

BYLAWS OF THE JOHNSON COUNTY FOOD POLICY COUNCIL

ARTICLE I. NAME

The name of the council shall be the Johnson County Food Policy Council (hereinafter referred to as the “Council”).

ARTICLE II. MISSION

The mission of the Johnson County Food Policy Council is to improve the health and wellbeing of individuals, the community and the environment through a just, equitable and sustainable food system in Johnson County. Through policy recommendations, education and collaborations, the Council strives to increase access to healthful food that is locally produced when available.

ARTICLE III. PURPOSE

The purpose of the Council is to serve as an advisory body that reviews and recommends policies to the Board of County Commissioners of Johnson County, Kansas, and other pertinent entities, to strengthen the local food economy and improve access to healthy and nutritious food by:

- A. Creating a forum for discussion and coordination of efforts to improve the nutritional, environmental, economic, and social health of Johnson County, Kansas;
- B. Building the capacity of stakeholders to find common ground on policy priorities, generate public support for those policies, and educate residents and community leaders on issues in our food system; and
- C. Developing strategies to effectively and sustainably address food access, food equity, hunger, obesity, community development, economic development, agriculture, food waste, and nutrition and food education.

ARTICLE IV. MEMBERS

Section 1. *Composition and Appointments.* The Council shall be composed of at least fifteen (15) members with each member serving for a term of three (3) years or until a successor is appointed, except for the initial appointments to the Council as set out in Section 3, and representing stakeholders involved in the food system. Initial appointments will be made by the Johnson County Department of Health and Environment Director (hereinafter the “Director”), in consultation with the Johnson County Access to Healthy Food Coalition. Subsequent appointments, including appointments to fill an unexpired term created by a vacancy due to a member’s inability to serve or resignation, will be made by the Director, in consultation with the Council. All appointments made by the Director shall

be submitted to, and approved by, the Chairman of the Board of County Commissioners. Members of the Council shall live or work in Johnson County and serve without compensation.

Section 2. *Commencement of Term.* Terms of service will begin at the start of the first meeting of the calendar year.

Section 3. *Length of Term.* Members shall be appointed the founding year in a “staggered” manner, with one third of the members serving for a one-year term (ending December 31, 2017), one third for a two-year term (ending December 31, 2018), and one third for a three-year term (ending December 31, 2019). Members appointed for an initial one or two-year term may be reappointed and complete full three-year terms. Members shall be eligible for reappointment for successive three-year terms.

Section 4. *Council Representation.* The Council shall be comprised of members from a diverse group of collaborative public and private stakeholders such as:

- Agricultural producers;
- Retail food outlets;
- Educational institutions or organizations serving Johnson County;
- Johnson County Sustainability program;
- Johnson County Kansas-State University Research and Extension;
- Anti-hunger organizations;
- A member of the Johnson County Solid Waste Management Committee;
- A non-governmental organization working in the area of health, nutrition, or medical care;
- A non-governmental organization working in the area of local food systems or sustainable agriculture;
- The Johnson County business community;
- A Kansas State Legislator from Johnson County, or designee;
- Youth, Johnson County resident under age 22, as ex-officio; and
- Community advocates.

Section 5. *Administrative Support.* The Johnson County Department of Health and Environment will provide administrative staff support to the Council, as available, and the Council may actively seek grant funding for its activities and coordination, as needed.

Section 6. *Member Responsibilities.* Members of the Council will:

- A. Demonstrate a commitment to respectfully engage diverse stakeholders within the community and seek to understand and respond to their concerns;
- B. Engage in problem-solving and decision-making;
- C. Work in the public interest for the benefit of the food system, rather than directly representing any organization with which they are affiliated;
- D. Attend regularly scheduled Council meetings;
- E. Engage in working groups;
- F. Bring organizational resources to the table; and
- G. Commit to gaining consensus on issues.

Section 7. *Attendance.* Council members are expected to attend all regularly scheduled meetings to assure full community representation on the Council at all times. Excused absences (sickness, death in family, business trips, or emergencies) will not affect a member's status. However, missing three (3) regularly scheduled consecutive meetings and/or more than three (3) unexcused absences in a 12-month period constitutes cause to recommend resignation and replacement of the position.

Section 8. *Recall.* A member may be recalled by a majority vote of the members at a regularly scheduled meeting of the Council.

Section 9. *Ex-officio Members.* Ex-officio members shall be notified of all activities of the Council, may attend Council meetings and other functions, and shall be entitled to vote.

ARTICLE V. OFFICERS

Section 1. *Officers.* Council officers shall be a Chairperson, Vice-Chairperson, and Secretary, and shall constitute the Executive Committee of the Council.

Section 2. *Chairperson.* The Chairperson shall preside at meetings and perform other duties as prescribed by these bylaws. The Chairperson shall be the principal spokesperson for the Council 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. *Vice-Chairperson.* 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. In the absence of the Vice-Chairperson, the Secretary will preside.

Section 4. *Secretary.* The Secretary is responsible for ensuring the minutes are accurate before distribution to the Council and will oversee the maintenance of the official records of the Council.

Section 5. *Election.* Officers shall be elected at the first regular meeting of the calendar year, except for the initial elected officers as set out in Section 6. 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 6. *Length of Term.* Upon adoption of these Bylaws, the Council shall elect its initial officers who shall have the opportunity to serve a full calendar year or until a successor assumes office.

Section 7. *Commencement of Term.* Terms of office shall begin immediately following the elections.

Section 8. *Term Limitation.* No person may serve more than two (2) consecutive terms in the same office.

Section 9. *Vacancy.* In the event an officer is unable to serve or resigns, the Council shall elect a replacement at the next regular meeting.

Section 10. *Recall.* An officer may be recalled from office by a majority vote of the members at a regular meeting of the Council.

ARTICLE VI. MEETINGS

Section 1. *Regular Meetings.* Regular meetings of the Council shall be held monthly. The Council shall conduct all meetings in accordance with the Kansas Open Meetings Act.

Section 2. *Meeting Location.* The date, time and place of the regular meetings shall be fixed by the Council and announced to members at least two (2) weeks prior to the meeting date.

Section 3. *Annual First Meeting.* The first meeting of the new calendar year will include announcing new appointments to the Council, the election of officers, review of Council Bylaws, Kansas Open Records Act, and Kansas Open Meetings Act.

Section 4. *Quorum.* Presence of a majority of the members shall constitute a quorum for conduct of business.

Section 5. *Manner of Acting.* Official business, actions, and recommendations of the Council shall be advanced or approved by simple majority vote of members of the Council present at the meeting. The Chairperson shall be entitled to vote on all matters. These votes shall be recorded in regular minutes of the Council. Any member may waive notice of any meeting. Attendance at any meeting, including a special meeting, shall constitute waiver of notice, except where a member attends the meeting with the express purpose of objecting to the transaction of any business because the meeting is not lawfully convened or called. Matters to be voted upon

will first be discussed by the Council with opportunity for discussion by others in attendance at the meeting. All actions of the Council shall be in compliance with applicable statutes and Johnson County policies relating to open meetings and any special rules of order the Council may adopt not inconsistent with such statutes and policies. In the event of question as to the manner of acting, the then current edition of “Robert’s Rules of Order” shall prevail.

Section 6. *Special Meetings.* Special meetings may be called by the Chairperson, or in the event of the Chairperson’s absence, by the Vice-Chairperson, or upon the written request to the Chairperson of five (5) members of the Council, for a specific purpose, with three (3) days’ notice, either in writing or by phone.

Section 7. *Agenda.* A proposed agenda for each meeting shall be approved by the Executive Committee and made available to all members at least one week 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. Proposed changes are subject to approval by the full Council.

Section 8. *Meeting Participation.* Members may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear and speak to one another. Participation by a member in a meeting in the manner provided in this section shall constitute presence in person by such member at such meeting.

ARTICLE VII. COMMITTEES

Section 1. *Executive Committee.* The officers together shall constitute the Executive Committee, which is empowered to act for the Council in emergencies or when timely action is required between regular meetings. All Executive Committee actions in the name of the Council must be ratified at the next regular meeting of the Council and recorded in the minutes. The Executive Committee shall perform other such duties as may be assigned by the Council and which are not inconsistent with these Bylaws.

Section 2. *Nominating Committee.* The Nominating Committee shall be a standing committee of the Council and shall consist of one Chair and two (2) members appointed at the first regularly scheduled meeting of the year by the Chairperson of the Council, with the approval of the Council for one (1) year terms. The duties and responsibilities of the Nominating Committee shall include nominating candidates for membership on the Council, and nominating candidates for Council office, all of which shall be performed according to rules adopted by the Council and these Bylaws.

Section 3. *Bylaws Committee.* The Bylaws Committee shall be a standing committee of the Council and shall consist of one Chair and two (2) members appointed at the January meeting by the Chairperson of the Council, with the approval of the Council for one (1) year terms. The duties and responsibilities of the Bylaws Committee shall include meeting at least once during the year to review the Bylaws and ensure that the Council’s activities are consistent

with the Bylaws. The Bylaws Committee shall recommend changes to the Bylaws when necessary.

Section 4. *Other Committees.* The Council may establish and dissolve committees in order to research, study, evaluate, and make recommendations, etc. on various issues. Special Committee members will be recognized and/or appointed by the Council Chairperson from Council membership and from other appropriate organizations as needed. Special Committees will report regularly to the Executive Committee and/or the Council.

Section 5. *Committee Chair.* No one member shall serve as Chair for more than one (1) standing committee and Special Committee at any one time. Every committee will consist of at least three (3) people.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any meeting of the Council, at which a quorum is present, by a two-thirds vote of those present, provided such amendment is presented to the full Council, in writing, at least ten (10) days prior to the meeting at which the proposed amendment is scheduled for a vote.

Adopted December 2016