

# **Bylaws of the Douglas County Food Policy Council**

*(revised April 21, 2014)*

## **ARTICLE I. NAME**

### Section 1.

The name of the organization shall be the Douglas County Food Policy Council. Hereinafter referred to as the FPC.

## **ARTICLE II. GOALS** (Priority Areas for Study, Communication, and Action)

### Section 1.

The Food Policy Council seeks to identify both the opportunities and challenges for a successful, sustainable local food system in Lawrence and Douglas County. The FPC will serve as a forum for discussion and coordination for community-wide efforts to improve our community's access to local food supply and distribution networks. Therefore, the FPC will focus on the following priority areas:

1. Economic development and entrepreneurial opportunities related to local food production and consumption
2. Improved health outcomes
3. Positive environmental quality impacts
4. Increased access to and distribution of wholesome, local food
5. Support for local producers of sustainable food products
6. Identification, preservation, and/or sustainable development of local resources including soil, agricultural land, important breeds/cultivars, water, skilled labor, capital, and markets
7. Increased education and awareness on the part of Lawrence and Douglas County residents regarding the benefits of locally produced foods

## **ARTICLE III. PURPOSES** (Possible Council Work Items)

### Section 1.

Work with appropriate partners at research and higher education institutions, government agencies, and other organizations to establish benchmarks for a local food system including: economic analysis, health outcomes, environmental impacts, entrepreneurial business models, access, and marketing of local foods.

### Section 2.

Act as a clearinghouse and/or coordinator for objective, comprehensive data describing the local food system – including production, consumption, access, outcomes, participants, revenue, costs, etc.

### Section 3.

Determine what infrastructure and/or services are needed to support a local food system in Lawrence and Douglas County (i.e. storage, processing, distribution, capital).

Section 4.

Draft a County-wide Food Policy that is specific to the needs and interests of the Douglas County community for review, modification and approval by the Board of County Commissioners and Lawrence City Commission.

Section 5.

Contribute to development of an informational website that connects stakeholders, provides producers and consumers with easy access to information about how to increase their capacity to sell and buy local products, and encourages the community to participate in the local food system.

Section 6.

Contribute to development of a guide to buying local in Douglas County including local food production for individual consumers, institutional buyers, and distributors.

Section 7.

Act as an advisory body to the Douglas County Commission and Lawrence City Commission on issues related to food policy, food security, and economic development opportunities related to the local food system.

Section 8.

Act as a forum for discussion and coordination of community-wide efforts to improve the overall food supply and distribution network of the Douglas County and Lawrence community, per above-listed goals.

**ARTICLE IV. MEMBERS**

Section 1.

Members shall be appointed by the Douglas County Commission or Lawrence City Commission for a term of three years, except for the initial appointments to the FPC as set out in Section 4.

Section 2.

Terms of service will begin at the start of the first meeting of the calendar year.

Section 3.

In the event of a member's inability to serve or resignation, the County Commission or City Commission shall appoint another person to serve for the remainder of the unexpired term so created.

Section 4.

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

Section 5.

No person shall serve more than two consecutive terms as a member, except that: a) members appointed for an initial one or two-year term may be reappointed and complete two full three-year terms; b) vacant, unexpired terms may be filled by appointment of standing council members otherwise ineligible for

reappointment; and c) if an appointment to the FPC expires before the City or County Commission has appointed a replacement member, then the member whose term has expired shall serve until a successor has been appointed.

#### Section 6.

There shall be 23 members on the FPC, comprised as follows:

- a) County-appointed: Three at-large members, one appointed by the county commissioner from each county commission district;
- b) City-appointed: Two at-large members, appointed by the Lawrence City Commission;
- c) County-appointed: Three agricultural producers;
- d) City-appointed: One agricultural producer;  
(Appointment of agricultural producers should strive for representation from both the Kansas and Wakarusa watersheds, and include a producer of animal protein, a producer of specialty crops, a commodity producer, and at least one involved in direct marketing of products).
- e) County-appointed: One representative of retail food outlet;
- f) City-appointed: Two representatives of retail outlets;  
(Appointment of retail food outlet representatives should strive for balanced representation from retail grocery, restaurant, and emerging food businesses).
- g) County-appointed: One institutional food purchaser;
- h) County-appointed: One representative from an educational institution or organization located within Douglas County.
- i) County-appointed: One representative of the Douglas County Extension Service;
- j) City-appointed: One representative of the City of Lawrence Sustainability Advisory Board;
- k) City-appointed: One person working in the area of hunger and food insecurity;
- l) County-appointed: One person representing a non-governmental organization working in the area of health, nutrition, or medical care;
- m) County-appointed: One person representing a non-governmental organization working in the area of agriculture or local food systems;
- n) City-appointed: One representative of an established farmer's market in Douglas County;
- o) City-appointed: One representative of the Lawrence/Douglas County Chamber of Commerce;
- p) County-appointed: One youth representative (age 18-30) with demonstrated interest in food system issues;
- q) County-appointed: One person representing senior food and nutritional programs in Douglas County.

#### Section 7.

Individual members selected to serve on the FPC in the above-listed positions should demonstrate an ability to help the FPC achieve priority outcomes, experience or innovation regarding local food systems and community development, and/or an ability to influence the demand for locally produced foods.

#### Section 8.

The City/County Sustainability Coordinator shall provide staff support for the FPC as part of his/her regular duties, and serve as administrative liaison between the Board of County Commissioners, Lawrence City Commission, and the FPC.

Section 9.

Council member attendance is expected at every meeting of the FPC. In the event of three consecutive absences, a Council member may be asked to resign from the Council. *(Rev. 6.20.2011)*

- a) Members who know they will be absent at an upcoming meeting will send notice beforehand to the FPC chairperson and appointed Staff person.
- b) Members may receive an excused leave of absence if they submit a request to the Council detailing the number of meetings they will miss, along with the dates of the first meeting they will miss and the meeting date on which they will return. Leaves of absence will be approved by a vote of the Council.

**ARTICLE V. OFFICERS**

Section 1.

FPC officers shall be a Chairperson and Vice-Chairperson, and shall constitute the Executive Committee.

Section 2.

The Chairperson shall preside at meetings and perform other duties as prescribed by these bylaws. The Chairperson shall be the principal spokesperson for the FPC and shall sign official communications from the Council. The Chairperson, from time to time, may appoint committees to perform specific duties related to the Council's purpose.

Section 3.

The Vice-Chairperson shall preside in the absence of the Chairperson and may perform other duties of the Chairperson when empowered by the Chairperson to do so.

Section 4.

Officers shall be elected at the first regular meeting of the calendar year. Nominations may be made from the floor at that time. In the event of contest for an office, voting shall be by secret ballot.

Section 5.

Terms of office shall begin immediately following the elections.

Section 6.

In the event an officer is unable to serve or resigns from his or her office, the FPC shall elect a replacement at the next regular meeting

Section 7.

An officer may be recalled from office by a majority vote of the membership at a regular meeting of the FPC.

## **ARTICLE VI. MEETINGS**

### Section 1.

Regular meetings shall be held as necessary, at least six times a year.

### Section 2.

The date, time and place of the regular meetings shall be fixed by the Executive Committee and announced to members at least two weeks prior to the meeting date.

### Section 3.

The first meeting of the new calendar year will include announcing the new appointments of the FPC, and election of officers.

### Section 4.

Eleven members shall constitute a quorum for conduct of business.

### Section 5.

Official business, actions, and recommendations of the FPC shall be advanced or approved by simple majority vote of all members of the FPC or quorum thereof. These votes shall be recorded in regular minutes of the FPC.

### Section 6.

The Executive Committee shall meet as necessary.

### Section 7.

All meetings of the full FPC are public, and members of the public are invited to attend and monitor meetings. Chair shall provide an opportunity at the end of regular business each meeting for introductions of public and brief comments or questions from members of the public as time allows.

### Section 8

In the rare case that timely issues must be considered outside of the normal monthly meeting timeframe, the Chair may call an emergency meeting of the Council. This meeting can be conducted in-person, or via conference call. These meetings shall be open to the public, in accordance with the Kansas Open Meetings Act, with 24 hour notice provided on the City and County websites.

### Section 9

A proposed agenda for each meeting shall be approved by the Executive Committee and made available to all FPC members at least one week in advance of each meeting. Requests for changes to the proposed meeting agenda can be made to the Chair at any time prior to approval of the proposed agenda at each meeting. Proposed changes are subject to approval by the full FPC.

## **ARTICLE VII. AMENDMENTS, REVISIONS, AND APPROVAL**

### Section 1.

These bylaws may be amended or revised by affirmative vote of a majority of the total membership at a regular meeting. 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.

### Section 2.

The most current FPC bylaws shall be re-approved at the first regular FPC meeting of each calendar year.

Adopted May 17, 2010

Revised June 20, 2011

Revised October 22, 2013

Revised April 21, 2014