

## Lake County Food Policy Council Bylaws

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Launched in Sept 2023, the Lake County Food Policy Council is an advisory commission of the Lake County Board of Supervisors, representing a broad range of stakeholders across the local food system. Our council includes farmers, distributors, food marketers, as well as farming and food resilience-promoting companies, non-profits, and government agencies. These bylaws include guiding statements that shape the approach, purpose, and focus of our work, as well as describe the structure and protocol for the Council to conduct its business.

### Mission

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We advance sustainable solutions for Lake County's local food and farm economy, so that growers and eaters can thrive.

### Vision

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Lake County has a resilient, abundant food system where nutritious, locally produced food is accessible to everyone, fostering self-reliance for our community.

### Values

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**Resilience** – Lake County's food system incorporates best practices to ensure its environmental and economic vitality long into the future.

**Relevance** – The Council focuses on real community needs, such as ensuring people have reliable, convenient access to the affordable, healthy food they want and providing comprehensive support to local food and farm entrepreneurs.

**Innovation** – The Council encourages and fosters innovative, solutions-oriented efforts that solve real problems and strengthen Lake County's local food system.

**Connection and Partnership** – Lake County's food systems leaders and food and farm entrepreneurs have productive, active relationships with relevant networks, agencies, and leaders across the region. The Council is meaningfully engaged with and informed by the community.

**Knowledge** – Council members are well-informed and equipped to make decisions about the local food system, using an evidence base to guide decision-making. The Council prioritizes educating the public on key food systems issues to raise the awareness of the general public about the food system.

**Trustworthiness** – The Council is a leadership body trusted by the community, demonstrating transparency, accountability, a collaborative spirit, and respect for each other and the community. Council members can be depended upon to make informed, realistic decisions for

the good of the community and local food system, advancing attainable, carefully considered efforts.

**Fairness** – The Council advances efforts designed to ensure a level playing field for all eaters, food systems leaders, and food and farm entrepreneurs.

### **Food Policy Council Roles and Responsibilities**

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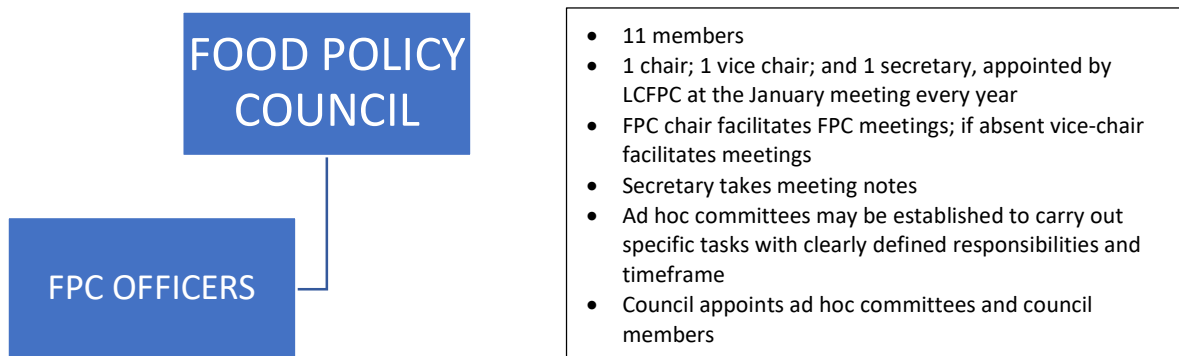
The Lake County Food Policy Council has numerous roles and responsibilities, designed to ensure that it embodies its mission and fulfills its vision. These roles and responsibilities include:

- Ensure and guide successful implementation of LCFPC long-range plan
- Learn about and deliberate on relevant local food and policy issues and the food system
- Shape and recommend informed policy to local organizations, institutions, agencies, jurisdictions, and units of government
- Engage with the public on food and agricultural issues
- Foster open, inclusive public processes that promote a vibrant food system and healthy community
- Promote community empowerment and ownership of the food system
- Foster ambitious, high profile food infrastructure development initiatives

### **Food Policy Council Governance and Membership Structure**

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The Lake County Food Policy Council has created a governance and membership structure to support their work. The Council is both a deliberative and action-oriented body, composed of multiple members representing sectors, interests, and organizations across the local food system. Co-chairs, who are members of the Council and are appointed by Council members to serve in that capacity, join designated staff members and representatives from standing Council Committees, to serve on an Executive Committee.



Roles, responsibilities, and terms of service for Council members, chair, vice chair, secretary, and members of the Executive Committee and Committees are described below.

## **Food Policy Council Membership and Terms of Service**

The Lake County Food Policy Council is composed of eleven members, who represent sectors of the food system, geographic areas of the county, and the diverse array of populations across the county.

For the first two years of operation, one half of members will serve a one-year terms; the other half of members will serve a two-year term. This approach will enable one-half of membership to turn over each year, which ensures continuity and new voices at the table. After the second year of this model, all terms of service for members will last two years. Members may serve up to two consecutive two-year terms.

## **Food Policy Council Officers**

### *Chair and Vice Chair*

The LCFPC has one chair and one vice chair, appointed by Council members for one-year terms during the January monthly meeting. The chair and vice chair can be reappointed for up to three years of total service. With active support and participation from designated staff person, the LCFPC Chair and Vice Chair are collectively responsible for:

- Planning agendas and meetings designs for all LCFPC meetings
- Guiding overall operations, progress, and governance activities of the LCFPC
- Providing guidance, oversight, and implementation of strategic plan
- Overseeing execution of public engagement activities and network development, communications, and evaluation
- Conducting annual check in meeting with leadership of backbone organization to ensure progress, sustainability, and ongoing cooperative relationship between LCFPC and backbone organization
- Communicating, as needed, with the public and with council members
- Providing comprehensive, strategic oversight of all aspects of LCFPC's work and operations

The chair is also responsible for:

- Facilitating all Lake County Food Policy Council meetings (if the chair is absent, the vice chair will assume this role)
- Ensuring that all aspects of the LCFPC operating and governance structure comply with the LCFPC bylaws

## *Secretary*

The secretary is appointed by Council members for one-year terms. The secretary can be reappointed for up to three years of total service. With active support and participation from designated staff person, the secretary is responsible for:

- Taking meeting notes at every LCFPC meeting
- Preparing and submitting meeting minutes in compliance with county requirements
- Ensuring meeting notes, meeting materials, and meeting minutes are stored and managed, according to county requirements

## **Backbone Organization, Staff Support, and Fiscal Agency**

- For the near future, Blue Zones Project Lake County will continue to serve as an interim backbone organization and lead support agency to the LCFPC, providing staff support, coordination, management, and strategic advancement as directed by the LCFPC.
- In 2025, the LCFPC will finalize formal arrangements for a fiscal agent to manage all grants and contracts to fulfill activities described in its strategic plan.
- As part of strategic plan implementation, the LCFPC will procure resources to provide permanent staff support for the LCFPC.

## **Food Policy Council Committees**

As warranted, the LCFPC may appoint ad hoc committees, where action on a particular issue or event is short term (such as a specific policy campaign, addressing emergency food relief, planning an annual event, drafting an annual report, nominating and appointing new Council members). An ad hoc committee's term of service will be short-term, timebound, and defined by the Council. Ad hoc committees will have a specific charge formulated by the Council with the intent of execute a finite set of goals and activities.

## **Food Policy Council Meeting Attendance Policy**

This policy is intended to promote consistent participation and accountability among Council members and establish and maintain a quorum at monthly LCFPC meetings. LCFPC members or their proxies who accumulate more than three (3) absences within a twelve (12)-month period may be replaced on the Council. Members at risk of removal will be notified after three (3) absences and may be replaced following this absence.

Should there not be a quorum at a monthly LCFPC meeting, the LCFPC may continue with the meeting, with a sole focus on informational agenda items and a postponement of any formal decisions to the next meeting.

## **Food Policy Council Decision-Making and Governance**

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A quorum of members is required in order to vote on agenda items at LCFPC meetings. A quorum is defined by the LCFPC as 50% of members plus one.

The LCFPC uses a majority vote decision-making method. A Chair will call for a motion, second, discussion, and a vote for any Council actions requiring a formal decision, with a majority vote prevailing. Only members of the LCFPC, or their designated organizational proxy who is attending an LCFPC meeting in their stead (*see below*), can participate in voting for decisions of the Council.

If there are decisions that need to be formally voted upon in between Council meetings, the LCFPC chair will send out an email with a formal request for participants to vote by email on a specific issue, using an electronic poll or online survey platform with a clickable link to the survey/poll embedded in the email. A majority of Council members must vote by email in order for the vote to be valid.

If a Council member is unable to attend an LCFPC meeting, they may send a proxy in their place to that meeting. The proxy representative must be part of the Council member's organization and may cast a proxy vote at the meeting on behalf of the absent member they are representing. This individual must be formally recognized by the LCFPC as the official alternative representative prior to their participation in casting a vote.

### **Food Policy Council Meeting Structure**

LCFPC meetings will follow a consistent format at every meeting to ensure progress toward goals, establish productive, respectful norms and culture, and foster a sense of consistency and predictability. Meetings will last two hours and occur every month.

Meeting agendas will be structured as:

Call to Order and Introductions (*5 minutes*)

Minutes Approval/Consent Agenda (*2 minutes*)

Learning Segment (*20 minutes – presentation from Committee on proposed policy and systems changes, including 10 minutes for presentation and 10 minutes, rapid fire Q & A*)

Policy/Governance Work (*30 minutes – This is structured time for the LCFPC to do whatever work they need to get done to implement the strategic plan and action plans developed by the Committees, hear from visiting experts, etc.*)

Committee Breakouts (*45 minutes – This is the structured breakout time for each Committee. The Committee Chair determines the agendas for this segment and the process for the group to get their work done within each meeting and across meetings*)

Community Input and Announcements (*10 minutes – This is an opportunity for people who attend the meetings or who are council members to make announcements of interest to the entire group*)

Recap and Next Steps (*5 minutes*)

## **Annual Activities of the LCFPC**

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On an annual basis, the LCFPC will:

- Review the working relationship between the LCFPC and the backbone organization to ensure optimal functionality, productivity, and collegiality
- Review the formal arrangement with the LCFPC's fiscal agent to assess and optimize functionality, use of best practices, transparency, accountability, and collegiality
- Review the LCFPC's bylaws to ensure they meet the operational and governance needs of the Council