



Conference for Food Protection

Late Issue Submission Policy

PURPOSE

This policy has been developed by the Executive Board to establish guidelines when evaluating the acceptance or rejection of an Issue and/or supplementary material that has been submitted after the deadline established in the Constitution and Bylaws.

POLICY

The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws. The Executive Board may elect to accept an Issue and/or supplementary material based upon the following:

- Extremely urgent and late-breaking Issues as determined by the Executive Board will be presented to the Council(s). The Board will ensure consistency of the application of this policy and will limit the frequency of this occurrence.
- Additional reports, studies, and other supplementary materials (except committee updates) may be presented orally to the Council(s) and made available through the information table at the Conference Meeting. Council and Assembly members should not be expected to absorb this supplementary material prior to deciding on the disposition of the Issue.

NOTE: Presenting a modification to the “recommended solution” or supplemental material during the council deliberation is not considered a “late Issue submission”; however, to present this material to council, submitters are required to:

- ✓ *Notify the Council Chair in advance.*
 - ✓ *Provide an electronic version (transportable memory or CD) for the Council Scribe.*
 - ✓ *Provide 25 paper copies to the Council Chair for distribution to council members*
 - ✓ *Present all changes/modifications to the original submittal in a strikethrough/underline format (both on the electronic version and on the paper copies).*
 - ✓ *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.*
 - ✓ *Be prepared to present a brief oral overview of the new alternative recommendation when the Issue is up for debate in council.*
- Late-developing Conference Committee updates may be presented both orally and in writing.
 - Conference Executive Board Members, Council members and Delegates will receive this information at no charge.
 - Conference Members will be notified of the acceptance of a late Issue and/or supplementary material via email or website at the discretion of the Executive Board.