



**Eat Well Crawford County
Food Policy Council Bylaws**

Adopted June 8, 2021

Article I. Name

Eat Well Crawford County

Article II. Mission & Vision

Mission:

To assess the food system of Crawford County, identify opportunities for improvement, and engage stakeholders to advocate for those improvements.

Vision:

All Crawford County residents have opportunities to access healthy and affordable foods, and all agencies and community members are aware of the available food resources which reduce hunger.

Article III. Purpose

This Council acts in an advisory capacity to the local county government in accordance with the Proclamation which designated Eat Well as the County's Food System Advisory Council on the 3rd of January 2014.

This Council serves as the Nutrition Task Force for Live Well Crawford County and is responsible for implementing strategies aimed at achieving Live Well goals of access to and consumption of healthy food, in accordance with the Live Well Crawford County bylaws which were adopted on the 14th of March 2014.

This Council works to support all Crawford County residents by improving the local food system through increasing access to quality food, addressing hunger and food insecurity, connecting sectors of the food system, and influencing policy and decision making.

This Council serves as a platform for coordinated guidance and action. To accomplish this, the Council integrates all task forces of Live Well Crawford County as well as a diverse group of public and private stakeholders and fosters county/city/community partnerships in a collaborative effort to:

1. Provide a forum for people involved in different parts of the local food system and government to meet and learn about how individual actions affect our food system;
2. Identify and prioritize issues to make recommendations to local decision makers which promote, support and strengthen access to healthy, affordable food for citizens in the county;
3. Develop strategies to enhance the environmental, economic, social and nutritional health of the county as it relates to food and agricultural systems;
4. Develop programs which aim to improve the health of residents by increasing access to healthy foods;
5. Spread awareness of related community safety net resources for populations of focus and the organizations that serve them;
6. Affect and develop food policy;
7. Advocate for and advise on policy implementation; and
8. Establish and maintain a comprehensive dialogue and assessment of the current food system in the county through education, promotion and data compilation;

Article IV. Duties & Responsibilities of Council

Section 3.1 Objectives

The Council's objectives are to:

1. Review and define strategies every 2 years and make that strategic plan publicly available on the Eat Well tab of the Live Well Crawford County website.
2. Review and comment on proposed legislation and regulations that affect the well-being and security of local food and agricultural systems;
3. Support the development of local food infrastructure to support the production, processing, distribution and sale of safe, affordable, locally-produced/raised food products;
4. Develop and support greater access for community residents who are in need of nutritious foods at fair prices, while being sensitive to cultural and traditional food preferences;
5. Improve health outcomes;
6. Increase access to and distribution of wholesome, local food for all county residents; and
7. Develop economic and entrepreneurial opportunities related to local food production and consumption.

Section 3.2 Recommendations of the Council

1. Recommendations of the Council made to the local county government shall include benchmarks and criteria for measuring progress towards achieving each goal. In developing its recommendations, the council shall solicit public input through public meetings or informational sessions. The Council shall review progress made on each of its recommendations based upon the benchmarks and criteria developed.

Article V. Membership

Section 4.1 Appointment; Chairperson, Council Members

1. The Board of County Commissioners shall select the initial chairperson. Thereafter, the Council members shall vote amongst themselves every year for the chairperson position.
2. Council members shall reside in Crawford County, and shall have expertise in relevant fields, and to the extent possible, represent the diversity of demographic and lived experiences in the community.
3. Any Crawford County resident is considered a Member of the Council upon attending their first three consecutive meetings.
4. Any Crawford County resident who has attended at least half of the previous twelve monthly meetings will be considered an Active Member of the Council.

Section 4.2 Officer Selection for the Council

1. The Council Chairperson shall be nominated by members of the Council and approved and appointed by the Board of Live Well Crawford County.
2. The Council Secretary shall be nominated and appointed by the members of the council.

Section 4.3 Member Selection for County District Representatives of the Council

1. The Selection Committee, which consists of the council under quorum, shall recruit and recommend candidates to the County Commissioners upon notification that a seat has become available.
2. All county district representatives shall be appointed by the Crawford County Commissioners.
3. All county district representatives shall report about Eat Well to their respective commissioner on a quarterly basis.

Section 4.4 Officers and District Representatives; terms of office

1. Upon appointment, all County District Representatives and Council Officers (Chair and Secretary) shall serve terms of one year, ending at the annual meeting, and not to exceed three consecutive years.
2. The Officers shall be elected by ballot by the members of the Council at the annual meeting. Their terms shall begin at the close of the annual meeting.
3. An Officer may be removed by a two-thirds vote of the Council. The Council may fill any vacancies in offices by ballot vote for the remainder of a term.
4. The Board of County Commissioners/Selection Committee may nominate individuals to fill vacancies and nominations may also be made from the floor.

Section 4.5 Resignation

1. Officers and District Representatives need to communicate their intention to resign by written notice to the Council.
2. A 30-day notice is required prior to the resignation of any Officer or District Representative.

Section 4.6 Rights & Responsibilities of Members

Members are expected to participate in the work of the Council and its subcommittees. Members' duties are to:

1. Commit to the purpose and goals of the Council;
2. Contribute expertise and participate in strategic development of the Council;

3. Be familiar with and speak in support of the Council and allow their name to be used in support of the Council;
4. Value each other's opinions, fully participate, actively listen and use open communication methods;
5. Help to maintain the direction, purposes, goals, functions and responsibilities of the Council through participation in subcommittees and deliberations;
6. All Members are expected to participate in the vote on all motions when present at a meeting; and
7. Support the goal of starting and ending meetings on time;

Section 4.7 Attendance at Council Meetings

1. Officers must be present for at least nine of the twelve-monthly meetings per year;
2. County District Representatives must be present for at least six of the twelve-monthly meetings per year;
3. When unable to be physically present for a meeting, a member may: Participate live via conference call, Zoom, Skype or other electronic option, when available, which will constitute as full attendance.

Article VI. Meetings

Section 5.1 Meetings

1. The Chairperson shall convene and preside at meetings.
2. Twelve meetings will be held each year on dates chosen by the Officers
3. Meetings shall be open to the public.

Section 5.2 Emergency/Special meetings

1. Emergency meetings may be called by the Chairperson at any time.
2. If extenuating circumstances exist, members of the Council/Officers may participate in a meeting by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

Section 5.3 Meeting Notices

1. Notice of any regular or special meeting shall be given at least one day prior thereto by written notice delivered personally, mailed, or emailed to each member at such member's address.
2. Any council member may waive notice of any meeting. Failure to notify staff of current contact information shall constitute a waiver of notice.
3. The attendance of a Member at any meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 5.4 Public Meetings

1. All meetings of the full Council are public, and members of the public are invited to attend and monitor meetings.
2. Meetings details including time and location (and/or virtual link) will be made public on the Eat Well task force tab of the Live Well Crawford County website.

3. The Chairperson shall provide an opportunity at the end of regular business each meeting for introductions of public and brief comments or questions from members of the public as time allows.
4. In accordance with the Kansas Open Meetings Act, any member of the public must be provided meeting minutes upon request.

Section 5.5 Meeting Agenda

1. Local agencies or community members who wish to be placed on the agenda should inform the Chairperson of their topic and amount of time requested at least one day in advance of each meeting.
2. A proposed agenda for each meeting shall be approved by the Officers and made available to all council members at least one day in advance of each meeting.
3. 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.
4. Each month's agenda will dedicate time for the Chairperson to share relevant local, state, or federal policy updates pertaining to food systems if such policy updates exist at the time.
5. Each month's agenda will dedicate a time for the council to discuss food insecurity in Crawford County, and the contents of this discussion will be shared by the Food Insecurity Subcommittee at the Crawford County Community Coalition's monthly meeting.

Article VI. Amendments

These Bylaws may be amended, revised, or repealed by a two-thirds vote at any meeting provided, however, the text of any amendment, revision or repeal as originally proposed shall be sent to each member at least fifteen days before the meeting at which such action is to take place.

Eat Well Crawford County

Food Policy Council Bylaws

Adopted on this 8th day of June 2021

Eat Well Crawford County Chairperson, Matt O'Malley

Eat Well Crawford County Secretary, Lacy O'Malley

Live Well Crawford County Executive Director, Brad Stroud
