

Bylaws of THE HOMEGROWN MINNEAPOLIS FOOD COUNCIL

Section 1. Purpose and Name

On September 2, 2011 the Minneapolis City Council passed Resolution 2011R-445 reorganizing the Homegrown Minneapolis Implementation Task Force into the Homegrown Minneapolis Food Council, a permanent body for the City of Minneapolis serving as a nexus of citywide food related efforts.

Section 2. Statement of Vision and Mission

Vision: The Homegrown Minneapolis Food Council envisions a vibrant local food system that enhances the health of all residents, protects the earth, increases economic vitality, expands social connectedness, and improves food security.

Mission: To continue to advance Homegrown Minneapolis, the Homegrown Minneapolis Food Council works to support all Minneapolis residents and increase access to quality food, address hunger and food insecurity, connect sectors of the food system, influence policy and decision making, and ensure an environmentally sustainable and socially just food system. To accomplish this, the food council: (1) fosters City-community partnerships; (2) convenes and engages diverse stakeholders to identify and propose innovative solutions to improve the local food system; (3) provides ongoing guidance to the City on local food issues; and (4) serves as a platform for collaborative, coordinated action.

Section 3. Duties and Membership

- A.** The Homegrown Minneapolis Food Council will consist of 21 members.

Fifteen of the 21 members will represent those who live and work within the City of Minneapolis, with intentional inclusion of Indigenous, communities of color, low-income residents, persons with disabilities, and other marginalized communities that hold knowledge and expertise on issues related to food and urban agriculture. Eight community members will be appointed by the Mayor, and seven community members will be appointed by the City Council

The remaining 6 members will include a City representative from each of the following departments: the Minneapolis Health Department, Community Planning and Economic Development, the City Coordinator – Sustainability, Regulatory Services, a Mayor’s representative, and a Council member or council member representative.

- B.** All members serve two-year terms and may serve up to three terms, with their replacement conducted through a nomination and appointment procedure in accordance with the City’s Open Appointments process as set forth in the Minneapolis Code of Ordinances (Sec. 141.80).(See attached)
- C.** The Food Council members will comply with City of Minneapolis Ordinances, Chapter 15, Ethics in Government.
- D.** The Homegrown Minneapolis Coordinator has primary responsibility for staffing the body, unless future funding is not secured, in which case the Mayor’s office will provide staffing.

Section 4. Co-Chairs and Executive Committee

Two co-chairs will lead the body - one appointed by the Mayor and one appointed by the Homegrown Minneapolis Food Council through a majority vote of members present at a meeting. The appointments shall occur no later than the conclusion of the second meeting of the calendar year. Co-chairs shall serve one-year terms and are eligible for re-election.

Food Council members interested in serving as the Council-appointed co-chair shall notify the Homegrown Coordinator of their interest in writing, including a brief personal statement describing their interest and qualifications by a deadline to be set by the Coordinator (in advance of the meeting during

which elections will be held). Council members will receive a written list of interested candidates and their personal statements in advance of the meeting during which elections will be held. The vote will be conducted by anonymous written ballot and tabulated by the Coordinator or other individual appointed by the Coordinator, unless otherwise agreed to by a quorum.

Co-chairs shall be responsible for chairing Food Council meetings and providing leadership for the Food Council and Executive Committee.

The Executive Committee is empowered to act for the Food Council in emergencies or when timely action is required between regular meetings. All Executive Committee actions in the name of the Food Council must be approved at the next regular Food Council meeting and recorded in the minutes. The Executive Committee shall perform other such duties as may be assigned by the Food Council and which are not inconsistent with these bylaws.

Section 5. Resignation

Members need to communicate their intention to resign by written notice to the Homegrown Minneapolis Coordinator.

Section 6. Meetings

- A. The Homegrown Minneapolis Food Council will meet at least quarterly. A schedule for regular meetings stating the dates, times shall be adopted no later than the conclusion of the second meeting of the calendar year.
- B. Special meetings may be held at any time upon the call of the Co-chairs or any six other members of the Food Council. Notice of special meetings need to include date, time, location and agenda and need to be received by members at least three days prior to the meeting.
- C. A majority of the Homegrown Minneapolis Food Council members shall constitute a quorum of the full membership for the conduct of Homegrown Minneapolis Food Council business. If a quorum exists to start a meeting, a quorum is deemed to exist until the meeting is adjourned.
- D. All Homegrown Minneapolis Food Council and committee meetings shall be open to the public. The Food Council meeting date, location and agenda will be posted online at least 4 days before each meeting.
- E. In lieu of meetings, approving documents can be accomplished by a quorum of the members of Homegrown Minneapolis Food Council by using e-mails and other means available, at the discretion of co-chairs. The call for vote must be sent by email to all members and will be closed after a quorum response, but no sooner than two full business days from when the call for vote was sent.
- F. Members are expected to attend all meetings. If an appointed member misses three consecutive Homegrown Minneapolis Food Council meetings then membership on the body is forfeited. Exceptions requested to this provision can be made to Homegrown Minneapolis Food Council for consideration due to special circumstance and consistent with Minneapolis Code of Ordinances 14.180 (k) (3).
- G. Members are expected to be actively engaged with at least one committee.

Section 7. Committees, Working Groups and Task Forces

- A. The work of this body will be guided by an Executive Committee that includes the Co-chairs, up to three interested Homegrown Minneapolis Food Council members and the Homegrown Minneapolis Coordinator. The responsibilities of the Executive Committee include working with the Homegrown Coordinator to establish meeting agendas, guide the strategic direction and work of the Food Council, and monitor the culture and practices of the Food Council as a community-

City working model. Executive Committee members shall serve one-year terms and are eligible for reelection.

- B. A Working Group is a group of Food Council members and community members that meets during a Food Council term. Each Working Group will emerge from the Food Council's strategic plan for any given year. A Food Council Task Force is created to work on a specific project that is not part of the approved strategic plan for the year.
- C. The co-chairs may appoint and dissolve committees created to implement the work plan of the Food Council. The Co-chairs shall name the chair(s) of all Working Groups, including one Food Council member. The purpose of these Working Groups will be to identify issues, make recommendations for the Homegrown Minneapolis Food Council policy or action and as appropriate, to participate in the implementation of Homegrown Minneapolis Food Council's vision, decisions and activities. Membership on Working Groups may include individuals who are not Homegrown Minneapolis Food Council members, but who have expertise or perspective that will help the group carry out its function. All Working Group members shall have the right to vote whether or not they are Homegrown Minneapolis Food Council members. A Working Group member is any individual that attends a meeting where a vote is held.
- D. All Working Groups and Task Forces are expected to report back regularly to the Food Council on their progress.

Section 8. Conduct of Business

- A. All voting and motions will be noted by voice vote with one vote per member. Voting by proxy is not allowed.
- B. Roberts Rules of Order will be used to guide the voting process of the Food Council.

Section 9. Use of the Name of Homegrown Minneapolis Food Council in publications or correspondence

- A. Publication and distribution of any Homegrown Minneapolis Food Council documents and positions must be duly adopted by a quorum of Homegrown Minneapolis Food Council. Homegrown Minneapolis Food Council members are not prevented from distributing surveys, letters, or other communications regarding Homegrown Minneapolis Food Council business provided such communications do not appear to be the official position of Homegrown Minneapolis Food Council.

Section 10. Amendments

- A. Bylaws can be amended by a two-thirds vote of members present at any regular meeting of Homegrown Minneapolis Food Council provided quorum is met. Written notice must be provided to Homegrown Minneapolis Food Council members 6 days in advance of the impending vote, setting forth in detail the contents of the proposed amendment. The bylaws may be suspended by a three-quarters majority vote of the Food Council members present.
- B. The bylaws of the Food Council will comply with all City regulations concerning Boards and Commissions.

Section 11. Reporting

- A. The Food Council shall report on work completed and the upcoming year's work plan annually to the City Council in December. The Food Council shall report to the community annually on work completed and engage the community on work plan development at least once each year at a community meeting.