  - a) During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the online review process
  - b) CFP committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for final review and approval via the online review process

**NOTE:** the IMP system does NOT allow Council Chairs to "edit" documents.

- 3) Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers
  - a) Via the online IMP web site, the Issue submitter will receive edits and comments from the reviewers; the submitter can either:
    - i) "accept" the Issue (indicating the submitter agrees to all suggested edits and that the Issue is ready for finalization)
    - ii) submit another round of revisions (this part of the review process can go back-and-forth as many times as necessary until an Issue is ready to be finalized), or
    - iii) "withdraw" the Issue

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### **B. FINAL REVIEW CHECKLIST**

- 1) Verify Council Chair approval of CFP committee submitted Issues
  - a) Any changes made to a committee report after the preliminary review process **MUST** be approved by the respective Council Chair
- 2) Ensure that the final Issue meets CFP's Issue Acceptance "*Terms and Conditions*" as posted on the CFP web site
- 3) Review all Issues and attachments using "Review Checklist" (noted above) and a final spell check and grammar check has been conducted
- 4) Verify documents referenced in an Issue or in a committee report:
  - a) All attachments listed or referenced are actually "attached" to the appropriate Issue
  - b) All relevant attachment pages are included
  - c) All attached documents readily print and are in a readable format
  - d) All web address links are correct and currently accessible
- 5) Issue Committee will conduct a final edit to standardize content of all Issues, for example:
  - a) Re-name multiple Issues with similar titles
  - b) Ensure submitter's name and information follows a standardized format

**NOTE:** *the submitter's employer contact information is to be entered in the "submitter information" section at the bottom of the submittal form; it is NOT entered under "submitter name" at the top of the form.*

- c) Remove redundant or auto-generated wording from final Issue, for example:
  - i) Recommended Solution... deletion of the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet

### **C. ISSUE FINALIZATION**

- 1) Issue "finalization" is completed once the Issue and all attachments are in an acceptable format for presentation to a designated council for deliberation and submitter agrees to all changes

**NOTE:** *Prior to an Issue being finalized, it must 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.*

- 2) Submitter will be notified via email when Issue is ready to be "finalized"
- 3) Once finalized, an Issue can no longer be edited until it is deliberated in council
- 4) Submitter will again be notified via email when Issue has been finalized for presentation to council
- 5) Finalized Issues are submitted to the Issue Committee for assignment to council

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### **D. ISSUE REJECTION**

*Issues are NOT rejected based on content, but may be rejected for non-compliance with the requirements for Issue acceptance.*

*See Issue Rejection Process in the Conference Procedures, Section IV. Conference Issues; subsection E.*

Submitter will be notified via email if an Issue **CANNOT** be accepted as currently written and is subject to rejection; notification will include:

- 1) specific required changes,
- 2) deadline date,
- 3) reference to *Issue Acceptance Criteria*, and
- 4) recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.

***Note:** the Executive Director will be notified regarding all Issues subject to rejection; for committee submitted Issues, the respective Council Chair will also be notified.*

## **ISSUE REVIEW PROCESS & CHECKLIST – COMMITTEE SUBMITTED ISSUES**

### **FOR THE 2014 CFP BIENNIAL MEETING**

**NOTE: A SEPARATE AND LESS EXTENSIVE CHECKLIST EXISTS FOR INDEPENDENT (NON-COMMITTEE) ISSUES**

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#### **IV. SUBMITTING RECOMMENDED CHANGES DURING THE BIENNIAL MEETING**

*Once finalized, an Issue “recommended solution” can ONLY be edited during council deliberation.*

**A.** To present any modification to the “recommended solution” or supplemental material during the council deliberation, submitters are required to:

- 1) Notify the Council Chair in advance.
- 2) Provide an electronic version (transportable memory or CD) for the Council Scribe.
- 3) Provide 25 paper copies to the Council Chair for distribution to Council Members

**NOTE:** *the Council Chair will most likely want to distribute new material in advance of the actual Issue deliberation to give Council Members a chance to read the new documents.*

- 4) Present all changes/modifications to the original submittal in a ~~strikethrough~~/underline format (both on the electronic version and on the paper copies).
- 5) Indicate the date on the new document to reduce confusion with previous versions; the time of day is also required if multiple versions are generated on the same date.
- 6) Be prepared to present a brief oral overview of the new alternative recommendation when the Issue is up for debate in council.