

# Rochester Food Policy Council Bylaws

**Name:** Rochester Food Policy Council

**Mission & Purpose:** The Rochester Food Policy Council (FPC) is a resident-driven collaboration that convenes community members and stakeholders to develop policy solutions, grow partnerships, and support projects that improve the local food system. The Rochester FPC is dedicated to fostering a food system that supports the health of the environment, where every resident has equitable access to high-quality foods that support their health and opportunities to participate in a vibrant local food economy.

Equity, diversity, and inclusion are central to the FPC. We recognize that food is embedded in the work of dismantling structural racism and historical injustices. At all points in the course of its work, the Rochester FPC will strive to engage the skills and knowledge of our diverse community, including but not limited to members of different race, ethnicity, age, gender, sexual identity and orientation, ability, economic and/or food security status, religion, immigration status, and neighborhoods.

The Rochester Food Policy Council pursues its mission by:

- Researching, developing, and recommending policies related to the food system
- Advising governments and organizations on food-related plans, reports, and programs
- Engaging the public and building community awareness of food system issues

## Membership

**Number of Members:** The FPC is made up of 13 members, with ten individuals selected through a community application process and three Administrative Members (definition below). All members are the voting body through which the FPC conducts official business and decision-making. Additional community members are encouraged to participate in the work of the FPC through subcommittees.

**Membership Criteria:** Members will be city residents who reflect the diversity of the Rochester community, including, but not limited to: race, ethnicity, age, gender, sexual identity and orientation, ability, economic and/or food security status, religion, immigration status, and neighborhoods.. The FPC will strive to have members from every quadrant.

**Term Lengths:** A single term of a member is 2 years. Upon completion of a first or second term, all members will be eligible for reelection. No individual shall serve more than 3 terms. If a member resigns or otherwise vacates a seat before their term is complete, the FPC will elect a new member to fill the vacant seat for the remainder of the term. The inaugural FPC will need to create a written policy to stagger terms within its first three months.

**Chair and Vice Chair:** Upon formation, and at the start of every subsequent calendar year, the FPC will elect members to fill the roles of Chair and Vice Chair. Administrative Members are not eligible to serve as Chair or Vice Chair. The Chair will hold primary responsibility for calling meetings of the FPC, setting meeting agendas, assigning subcommittees, and facilitating meetings. The Vice Chair will support the duties of the Chair and carry out the responsibilities of the Chair when the Chair is absent.

**Administrative Members:** The City of Rochester, Foodlink, and Common Ground Health, will each hold one seat on the FPC. Each organization will designate one representative and alternate to serve on the

FPC. Administrative Members will collectively provide staff support to operations of the FPC. They will assist the Chair and Vice Chair to ensure that meetings are scheduled, notes are circulated to all FPC members, and that all other necessary functions are carried out. Administrative Members will support research, communication, and fundraising efforts for the FPC.

Administrative Members are equal voting members, but are not eligible to serve as Chair or Vice Chair. It is preferable, but not mandatory, that individual Administrative Members are city residents.

**Nomination and Selection:** The FPC will have a formal application process. When seats become available, the FPC will conduct widespread community engagement to receive applications. The FPC will have a subcommittee tasked with reviewing applications and conducting interviews of potential candidates. A majority vote of the full FPC is needed to approve a new member.

**Removal:** If a member misses 3 meetings in a 12 month period, without notifying the Chair, that will be grounds for removal. Other grounds for removal include a violation of Conflict of Interest or other activities detrimental to the FPC and its mission. Removal will require a 2/3 vote from the FPC.

### **Meetings and Procedures**

**Quorum:** A quorum is defined as 10 members.

**Affirmative Vote:** A simple majority vote of the total number of FPC members constitutes an affirmative vote. If necessary business must be completed and a meeting cannot be scheduled, proposals, debates, and voting can take place via email or phone. For email and phone votes, the Chair must set a vote deadline and give members at least 2 days to respond with their vote.

**Meeting Facilitation:** The Chair will have the duties of calling and facilitating meetings. Subcommittee meetings can be called and facilitated by the FPC member who is chairing the subcommittee.

**Meeting Frequency:** The FPC will meet no less than 6 times in a calendar year. The Chair will schedule additional meetings as needed. Subcommittees will meet on an as needed basis.

**Meeting Notice:** The Chair will notify FPC members by phone or email at least 5 days prior to meetings.

**Agenda, Records, and Reports:** Along with the meeting notification, the Chair will provide a meeting agenda to FPC members. At all FPC meetings, notes will be taken by the Administrative Members and sent to the whole FPC. Each meeting will start with the approval of the previous meeting minutes. The FPC will generate an annual report of activities for publication on its website.

**Subcommittees:** The FPC will vote to form or dissolve subcommittees to carry out work on specific projects and issues as needed. Subcommittees will include at least one FPC member who acts as the chair. The subcommittee chair will fill the subcommittee with community members, FPC colleagues, and/or organizational representatives. The subcommittee chair will schedule meetings as needed, create agendas, and disseminate notes. The subcommittee chair will be responsible for communicating the work of the subcommittee to the FPC.

**Amendments to the Bylaws:** Amendments to the bylaws can be made with a 2/3 vote of the full FPC. Proposed amendments must be provided to all members at least 5 days prior to the vote.