

# *Operating Procedures*

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## Preamble

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There is a growing public interest in changing the food system in this country. Increasingly people are beginning to realize the environmental, social, economic, and health-related impacts of food. Building and broadening these efforts, a Food Policy Council is an effective and comprehensive approach to deal with these issues. Because of their complex and multifaceted nature, these issues warrant a concerted and regionalized approach. The development of a group that integrates the policies and decisions that influence food, nutrition and agriculture is imperative.

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**Article I: Name, Location and Current Status**

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The full name of the Policy Council is the Greater Cincinnati Regional Food Policy Council (GCRFPC).

The address of the GCRFPC is:

Greater Cincinnati Regional Food Policy Council  
 c/o Green Umbrella  
 5030 Oaklawn Ave  
 Cincinnati, OH 45227

The GCRFPC is an initiative of Green Umbrella, which is a 501(c)(3) non-profit corporation incorporated in Ohio. The GCRFPC must act in accordance with the requirements of Green Umbrella’s by-laws, but has developed these rules and guidelines for its internal governance.

**Article II: Mission, Goals, and Objectives**

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Section 1. Mission

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The mission of the Greater Cincinnati Regional Food Policy Council is to promote a healthy, equitable, and sustainable food system for the Greater Cincinnati region.

Section 2. Vision

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Our Vision is that will be easy for all residents in Greater Cincinnati to eat good food.

Good Food is food that is:

**Healthy**-- It provides nourishment and enables people to thrive.

**Green**-- It was produced in a manner that is environmentally sustainable.

**Fair**-- No one along the production line was exploited during its creation.

**Accessible**-- All people can obtain it.

Good food will not be wasted. Good food will result in healthier people. Producing good food will be economically viable and environmentally sustainable. Everyone in the region will be food secure.

## Section 2. Goals

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- Encourage healthy food access for all residents in the region.
- Encourage regional-based production of local foods and value-added food products.
- Promote flexible and stable local and regional food distribution systems.
- Promote community development to support local foods and coalitions.
- Advocate for food security for all residents in the region.

## Section 3. Objectives

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Create a forum that brings together stakeholders from all segments of the food system to build collaborative relationships, share best practices, and develop policy approaches for advancing a healthy, equitable, sustainable food system in the Greater Cincinnati Region.

Initiate research and recommend policies that increase food security and expand social and economic opportunities for food producers, distributors, and consumers throughout the region.

Advocate for regional food system development agendas at the city, county and regional levels that prioritize individual and community food security.

Serve as a resource to the community and policy makers by providing expertise in local food system policy related to health and nutrition, land use, food waste recovery, community food assessment and local purchasing.

## Section 4: Activities

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The Council may:

Recommend to the municipal and County administrations and the OKI Planning Commission adoption of measures that will improve existing and add new programs, projects, regulations or services;

Recommend local food system policies for municipal and County governments to adopt and implement related to:

- Transportation;
- Direct service of regional food;
- Land and building use;
- Educate and advocate to state and federal legislature and agencies;
- Referrals to social services;
- Education;
- Business and economic development;
- Direct and indirect purchase of healthy food;
- Support of private efforts;
- Emergency regional food supplies;
- Monitoring and communicating data;
- Food assistance programs;
- Community and neighborhood planning;
- Waste disposal;
- Food-related employment; and,
- Other related regional food system issues.

Provide research and expertise to government officials on food systems policy and provide expert testimony when requested by governmental bodies.

Engage in advocacy for good food policies at institutions and local and regional governments as appropriate within Green Umbrella's by-laws.

## Article III: Structure and Operations

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### Section 1: Geographic Scope

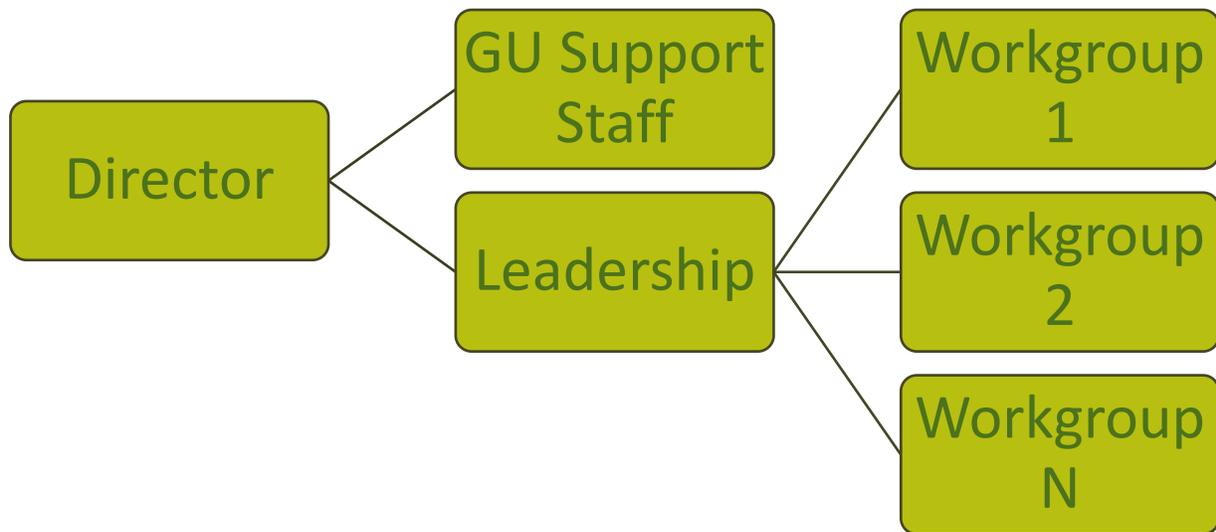
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The Greater Cincinnati Regional Food Policy Council's work will focus on the larger tri-state region which includes the following ten counties; Butler, Clermont, Hamilton, and Warren, in Ohio, Boone, Campbell, Grant and Kenton, in Kentucky, and Dearborn and Franklin in Indiana.

### Section 2: Structure

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As a volunteer, member-based coalition, the organization and activities of the Council shall be driven by the Members with the guidance of the Director and the Leadership Team. The work of the Council is carried out through committees and working groups.



### Members

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The Greater Cincinnati Regional Food Policy membership includes a wide variety of food system stakeholders who will direct the work of the Council to carry out the mission and goals stated above.

### Director

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Green Umbrella's Executive Director is responsible to hire, supervise, and if necessary, terminate the Director.

The Director shall provide overall guidance and direction to GCRFPC activities, including facilitation of the organization, planning and running meetings.

The Director shall be the principal spokesperson for the GCRFPC and shall sign official communications from the Council.

The Director, from time to time, may appoint ad hoc groups to perform specific duties related to the Council's purpose.

## Policy Work Groups

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Council members are required to participate in one of the standing Work Groups. As the Council's work evolves over time, the focus of its policy groups may change, as determined and voted on by the full Council.

The establishment of a standing workgroup requires a Chair, Vice-Chair and at least one additional member. The workgroup shall be proposed to the Leadership Team, who shall review and refer to the full council must be voted on by the council.

Additional quick response teams may be formed for a period of time to carry out specific tasks not covered by any other committee or group.

## Leadership Team

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The Leadership Team consists of Workgroup Chairs and members nominated by the Director or any councilmember and approved by Council.

## Article IV: Membership

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### Section 1. Selection of Members

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GCRFPC will endeavor to include representatives from throughout the Greater Cincinnati regional food system, including consumers, faith-based communities, food retailers and distributors, community development organizations, local and regional governments, academic institutions, nutrition and public health, environmental organizations, urban and rural farms, economic development organizations. It is the Council's intent to have a diverse range of members from all aspects of the local food system, with the majority of members from the private or non-profit sector. Representatives who serve as employees of the City, County, and Townships are also eligible for membership. Members will serve on at least one of the four policy Work Groups.

All members should be actively engaged in at least one program, service, or business related to the food system, hunger and food insecurity, the production, processing and distribution of food including representatives from the food industry, consumers, educators and dieticians. We seek a balance of representation from the following fields: food or health education, food industry, food production/farming.

Members shall reside in one of the counties in the specified GCRFPC region or represent business or organizations located there and shall have expertise or strong interest in the food system, and to the extent possible, represent the diversity of the community in aspects such as culture, gender, age and geography.

### Section 2. Charter Members

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The GCRFPC Steering Team nominated and recruited charter members to serve on the Council for a term of one year, ending at the termination of the annual meeting in May, 2016. These members may choose to continue to serve for additional terms. There is no limitation to the number of consecutive terms a member may serve.

### Section 3. New Members

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New Members may join the council upon submission of an application and approval by the leadership team. The application will contain information on the Member's involvement in food system work, their interest in joining the Council, and a signed commitment to abide by the values, requirements, and operating procedures of the Council. New Members must be approved by a 2/3 vote by the Leadership Team.

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#### Section 4. Ex-Officio Members

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Funders and the Director of Green Umbrella will be considered ex-officio, non-voting members who will educate, advise, and participate in Council decisions other than voting.

#### Section 5. Councilmembers' Duties and Responsibilities

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Council members will:

- Prioritize regional food system issues for Council action;
- Serve on at least one of the Council's work groups;
- Be a positive ambassador in the community related to regional food issues;
- Bring food issues of concern to the Council;
- Serve as the eyes and ears of the Council in the broader community;
- Attend meetings and public events as necessary;
- Participate in special Council activities and events; and
- Identify and recommend leaders in the community for future appointment to the Council
- Be familiar with and speak in support of the Council and allow his/her name to be used in support of the Council's mission.

Members are expected to attend all meetings. If unable to attend, the Director should be notified.

#### Section 6. Membership Renewal

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Prior to the annual meeting, the Leadership Team will review Members' participation and members will be asked to re-assess their commitment to fulfilling their Duties and Responsibilities.

If a Member has fulfilled their duties and responsibilities, the member may choose to re-commit to another term on the Council. Members choosing to not renew should communicate their decision in writing to the Director and their work group Chair and Vice-Chair.

#### Section 7. Resignation

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Members need to communicate their intention to resign by written notice to the Director and Council.

#### Section 8. Member Removal

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Members may be asked to resign for failing to meet attendance and/or participation requirements upon 2/3 vote of leadership team. Participation will be reviewed at least twice a year.

### Article V: Voting and Election Procedures

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#### Section 1. Decision making

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The Council will strive for consensus in decision making. Consensus is defined to mean every member supports the action, raises no objection, or abstains. When consensus cannot be reached within a reasonable amount of time, the Director may call for a vote.  
Leadership elections shall be approved by a majority vote.  
A quorum must be present for a decision to be made.

#### Section 2. Elections

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The Leadership Team shall be elected at the annual meeting.  
The Director will conduct the election.

#### Section 9. Quorum

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A quorum shall consist of a simple majority of voting members.

#### Section 10. Proxy

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Proxy votes are not allowed. Attendance can include being present via alternative methods of communication such as speaker phone, conference call, or other methods.

### **Article VI: Workgroup Leadership**

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#### Section 1. Roles and Responsibilities

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Workgroups will be led by a Chair and Vice-Chair.

#### Section 3. Terms of Office

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Terms of office shall begin immediately upon adjournment of the annual meeting and shall continue for one year.

#### Section 7. Removal

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A Workgroup Leader may be recalled from office by a majority vote of the voting members present at a regular meeting of the GCRFPC for failure to fulfill their responsibilities outlined in these By-Laws.

#### Section 8. Vacancies

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Vacancies occurring in any Leadership Team position shall be filled for the unexpired term by nomination with final approval by majority vote.

#### Section 2. Emergency Action of the Leadership Team:

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The Leadership Team is empowered to act for the GCRFPC in emergencies or when timely action is required between regular meetings if at least two-thirds of the Leadership Team approve. All Leadership Team actions in the name of the GCRFPC must be ratified at the next regular meeting of the GCRFPC and recorded in the minutes.

### **Article VII: Meetings**

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#### Section 2. Annual Meeting

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An annual meeting of the GCRFPC shall take place in April or May each year as determined by the Leadership Team.

### Section 3. Regular Meetings of the GCRFPC General Membership

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GCRFPC general membership shall meet monthly or every other month. The date and time shall be set by consensus by the GCRFPC membership.

Meeting venues may vary, depending on availability of space.

The agenda will be sent to all Council members by the Director in advance of each meeting. Requests for changes to the meeting agenda must be submitted to the Director at least one day in advance of the meeting.

### Section 4. Regular Meetings of the GCRFPC Work Groups

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The GCRFPC Work Groups shall meet at the discretion of the Work Group Chair and Vice-Chair.

### Section 5. Emergency Meetings of the Leadership Team

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Two fifths of the members of the Leadership Team can call an Emergency Leadership Meeting.

### Section 6. Emergency Meetings of the GCRFPC General Membership

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An emergency meeting of the General Membership may be called by the two thirds of the members of the Leadership Team.

## Article VIII. Amendments to the Bylaws

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Proposed amendments to these operating procedures will be considered at a regular meeting of the Council. Notice of the proposed amendment(s) will be submitted in writing to members at least ten days in advance of the meeting. Amendments will require approval by two-thirds of voting members.