

# **KNOXVILLE-KNOX COUNTY FOOD POLICY COUNCIL**

## **BYLAWS**

### **ARTICLE 1**

#### **NAME**

The name of the organization shall be the Knoxville-Knox County Food Policy Council, hereinafter referred to as the FPC

### **ARTICLE 2**

#### **GOALS**

Section 1. Ensure that an adequate and nutritious food supply is available to all citizens.

Section 2. Strengthen the economic vitality of the local food system.

Section 3. Improve the quality of food available to all citizens.

Section 4. Encourage citizens to accept and consume nutritious food.

Section 5. Minimize food-related activities which degrade the natural environment; limit wasteful use of scarce resources needed for future food production and distribution.

### **ARTICLE 3**

#### **PURPOSES**

Section 1. Assess and evaluate the performance of Knoxville's food system, in terms of food costs, availability, accessibility, and implications for public health and economic efficiency.

Section 2. Identify food related problems needing attention and disseminate public reports describing those problems, along with suggested remedies where possible.

Section 3. Promulgate goals and objectives for the food system.

Section 4. Communicate findings and recommendations about food issues to the Mayors, City Council, County Commission and other relevant public officials.

Section 5. Act as a forum for discussion and coordination of community-wide efforts to improve the overall food supply and distribution network of the Knoxville-Knox County community.

## **ARTICLE 4**

### **MEMBERS**

Section 1. There shall be eleven members on the FPC. Five shall be appointed by the City Mayor and six shall be appointed by the County Mayor for a term of three years.

Section 2. Terms of service will begin at the beginning of the calendar year. If the Mayor or County Executive has not appointed a member by the beginning of the calendar year, then the member whose term has expired shall serve until a successor has been appointed.

Section 3. Members shall be nominated and appointed to the FPC pursuant to the following procedures:

3.01. Members shall be appointed in a “staggered” manner with no more than four members rotating off per year.

3.02. The Nominating Committee shall prepare and present a list of recommended candidates to the members of the FPC for consideration and action at the last quarterly meeting of each year. The FPC Chair will forward the list of prospective members to the City Mayor and/or County Mayor for approval.

3.03. In the event of inability to serve or resignation, the FPC Chairperson, in consultation with the Nominating Committee, will make a recommendation to the appropriate Mayor for a replacement to complete the vacated term. Specially appointed members are then eligible to be nominated for a full term after completing their appointed term.

Section 4. No person shall serve more than two consecutive terms as a member. Exceptions may be made upon majority vote of the FPC and approval of the City Mayor and/or County Executive.

Section 5. Council member attendance is expected at every meeting of the FPC. In the event of three consecutive, unexcused absences, a Council member will be sent a letter informing them of their non-compliance with bylaws and the member may be asked to resign.

Section 6. Associate members shall be appointed annually by the FPC as deemed necessary to provide technical assistance, advice and consultation. Each Associate will serve for a year. Associates may serve more than one term. Associates are expected to attend all meetings of the FPC and participate fully in the deliberations of the Council, although they will not have voting privileges.

Section 7. Any FPC member may resign at any time by submitting a written resignation to the Chairperson. Resignations will be reported at the next regularly scheduled meeting of the FPC.

Section 8. No Member, Associate or Staff, shall represent him/herself or act as FPC spokesperson without prior designation from the Council.

## **ARTICLE 5**

### **OFFICERS**

Section 1. FPC officers shall be a Chairperson, Vice-Chairperson and a Secretary and such other officers as may from time to time be elected by the Council, such officers to have the authority to perform the duties prescribed by the Council.

Section 2. The Chairperson shall preside at meetings and perform other duties as prescribed by these bylaws. The Chairperson shall be the principal spokesperson for the FPC 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. 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.

Section 4. The Secretary shall be responsible for ensuring that the minutes are accurate prior to distribution to the membership and that the meetings are posted for the public.

Section 5. Officers shall be elected at the last quarterly meeting of each year. 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. Terms of office shall begin at the beginning of the calendar year and shall continue for one year and until a successor assumes office.

Section 7. No person may serve more than two consecutive terms in the same office.

Section 8. In the event an officer is unable to serve or resigns from his or her office, the Nominating Committee shall place name(s) in nomination for the election of a replacement at the next regular meeting of the FPC.

Section 9. An officer may be recalled from office by a majority vote of the full membership at a regular or called meeting of the FPC.

## **ARTICLE 6**

### **MEETINGS**

Section 1. Regular meetings of the full FPC shall be held at least four times per year.

Section 2. The date, time and place of the regular meetings shall be fixed by the Council and announced to members at least one week prior to the meeting date.

Section 3. A majority of the members shall constitute a quorum for conduct of business except as specified elsewhere in these bylaws.

Section 4. Special meetings may be called by the Chairperson for a specific purpose, with three days notice. In order to conduct business, special meetings must be attended by the Executive Committee plus enough voting members to constitute a quorum.

Section 5. The Executive Committee shall meet as necessary.

Section 6. Visitors and non-members are welcome to attend and observe FPC meetings. Participation in discussion will be time-limited and only upon recognition by the Chair.

## **ARTICLE 7**

### **VOTING**

Section 1. At all meetings, a quorum is required for a matter to be taken up before the Council for a vote, and all matters before the Council shall be decided by the affirmative vote of a majority of the quorum present at the meeting. The Chairperson shall be entitled to vote on all matters.

## **ARTICLE 8**

### **COMMITTEES**

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

Section 2. The Nominating Committee shall consist of one Chair and two (2) members appointed at the first quarterly meeting of each year by the Chairperson of the FPC, with the approval of the FPC for one (1) year terms. The duties and responsibilities of the Nominating Committee shall include nominating candidates for membership on FPC, Associate members, and nominating candidates for FPC office, all of which shall be performed according to rules adopted by the FPC.

Section 3. The Bylaws Committee shall consist of one Chair and two (2) members appointed at the first quarterly meeting of each year by the Chairperson of the FPC, with the approval of the FPC 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. The FPC membership 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 FPC Chair from FPC membership and from other appropriate organizations as needed. Special Committees will report regularly to the Executive Committee and/or the FPC.

Section 5. No one member shall serve as chair for more than one standing committee and special committee at any one time. Every committee will consist of at least three people.

## **ARTICLE 9**

### **AMENDMENTS**

Section 1. These bylaws may be amended by affirmative vote of a majority of appointed members at a regular meeting or at a special meeting called for that purpose. Written notice of the proposed changes shall be in the hands of members at least two weeks prior to the meeting at which the vote to approve is scheduled.

## **ARTICLE 10**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.