

Bylaws of the Columbus & Franklin County Local Food Board

1. BACKGROUND

Columbus City Council (Resolution No. 0275X-2016 on November 21, 2016) and the Franklin County Board of Commissioners (Resolution No. 799-16 on November 22, 2016) adopted the Columbus & Franklin County Local Food Action Plan and its recommendations as a framework for policy and program development in the area of local food systems. These resolutions affirmed the joint commitment of the City of Columbus and Franklin County to work with public, private and community stakeholders to implement the Local Food Action Plan and ensure a stronger, more resilient local food system.

The Franklin County Board of Commissioners adopted Resolution No. 800-16 (November 22, 2016), establishing the Columbus & Franklin County Local Food Board to oversee, prioritize and guide implementation activities related to the recommendations set forth in the Local Food Action Plan.

2. STATEMENT OF PURPOSE

The Local Food Board (Board) will oversee, prioritize and guide activities related to the Local Food Action Plan (LFAP), including evaluating food system-related proposals involving the City, County and other community partners. The Board will be supported by the following designees who are not members and have no voting rights:

- Joint City-County Local Food Team (LFT) – The LFT consists of City and County staff who serve as a liaison between the Board and the City and County. The LFT will facilitate the work of the Board in order to implement the LFAP and connect it to other local food system efforts. The LFT will provide updates to the Board on food system initiatives and work with the Board to develop progress reports on LFAP implementation.
- The Franklin County Local Food Council (FCLFC) - The FCLFC is an independent, non-governmental citizen advisory council that will provide a pathway for resident and community participation in the implementation process. An FCLFC designee will be present at Board meetings and will provide updates from the community.
- One liaison each from Columbus City Council and the Franklin County Board of Commissioners, tasked with maintaining communication among the Board, the County and the City.

3. MEMBERS AND OFFICERS

The Board shall have a maximum of twelve (12) voting members.

- 1) The Board shall be composed of six (6) members appointed by the County and six (6) members appointed by the City
- 2) Members shall be appointed to serve three (3) year terms (with the exception of the twelve (12) initial appointments)
- 3) A member may serve until replaced by the appointing authority or until such time as successors are appointed
- 4) The relevant appointing authority has sole discretion for reappointment of a member

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- 5) All members shall serve without compensation

The twelve (12) initial members shall be appointed for the following terms:

- Four (4) members shall be appointed for a term expiring December 31, 2017
- Four (4) for a term expiring December 31, 2018
- Four (4) for a term expiring December 31, 2019.

For the first year of the Board, the City and County will each designate a co-chair (for a total of two (2) co-chairs) to lead the Board. Thereafter, members shall organize by electing a Chairperson and Vice-Chairperson at the first meeting of each calendar year to serve for one (1) year or until a successor is appointed. Officers are entitled to vote.

CHAIRPERSON: The Chairperson shall assist the LFT with the managerial direction and facilitation of the Board and planning and running meetings. The chairperson will be responsible for issuing letters of support on behalf of the Board and communicating the Board's success, challenges and needs to elected officials and the LFT. The Chairperson shall encourage regular and timely attendance by each member.

VICE-CHAIRPERSON: The Vice-Chairperson shall serve as chair in the absence of the chair or when a motion involving the chair is being discussed.

The Board may form and sponsor Ad Hoc Teams tasked with implementing actions that support the LFAP. Once an Ad Hoc Team has been formed, the Board will identify (via volunteer or nomination and vote) a member to serve as Ad Hoc Team Sponsor.

AD HOC TEAM SPONSOR: An Ad Hoc Team Sponsor shall provide leadership and support to the designated Ad Hoc Team tasked with implementing actions that support the LFAP. The responsibilities of the Sponsor may include, but are not limited to (1) identifying and recruiting Ad Hoc Team members with assistance from the LFT and FCLFC, (2) attending Ad Hoc Team meetings, (3) marshaling resources to support the Ad Hoc Team's work, (4) engaging Board members and other local decision makers to overcome barriers to implementation, and (5) communicating progress, successes and challenges of the Ad Hoc Team to the Board and to local government.

The LFT shall facilitate the work of the Ad Hoc Teams, including coordination with the FCLFC and other relevant entities. The Board may vote to disband, expand, or combine Ad Hoc Teams as needed for the purpose of successful implementation.

4. MEETINGS

The Board shall meet quarterly each year. Meetings will be scheduled in advance by the LFT. Each member is responsible for attending each meeting or providing timely notice to the LFT when unable to attend. Per ORC 121.22C, all meetings are public meetings open to the public at all times. No action shall take place by vote prior to any meeting.

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- 1) A quorum shall consist of seven (7) members. If a quorum is lacking, any voting actions shall be postponed or canceled. Once a quorum has been established, the continued presence of a quorum is required for any motion to be considered. Per ORC 121.22C, a member must be present in person to be considered present or to vote at the meeting and for purposes of determining a quorum. Nothing in this section shall prevent informative discussions of the Board without a quorum present where no action is taken.
- 2) Unless otherwise provided by these bylaws, a motion shall pass upon the affirmative vote of a simple majority of the quorum. In the event of a tie vote, the motion shall not pass. Any decision made by a quorum of members is final.
- 3) All voting shall take place by in person roll call vote, except for elections, which may be by ballot. No absentee or electronic voting shall be allowed.
- 4) Meetings shall be facilitated by the Chairperson, with assistance from the LFT.

5. POWERS AND DUTIES

The Board will oversee, prioritize and guide activities related to the LFAP, including evaluating food system-related proposals involving the City, County and other community partners. Recommendations made by the Board are non-binding and shall be taken under advisement by Columbus City Council and the Franklin County Board of Commissioners.

Powers and duties of the Board include but are not limited to:

1. Prioritizing implementation of the LFAP
2. Evaluating food system-related proposals involving the City, County, and other partners, and making recommendations to the relevant parties
3. Building consensus on implementation priorities and strategies
4. Identifying entities to lead implementation processes
5. Forming, disbanding, expanding, and combining Ad Hoc Teams and designating Ad Hoc Team Sponsors
6. Providing letters of support to organizations seeking funding for local food system related efforts
7. Informing local government budget processes
8. Marshalling intellectual, physical, social and/or monetary resources to support implementation of the LFAP
9. Increasing awareness of food-related issues among community decision-makers
10. Providing an annual community update on local food system initiatives
11. Reporting annual progress to the City and County
12. Providing strategic direction to the LFT

6. AMENDMENT OF RULES

These rules and regulations may be amended only upon the affirmative vote of no fewer than eight (8) voting members. Such amendments shall be enacted thirty (30) days after an affirmative vote.