**Athens Regional Food Policy Council Bylaws**

**Article I** Name

Athens Regional Food Policy Council (ARFPC)

**Article II** Purpose

The Athens Regional Food Policy Council’s mission is *to grow healthy, equitable, and sustainable food systems in our region through understanding and policy work around food security and economic development.*

To this end we have three standing committees with individual areas of focus. Goals of each group will lead to actions within the council. The three committees are 1) *Healthy Food Access* 2) *Food and Energy* and 3) *Food and the Economy*.

Plans will include a component of education and outreach in order to fill gaps in knowledge and understanding in our community. Education and outreach benefits the Council itself, we aim to stay informed about what policy issues are most pressing to the communities in our region.

**Article III** Goals

Council will be comprised of three standing committees. Each committee has its own goals within the overarching purpose of the council. The committees are Healthy Food Access, Food and Energy and Food and the Economy.

Section 3.1 Healthy Food Access Committee

Mission Statement: *To advocate for healthy, equitable, and sustainable systems in our region through policy work*

* + *Advocacy as main priority through….*
  + **Increasing access to healthy food through tax levy – Ohio Revised Code**
  + **Researching area needs to show the big picture of food access issues**
  + **Advocate for changes at state level**

Section 3.2Food and Energy Committee

Mission Statement: *To grow renewable, equitable, and sustainable energy systems in our region’s food system*

* + **Recognize farmers, food producers etc. implementing energy reducing practices**
  + **Determine how energy impacts economy and food access, contribute to solutions of energy issues**
  + **Increase the public knowledge of energy group work in our area**

Section 3.3 Food and the Economy Committee

Mission Statement: *Identify and collaborate with other economic development professionals to recommend policy initiatives and strategies to increase the economic opportunities for food and farm entrepreneurs*

* + **Developing comprehensive data around economic impact of local food on our economy**
  + **Informing political figures of the economic impacts local food can bring to our region**
  + **Leverage additional political and financial support for council through the year end thorough economic impact assessments**

**Article IV** Objectives

Each committee may carry out objectives in relation to their standing goals by creating an ad hoc committee. The purpose of forming an ad hoc committee will be to implement action items in relation to specifics needs of the standing committees. Ad hoc committees will be formed within standing committees and presented to council for approval. Approval will be granted after providing the council with ad hoc committee steps for implementation, persons accountable for implementation and project timeline**.**

**Article V** Committee Expectations

Committees are required to meet one time at the minimum between full council quarterly meetings.

Committees are required to have a chair and a co-chair. Positions have a one year term requirement. Positions run from November – November.

Committee Chairs are required to communicate with committee members to set meeting times, location, and set agendas. Committee Chair is required to communicate with the Council Coordinator on Committee progress and work plans.

Committee Co-Chair is required to attend committee meetings and take meeting minutes for distribution to committee members and council coordinator. The Co-Chair is expected to fill in for the role of Chair if the Chair is unable to plan or attend a meeting.

Committees should have a minimum of 5 members. Committees may continue to meet without 5 members if they are actively recruiting and reporting their recruitment plans to the full council at quarterly meetings.

**Article VI** Membership

The voting council should be comprised of a minimum of 7 and maximum of 11. Council members must represent a range of food system stakeholders including but not limited to, community members, farmers, city and state officials, community organizations, and health professionals. The council members will be the voting members of the organization. (See Section 7.1 for Voting). Other members are referred to as the general assembly.

Section 6.1 Member Appointment

The council of voting members will be elected by the general assembly on an annual basis.

General assembly membership open to the public. Any community member may attend a council meeting and join a standing committee. If a general assembly member wants to run for a seat on the voting council, they may do so after one year of good standing within the council.

Section 6.2 Membership Requirements

General assembly members are welcome to come and go to council meetings as they see fit, there is no membership requirement for community members wishing to sit in on a council meeting.

Voting council members are required to make a one year commitment to the council.

Absences must be noted to the appointed council contact representative.

Members are encouraged to join one standing committee of their choosing (Healthy Food Access, Food and Energy, Food and the Economy). New members may take up to 3 meetings to decide which committee they want to associate with. Standing Committee priorities may overlap and plans for cross sector communication and collaboration is encouraged. Refer back to Section III for understanding of standing committee priorities.

In the case that a member wants to resign, written notice (in person or electronically) must be given to the appointed contact person for the council.

Section 6.3 Member Expectations

Members are expected to actively participate in council meetings, through voting and or respectful discussion between council members and committees.

Prepare for Council Meetings: Review the Agenda and all supporting materials prior to ARFPC meetings and be prepared to consider and act on them.

Recruit and orient new Council members and assess Council performance: The ARFPC can be energized and promote continuous improvement through the influence of fresh perspectives promoted by planned turnover, thoughtful recruitment, and inclusiveness.

**Article VII** Meetings

Meetings will be held at a standard monthly time. All meetings will be open to the public, members of the public in attendance will be introduced and given time at the end of the meeting for comments or questions.

Members will be reminded of meeting time and provided with an agenda with at least one week notice. Council members may ask for updates or additions to meeting agendas.

Standing committees may meet outside of regular council meetings if they so choose and through their own communication. Full council meetings will always aim to provide time for standing committee members to have time for discussion.

**Article VIII** Amendments and Voting

Section 8.1 Voting

A simple majority (50% +1 of council members) of members is necessary to take a vote. Voting may occur at any council meeting that has a simple majority of voting members. A majority vote allows for a motion to be approved through the council. Council has to right to reject request if they feel inadequate information is provided. Upon receipt of more information a second vote for approval may be requested.

Any individual council member may bring an item to council for approval.

When a standing committee or ad hoc committee brings an item for approval representative from committee must provide: *specific goals, people accountable for project goals, deadline for full council’s approval*.

When voting council must ensure legal and ethical integrity and maintain accountability: The ARFPC should promote transparency and ethical conduct by providing access to appropriate and accurate information about the ARFPC and its endeavors. Council members must perform due diligence in research of policy recommendations prior to voting.

Section 8.2 Amendments

These bylaws may be amended by affirmative vote of a majority of voting council at a regular meeting or at a special meeting called for that purpose. Any council member or general assembly member may propose an amendment. Written notice of the proposed changes shall be in the hands of members at least two weeks prior to the meeting at which the vote to approve is scheduled.