

Harvey County Food and Farm Council Bylaws

November 2, 2015

Article I. Name

Resolution #2015-14 establishes the name of council as the Harvey County Food and Farm Council, herein referred to as HCFFC.

Article II. Purpose

The purpose of the HCFFC is to integrate all departments of the County as well as a diverse group of public and private stakeholders in a collaborative effort to:

- Improve access to locally grown, healthy foods;
- Develop strategies in ensure community residents are able to obtain safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes community self-reliance;
- Provide a forum to bring together stakeholders from diverse food-related sectors for discussion and coordination for community wide efforts to improve access to local food, examine how food systems operate, and to develop solutions to improve it.

Article III. Duties & Responsibilities of Council

Section 3.1 Objectives

The HCFFC's objectives are to:

- Increase access to and distribution of affordable, nutritious and safe food for all residents;
- Enhance economic development, promote agritourism and strengthen local food systems in Harvey County and regionally;
- Bring stakeholders together and provide mechanisms for seeking stakeholder advice and expertise;
- Effect improvement in the health and well-being of all Harvey County residents;
- Explore means for small business development;
- Coordinate and collaborate with existing initiatives within Harvey County and other regional and state food and farm organizations;
- Bring to the attention of the consumers new initiatives and opportunities; and
- Increase education and awareness of how to use healthy, locally produced foods at home, businesses, and institutions.

Section 3.2 Recommendations of the HCFFC

Recommendations of the HCFFC shall include benchmarks and criteria for measuring progress towards achieving each goal. In developing its recommendations, the council shall solicit public input through public meetings or informational sessions. The HCFFC shall review progress made on each of its recommendations based upon the benchmarks and criteria developed.

Article IV. Membership

Section 4.1 Appointment; size; chair

All Council members shall be appointed by the Board of County Commissioners. Upon appointment, all council members shall serve a term of 3 years. Members shall be appointed the first year in a “staggered” manner- one third for a one-year term, one third for a two-year term, and one third for a three-year term.

The HCFFC shall consist of 12-18 members. Members shall live, work, or farm in Harvey County, and shall have expertise in relevant fields, and to the extent possible, represent the diversity of the community aspects such as culture, gender, age, and geography. From the 12-18 members, the Board of County Commissioners shall select the initial chairperson. Thereafter, the members shall vote amongst themselves every year for the chairperson position.

Members shall represent diverse food-related sectors and groups such as:

- One to three members representing the community at-large
- Two members representing farming
- One member representing senior citizens
- One to two members representing community and faith based organizations
- One to two members representing organizations that represent at-risk populations
- One member representing health professionals
- One member representing agriculture organizations
- One member representing schools and institutions
- One to three members representing Food Retail
- One member representing Kansas State Research and Extension
- One member representing the Local Health Department

Section 4.2 Council member selection

Initial appointments will be recommended to the Board of County Commissioners by the HCFFC Planning Committee. The HCFFC member’s shall recruit and recommend candidates to the Board of County Commissioners upon notification that a seat has become available for all subsequent appointments.

Section 4.3 Resignation

Members need to communicate their intention to resign by written notice to the HCFFC. Three consecutive absences with failure to notify the council may result in an immediate, automatic resignation of council membership and any officer titles and duties.

Section 4.4 Rights & Responsibilities

Members are expected to participate in the work of the HCFFC. Members’ duties are to:

- Commit to the mission and goals of the Council;
- Contribute expertise and participate in strategic development of the Council;
- Represent the Council; and
- Be familiar with and speak in support of the Council and allow his/her name to be used in support of the Council’s mission.

Section 4.5 Officers; terms of office

The HCFFC Officer Titles and duties are as follows:

- Chair:
 - Public spokesperson for HCFFC
 - Designates spokespersons for HCFFC
 - Manage and facilitator of meetings
- Vice Chair
 - In the absence of the Chair, the Vice Chair shall execute the duties of the Chair. The Vice Chair shall perform such other duties as may be assigned by the Chair or other officers.
- Secretary
 - Attend to the clerical functions of HCFFC
- Treasurer
 - Attend to the financial functions of HCFFC

The Officers shall be elected by ballot by the members of the HCFFC by a two-thirds vote. Their terms shall begin at the close of the voting meeting and shall serve either 2 years or through the end of their council membership appointment, whichever is shorter. An Officer may be removed by a two-thirds vote of the Council with at least 24 hour notice to the Council that a vote to remove an Officer will take place. The HCFFC may fill any vacancies in offices by ballot vote for the remainder of a term. The Board of County Commissioners may nominate individuals to fill vacancies and nominations may also be made from the floor. A minimum 24 hour notice must be given for a vote to fill a vacancy.

Section 4.6 Ex Officio Council Advisors

Ex Officio Advisors will be invited to all HCFFC meetings. Because of the position they hold in the community they are able to provide valuable input to the council, however they will not be voting members of the HCFFC. Ex-officio advisors for the HCFFC include:

- Harvey County 4H Clubs;
- Local FFA Organizations;
- Harvey County Economic Development Director; and
- City, County, and State Elected Officials.

Article V. Meetings

Section 5.1 Meetings

The **Chairperson** shall convene and preside at meetings. A minimum of 6 meetings will be held each calendar year on dates chosen by the council. Meetings shall be open to the public. If extenuating circumstances exist, members of the council may participate in a meeting by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

Section 5.2 Emergency/Special meetings

Emergency meetings may be called by the Chairperson at any time. In addition to the chairperson, an emergency meeting may be called by the council by a two-thirds vote at any time.

Section 5.3 Meeting Notices

Notice of any regular or special meeting shall be given at least 24 hours prior thereto by written notice delivered personally, mailed, or emailed to each member at such member's business or home address. Any council member may waive notice of any meeting. Failure to notify staff of current contact information shall constitute a waiver of notice. The attendance of a member at any meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Notice of any regular or special meetings shall be posted on the council's web page 24 hours prior thereto.

Section 5.4 Public Meetings

All meetings of the full Council are public, and members of the public are invited to attend and monitor meetings. The Chairperson shall provide an opportunity at the beginning of regular business each meeting for introductions of public with comments or questions for up to three minutes per speaker.

Section 5.5 Meeting Agenda

A proposed agenda for each meeting shall be approved by the Officers and made available to all council members at least 24 hours in advance of each meeting. Requests for changes to the proposed meeting agenda can be made to the Chairperson at any time prior to approval of the proposed agenda at each meeting

Article VI. Conduct of Business

Section 6.1 Quorum

A minimum of two-third of council membership must be present to constitute a quorum required to vote on council business.

Section 6.2 Voting

For regular council business a simple majority vote is required. Motions that require a two-thirds vote include election and removal of officers, emergency/special meetings called by the council, and bylaw amendments. Roberts Rules of Order will be used to guide the voting process of the Food Council.

Section 6.3 Email Voting

For issues requiring decisions or actions that could not be completed at scheduled meetings, or which the chair feels would require resolution before the next scheduled meeting, the following procedures will be followed for email voting:

The Chair will send an email to all voting members of the council with the proposed action. Votes will be sent to Chair, to approve, oppose, or abstain. If no vote is received from a voting member, that person is recorded as "not voting." At the end of the voting period, the Chair tallies the votes and sends the final vote count to the members. A minimum of two-third of council membership must vote to constitute a quorum.

Article VII. Amendments

These Bylaws may be amended, revised or repealed by a two-thirds vote at any meeting provided, however, the text of any amendment, revision or repeal as originally proposed shall be sent to each member at least fifteen days before the meeting at which such action is to take place.