

# Clark County Food System Council

## Bylaws Updated May 2017 Modified February 2018

### I. Vision

*A healthy community and thriving local food system that:*

- *Provides access to healthy and culturally appropriate food for all residents;*
- *Values and preserves community land for food production;*
- *Maximizes the use of local, regional and seasonal foods;*
- *Meets the needs of the present generation without compromising the needs of future generations.*

### II. Mission

Encourage, promote and support a sustainable healthy food system for all residents in Clark County.

### IV. Values

#### **This Council values, first and foremost, the health of the community**

- Excellent physical and mental health, enjoyed by all members of this community – farmers, workers and eaters throughout their lives.
- Policy development which accounts for the impact on public health and the impacts across the entire lifecycle of how food is produced, processed, packaged, labeled, distributed, marketed, consumed and disposed.

#### **Sustainability**

- The conservation, protection and regeneration of natural resources, landscapes and biodiversity.
- Not compromising the ability of the food security system to meet the needs of future generations.
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#### **Resilience**

- That this community thrives in the face of challenges, such as unpredictable climate, increased pest resistance, and declining, increasingly expensive water and energy supplies.

#### **Diversity**

- In size and scale- the inclusion of a diverse range of food production, transformation, distribution, marketing, consumption, and disposal practices, occurring at diverse scales, from local and regional, to national and global.

- In geography- the consideration of geographic differences in natural resources, climate, customs, and heritage.
- In culture- the appreciation and support of a diversity of cultures, socio-demographics, and lifestyles;
- In choice- a system that provides a variety of health-promoting food choices for all.

#### **Fairness**

- Fair and just communities and conditions that exist for all farmers, workers and eaters.

### **V. Strategies**

The Clark County Food System Council supports a viable, economical and sustainable local food system through multiple strategies, including:

- Providing a forum for people involved in different parts of our community food system and government to meet and learn about how each other impact our food system.
- Identifying and prioritizing issues and making recommendations that promote, support and strengthen access to healthy food for residents in our community.
- Establishing and maintaining a comprehensive dialogue and assessment of the current food system in our community.
- Strengthening the connections between food, health, natural resource protection, economic development, and the agricultural community.
- Researching, analyzing and reporting on information about the local food system.
- Advocating for and advising on food system and food policy implementation.
- Promoting and providing education on food system issues.

### **VI. Structure**

#### **A. Membership**

The Council will be comprised of a minimum of 9 and maximum of 21 elected members representing as many of the following professions and/or viewpoints as possible: agriculture, nutrition, education, emergency food systems, health care, food services, food manufacturers and distributors, waste management, planning, transportation, grocery, community members, business or economic development, human services, faith based organizations, land use, and concerned citizens.

Members shall live or work in Clark County and shall serve without compensation.

The Membership Committee shall be responsible for maintaining the Council at minimum of 15 members and no more than 21 members. The Membership Committee will manage the Membership Campaigns once in May and once in October. The Committee is comprised of three council members. Committee members shall serve for one year with the ability to volunteer for additional terms.

Food System Council membership terms are a one- to two-year commitment, and include the ability to reapply for an additional one-year term indefinitely. New members will declare the term they are requesting as part of the application process; however, the term will be decided by the Council at the time they are offered a membership.

Applicants for membership will be sought at the following times.

- When a current Council member resigns
- When Council membership terms are ending
- May
- October

The Committee will convene February through April and July through September for twice-a-year recruitment and selection; and on an as-needed basis at others times of the year to fill openings due to resignations.

For those council members who are eligible for re-application, having served a one-to-two year term, a request will be forwarded in February with a March deadline for re-application. The membership committee will then open the application process for new applicants. The committee will present a brief synopsis to the Council explaining why finalists are recommended for Council membership. Committee recommendations for annual appointment will be forwarded to the full Council each year at the May meeting.

The full Council makes the final determination of who shall be selected as new members.

Exceptions to this process can take place at times deemed necessary by the Council to maintain a minimum of 15 active members.

The Membership Committee will evaluate applicants based on their perceived ability to contribute to the mission of the Council, commitment to serve and specific contributions to the local food system. Council members are expected to attend all meetings. Excused absences (sickness, death in family, business trips or emergencies) will not affect a member's status. However, three consecutive meetings and/or more than three unexcused absences in a 12-month period shall constitute cause to recommend resignation and replacement of the position.

## **B. Committees**

The Council shall establish standing committees and/or issues committees, in addition to the Membership Committee, to perform the work of the Council and to include additional stakeholders. As circumstances arise, the Council can alter, change or disband these committees.

Committees:  
Bylaws  
Ad hoc issues

## **C. Duties of Officers**

Officers shall be elected by a majority of vote of the Council and include a chairperson, vice-chairperson, secretary and treasurer. Officers shall serve for a term of one year or until their successors are elected.

### **Chairperson**

- Develop meeting agendas in collaboration with Vice-Chair, Secretary and Treasurer; lead the Council meetings.
- Serve as the main liaison between the Council and government representatives.
- Represent the Council to the community.
- Ensure the Council acts in accordance with its bylaws and mission.
- Facilitate consensus decision-making whenever possible.
- Put aside personal opinions when speaking for the Council.
- Commit to keeping the work of the Council going between meetings.
- Chair must have been a member for a minimum of one year.
- Chair will serve for a one year term or until a successor is elected.
- Members can be elected as Chair for more than one term.

### **Vice-Chairperson**

- Assume duties of Chairperson in his/her absence.
- Ensure the Council acts in accordance with its bylaws and mission.
- Commit to keeping the work of the Council going between meetings.
- Assist the Chairperson with Council tasks as needed.
- Acts as Chair when Chair is absent.
- Vice-Chair must have been a member for a minimum of one year.
- Vice-Chair will serve for a one year term or until a successor is elected.
- Members can be elected as Vice-Chair for more than one term.
- Vice-Chair does not automatically advance to Chair.

### **Secretary**

- Set up meeting space.
- Assist with meeting flow and time-keeping during meeting.
- Take meeting minutes; review minutes with Chair and Vice-Chair for completeness/accuracy and for developing agendas.
- Distribute minutes, upcoming meeting agenda and any attachments to Council 1-2 weeks prior to the next meeting.

- Acts as Chair if the Chair and Vice-Chair are absent.
- Secretary will serve for a one year term or until a successor is elected.
- Members can be elected as Secretary for more than one term

#### **Treasurer**

- Handle the money with high standards and set a tone of integrity.
- Manage tax and compliance filings.
- Identify and manage risk.
- Confirm contributions and Acts as liaison with Fiscal sponsor(s) and/or agent(s)
- Distribute financial reports to council a minimum of 1 week prior to regular meetings.
- Treasurer will serve for a one year term or until a successor is elected.
- Members can be elected as Treasurer for more than one term

### **VII. Meetings**

Meetings are open to all community members but only Council members will vote and/or take action on recommendations and work activities for the Council.

The Council shall hold regular monthly meetings and be open to the public.

Special meetings can be called by the officers of the Council. The purpose of the meeting shall be stated. Except for cases of emergency, at least five (5) days notice shall be given.

### **VIII. Decision Making**

The Council will make decisions by consensus.

- If consensus is not reached, the Council will decide how to proceed on a case-by-case basis. Options could include deferring the decision for later reconsideration, forming a subcommittee to gather more information, and/or getting external feedback on the issue.
- For each Council member, the standard for agreement is that they can agree to support the decision.
- The Council will check consensus by a thumbs up, down, or sideways poll (sideways poll means “I need more clarification and/or check in with me”).
- If a Council member disagrees, s/he should clearly articulate concerns and try to offer an alternative solution.
- Everyone should understand whether the issue being discussed is time-sensitive.
- A Council member who must miss a meeting and has strong opinions about an issue that will be discussed should find a way to convey their opinions to the group, for example via email. If a decision is to be made by the council about the issue, the opinion will be read prior to the vote. Email or other communication does not substitute a vote.

- A quorum of Council members, which will consist of one-half of Council plus one, need to be present in order to make decisions. An officer must also be present.
- Council members must be present to participate in a decision (no proxies).
- Decisions requiring timely attention may be approved electronically at the discretion of the chair. A deadline for members to respond will be established and lack of response will be determined as consensus to move the issue forward.

## **IX. Considerations for Taking on Issues**

- Is there a direct connection between the issue and the vision, mission, values and strategies of the Council?
- Will it have a major impact on the food system?
- Is the issue urgent or time sensitive?
- Does the issue build or sustain an existing effort?
- Can the Council make a difference or influence the issue? What community or affiliation is the Council trying to influence?
- Does the Council have the resources to commit to the issue?
- Does the Council have enough information to make an informed decision?
- What are the basic pieces of information the Council needs to take action?
- Who else is working on the issue?

## **X. Bylaw Review**

Bylaws will be reviewed every 3 years or updated as needed.

\*\* Food System Definition - The chain of activities beginning with the production of food and moving on to include processing, distributing, wholesaling, retailing, preparation and consumption of food and the disposal of food waste.

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