

ARTICLE XIII. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

- Section 1.** The Executive Director shall provide each registrant of the preceding Conference meeting at least one hundred sixty-five (165) days prior to the next Conference meeting with forms on which proposal for problems are to be submitted to the Executive Director for assignment to the appropriate Task Force.
- Section 2.** All proposals must be submitted to the Executive Office no later than one hundred twenty (120) days prior to the Conference meeting.
- Section 3.** Proposals submitted by any Conference participants requiring Conference action are to be referred to the Executive Director for assignment to the appropriate Task Force. Proposals that lack required information will be deemed incomplete and returned to the submitter for completion. The Executive Director will consult with the Proposal Review Committee before declaring any problem or proposal invalid.
- Section 4.** The Executive Director shall review and assign all problems or proposals received for Task Force and Conference deliberation. Problem or proposal assignment shall be made according to subject matter and in accordance with Article XIII. Section 5., Section 6., and Section 7. of the Constitution of the Conference.
- Section 5.** Task Force I - Growing Areas: all proposals submitted to the Conference dealing with the classification or patrol of shellfish growing waters, relaying, training and research, or similar items concerning growing areas shall be assigned to Task Force I by the Executive Director.
- Section 6.** Task Force II – Harvesting, Handling, and Distribution: all proposals submitted to the Conference dealing with the sanitation of harvesting, depuration, processing, labeling, transporting, storage, fill or content, training and research, or similar items concerning processing and distribution shall be assigned to Task Force II by the Executive Director.
- Section 7.** Task Force III - Administration: all proposals submitted to the Conference dealing with Conference agreements, memorandums of understanding, complaints and challenges of reciprocity and program evaluations, or similar items, or items not specifically relating to Task Force I or II shall be assigned to Task Force III by the Executive Director.
- Section 8.** Proposals that are deemed technical in nature may be submitted to a committee for review. The committee will provide a recommendation to the appropriate Task Force(s).
- Section 9.** The Executive Director shall provide the appropriate shellfish control authorities in each state and all members, at least ninety (90) days prior to each Conference meeting, with the proposals to be discussed under the heading of Unfinished Business or New Business.

Section 10. Proposals submitted after the deadline, established in Article XIII Section 2. of the Constitution, will be reviewed and may be accepted by the Executive Board for Task Force Consideration. The Executive Board will use the following criteria in accepting late proposals.

- Subdivision a. Why is the proposal being submitted after the deadline?
- Subdivision b. Was the information available prior to the deadline?
- Subdivision c. What is the criticality of the proposal to the safety of molluscan shellfish or the future of the ISSC?
- Subdivision d. Does the proposal involve an NSSP Guide for the Control of Molluscan Shellfish change or an ISSC administrative change?