



SAINT PAUL - RAMSEY COUNTY FOOD AND NUTRITION COMMISSION

Preamble:

These bylaws are intended to facilitate the equitable and successful function of the Saint Paul – Ramsey County Food and Nutrition Commission (FNC). The FNC will take action on recommendations based on our vision, values and involvement of the community.

ARTICLE I. Name:

Saint Paul – Ramsey County Food and Nutrition Commission
Supported by Saint Paul- Ramsey County Public Health
90 West Plato Blvd, Suite 200, Saint Paul, MN 55107.

ARTICLE II. Purpose:

The purpose of the Saint Paul- Ramsey County Food and Nutrition Commission is to provide long-range planning and associated recommendations for policy, systems, and environmental changes at neighborhood, city, and county levels with the aim of increasing access to healthy food.

This includes some of the following activities:

- Review existing policies and create formal recommendations for improvements
- Engage community in FNC business, strategic goal settings and providing food-related recommendations
- Members engage with policy-makers to advise on FNC business and recommendations
- Assessing/self-monitor internal goals of the FNC
- Introducing new policies to engage those who live within Saint Paul and Ramsey County
- Advocate for equitable food and justice related policies within and surrounding our geographical jurisdiction

VISION

Saint Paul and Ramsey County will ensure a wide variety of affordable, healthy food, contributing to the physical, cultural, environmental and economic wellbeing and promoting food security, racial & environmental justice for all.

VALUES

- All farms and businesses are encouraged to use environmentally sustainable production practices that allow consumers choices at fair prices. Small, local farms and businesses are supported.
- The distribution system for this food is affordable and equitable, scaled to meet the needs of small businesses and local growers. Policies support fair labor practices, safe working conditions and justice for food chain workers.
- Residents will have resources to grow, preserve, and cook healthy foods that reflect their cultural traditions, and share meals together as family and community.



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- Governing bodies will support zoning and land use options that prioritize appropriate land and creative spaces for urban agriculture while building relationships in community.

ARTICLE III. Authority:

The Commission was established by action of the Saint Paul City Council and Ramsey County Board of Commissioners in 2010.

ARTICLE IV. Membership:

There are 14 Members on the Saint Paul – Ramsey County Food and Nutrition Commission, all of whom live or work in Ramsey County and/or Saint Paul.

Members are appointed: seven by the City Council of Saint Paul and seven by the Ramsey County Board. Members are solicited by public announcement of position vacancies and requests for applications. Members will be selected based on their ability to fulfill the particular needs of the Commission at the time of an opening.

A. Commission Staff: The staff person is responsible for the distribution and publication of summary minutes (including attendance records), agendas, call to meetings, and other activities that support the work of the Commission. Staff persons are not members of the Commission.

B. Community Representatives: In order to supplement the Commission with representatives from the 7 County Districts and 7 City Wards that make up Ramsey County, and the racial, cultural, socioeconomic status, and gender diversity that exists within, community members wanting to take part in the Food and Nutrition Commission in a more formal capacity have the opportunity to do so as Community Representatives.

Community members must attend 50% of FNC meetings over a one-year time period. Once this initial attendance requirement has been complete, a Commission member may then nominate this community member to become a Community Representative. Once voted in, Community Representatives would serve on an annual basis to assist in general Food and Nutrition Commission business. One Community Representative per each of the 7 County Districts and 7 City Wards for a total of 14 Community Representatives may serve each year.

C. Terms: Membership terms are three years. Members may reapply for appointment at the expiration of their term. Commission members may serve up to two consecutive terms. Terms are staggered so that one-third of the Commission members' terms expires each year or as vacancies are filled as a three-year term.



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1. Resignations: Resignations mid-term will be directed to the Commission staff and will be effective upon receipt. In the event of member resignation, either during or at the end of a term, either the county or the city will fill the vacancy with an appointee after having consulted with the Commission and given a public request for applications.

2. Removal: Commission membership includes the responsibility to attend meetings. Any member who is absent more than 3 times in a one-year period or is unable to participate fully may be removed and replaced by the Saint Paul City Council or the Board of Ramsey County Commissioners. Also, any member who acts in such a way that reflects negatively on the Commission may be removed. The procedure for removal is recommendation for removal by both co-chairpersons and the staff, in writing, to the Saint Paul City Council, or to the Board of Ramsey County Commissioners. Members will be notified in writing of their termination by either the City or the County.

D. Member Responsibilities:

- Members are expected to attend all of Commission meetings as well as all Task Force meetings on which a member serves. If a member is unable to attend a general Commission or Task Force meeting due to unforeseen circumstances, such as illness or family necessity, the member will notify the staff for an excused absence (see above C #2 for removal of member for missing more than 3 meetings in a one-year period).
- Members are expected to spend sufficient time in preparation for active participation and decision-making at every general Commission meeting and every Task Force meeting.
- Members are expected to contact at least two of their elected officials at least two times a year to give a general information on the FNC business, and/or as needed to gain support on recommendations or policies identified by the FNC.
- Members are expected to join at least one Task Force and at least two members should be part of each Task Force teams.
- To the extent possible, members must be available either by phone or email for voting when not during a regularly scheduled meeting
- Members should assist in locating/identifying other co-meeting representatives and locations.
- The above responsibilities are an estimated 4-6 hours per month of work dedicated to the FNC

ARTICLE V. Special Meetings and Quorum:

- A. Special Meetings:** Special meetings to conduct business of a special or urgent nature may be called by both co-chairpersons by giving three days' notice to the membership.



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B. Quorum: One-half of the current members of this Commission is a quorum for all general commission meetings. One-half of the current members of a Task Force is a quorum for any Task Force meeting. Members constituting less than a quorum at any meeting may set a new date for the meeting.

ARTICLE VI. Officers:

Officer Titles include: Co-Chairpersons. All officers must be duly appointed members of the Commission.

Co-chair duties: set agendas and facilitate meetings, oversee assessment of internal goals, identify action steps for general commission members and guests. Co-chairs will alternate responsibilities and will communicate regularly with each other.

A. Election of Officers: Officers are elected by majority vote during a regularly scheduled meeting. As with any business executed, at least a quorum must be in attendance.

B. Terms: Officer Terms are for one year, and officers may be reelected or not, at the expiration of their term.

C. Resignation: An officer may resign without forfeiting Commission membership. Resignation is directed to the staff person in writing and is effective upon receipt.

D. Filling Officer Vacancies: Any officer vacancy will be addressed at the following duly scheduled meeting, by announcing the vacancy and asking for volunteers to submit to a vote to fill the vacancy. If nobody steps forward to submit their candidacy to be put to a vote, the vacancy will be held open until the following meeting. If there are still no volunteers to fill the vacancy, the vacancy will be filled by selection among the most senior members of the Commission. The most senior members may draw straws to decide who will submit their name to a vote. An officer is elected by a simple majority vote.

E. Co-chairperson Duties: Each co-chairperson shall preside over all general Commission meetings. If both co-chairpersons are absent from a general Commission meeting, the staff will preside over the meeting. If both co-chairpersons and staff are absent from a general Commission meeting, the most senior members of the meeting will jointly preside over the meeting. The co-chairpersons will be kept advised of the general affairs of the Commission, and will ensure that all business of the commission is carried into effect. A co-chairperson will act as the spokesperson for the Commission at public meetings and functions or may delegate this function. Co-chairpersons are also responsible for developing the agenda, in consultation with staff, for each general Commission meeting.



ARTICLE VII: General Procedures:

A. Order of Business: The staff and the co-chairpersons will prepare a time agenda prior to each general Commission meeting.

B. Business: The business of the Commission will include some of the following and be flexible:

1. Welcome and Introductions
2. Internal business/housekeeping
2. Presentations and other speakers with discussion
3. Reports of Task Force committees and/or other reports
5. Other business, including new business
6. Other updates or announcements
7. Adjournment

C. Conduct of business:

1. **Agenda:** Agendas will be prepared for all general Commission meetings and posted online prior to the meeting. Special effort will be made to translate agendas and/or have interpreters available when appropriate.

2. **Voting:** Only current members may vote, in person, during a duly scheduled meeting. All questions will be decided by a simple majority vote of the members present. Each member is entitled to one vote on any issue. Voting may be by raising of hands. If motions that may be deemed or perceived to be more controversial, anonymous ballot voting may be requested. Accommodations will be offered on an as needed basis.

If voting or consensus is needed outside of a duly scheduled meeting, this can be accomplished through email. Quorum must be in consensus for all motions.

3. **Summary minutes:** Summary minutes will be kept of all meetings and will be available online at the general Food and Nutrition Commission website.

D. Public meetings: General public are welcome to all Commission and Task Force meetings. Guests are welcome to participate in all general discussions. All general Commission meetings will be held at various locations throughout Saint Paul and Ramsey County. At least biannually, meetings will be held in conjunction with partner/ community groups to host and co-lead FNC meetings, in their preferred format. All general Commission meetings will be held bi-monthly, and Task Force meetings will be held on the alternate month on general scheduled meeting dates, typically first Monday of the month, unless it falls on or around a holiday. Questions and or suggestions for future meeting topics should be directed to the co-chairs and commission staff.



ARTICLE VIII: BY-LAWS:

The bylaws of the Commission will be reviewed and updated at least biennially and may be amended by a majority vote of the members of the Commission at any general Commission meeting provided ten days prior notice has been given to the membership.

Revisions to bylaws: All revisions to these bylaws will be summarized, dated, and included at the end of this document. Bylaws at all times will be in compliance with pertinent state and local rules and regulations.

ARTICLE IV: RULES OF PROCEDURE:

Rules of procedure will be by general democratic consensus.

These bylaws were adopted 9/10/18.