

City of Columbia FOOD POLICY COMMITTEE

The name of this committee shall be the Columbia Food Policy Committee (FPC).

Section 1 - PURPOSE AND FUNCTIONS

A. The purpose of the FPC is:

- 1) To advise City of Columbia staff, City Council Members, Mayor, and community organizations and partners regarding food policy-related issues facing the city
- 2) To support a food systems analysis study and to address the study's findings and recommendations.
- 3) To develop and implement initiatives with Council support to promote a sustainable, financially viable local food system for the midlands area.

B. Functions and charges for the FPC may include, but are not limited to, the following:

- 1) Mapping of food deserts and healthy food source locations
- 2) Addressing food deserts and food security
- 3) Promoting partnership among food system participants
- 4) Creating a public forum for healthy food systems issues
- 5) Recommend incentives for healthy and affordable food alternatives in neighborhood stores
- 6) Recommendations on the creation and expansion of farmers markets and mobile healthy food vendors
- 7) Processing and distribution of food
- 8) Food waste management
- 9) Promoting, supporting, and preserving commercial and private urban farms and community gardens
- 10) Recommendations for appropriate allowable uses of livestock, poultry, fish, gardens, apiaries, orchards, etc. for private, non-commercial use and for semi-private community gardens in residential development districts
- 11) Providing nutrition education
- 12) Promoting the availability of healthy menu options including locally grown selections at local restaurants and mobile prepared food vendors
- 13) Promoting healthy food options in the workplace
- 14) Promoting good farming practices including:
 - a. Environmental stewardship
 - b. Fair labor practices
 - c. Humane treatment of farm animals
- 15) Supporting local farmers through
 - a. Developing Community Supported Agriculture (CSA) programs and food co-ops
 - b. Promoting the expansion of SNAP, WIC, and Healthy Bucks benefits for farm products
 - c. Developing farm-to-school and other institutions and farm-to-table programs
- 16) Recommending food ordinances and regulations addressing these and other issues

Section 2 – MEMBERSHIP

- A. FPC shall consist of at least ten (10) and not more than fifteen (15) interested citizens appointed by the Mayor and members of City Council.
- B. Members shall represent themselves, areas of interest, and/or organizations in the Columbia area, and should represent the diverse range of interests delineated in the recruitment and tenure section.

- C. The following interest groups should be considered when selecting FPC members:
- 1) Community residents, particularly those who reside in communities that are impacted by food insecurity
 - 2) Local food and public health advocates
 - 3) Planning
 - 4) Farmers / producers
 - 5) Food processors and distributors
 - 6) Food Business Representatives
 - 7) Restaurants
- D. The City Manager shall appoint one (1) member of City staff to serve as liaison to the FPC. Other staff representatives shall serve as ex officio members to the FPC. City Liaison and ex officio members shall represent administration, Planning and Development Services, and Parks and Recreation. Staff from other City departments may assist the FPC on an as-needed basis as approved by the Mayor.
- 1) Duties of City Liaison
 - a. Communicating with the FPC Chair or Vice Chair on drafting meeting agendas
 - b. Drafting meeting minutes
 - c. Serving as liaison between the FPC, community organizations, Mayor and City Council, and City departments
 - 2) Duties of Ex Officio Members
 - a. Provide departmental input, knowledge, research, and other assistance to the FPC

Section 3 – RECRUITMENT AND TENURE

- A. Vacancies on the FPC shall be publicly advertised. Applicants shall submit an application form provided by the City of Columbia. Selection shall be based on ensuring a broad cross-section of expertise.
- B. The term of office of FPC members shall begin on the date of appointment and expire in two (2) years. Members shall serve no more than two (2) consecutive terms, unless so requested by City Council.
- C. Should the term of office of a FPC member expire, and no new member has been appointed, the existing member's term will be extended until a new member has been appointed by City Council.

Section 4 – OFFICERS

- A. The officers shall consist of a Chair and a Vice-Chair or, alternatively, the FPC may choose to elect two Co-Chairs, who shall rotate the duties of Chair.
- B. Responsibilities:
1. The Chair shall: preside at all meetings; represent the FPC before all other bodies and committees as directed; and work with City staff to set the agenda for all meetings.
 2. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
 3. The Chair and Vice-Chair are voting members.

Section 5 – ELECTION OF OFFICERS

- A. The officers of the FPC shall be elected annually by committee members at the last regular meeting held during the calendar year, or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year. Officers shall serve no more than two (2) consecutive terms, unless so requested by City Council.
- B. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year. Officers so elected may serve up to two additional consecutive terms, per paragraph A above.

Section 6 – SUBCOMMITTEES

- A. The FPC may form subcommittees as necessary to carry out the work of the FPC, upon a majority vote of the members of the FPC.
- B. Subcommittees are advisory to the FPC.
- C. FPC subcommittees may include in their membership non-FPC members; however, at least one (1) FPC member must be in attendance at subcommittee meetings.

Section 7 – MEETINGS AND VOTING

- A. Scheduled meetings of the FPC shall be held at least once a month. The meeting calendar for the following year shall be adopted by the last meeting of each calendar year, and will be available on the City of Columbia website.
- B. Notice and agenda of meetings shall be sent by City Liaison to all members at least one (1) calendar week prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.
- C. Special meetings may be held at the call of the Chair of the FPC or the City Liaison to the FPC. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance.
- D. Official action may be taken by the FPC when a quorum is present. A quorum shall consist of a simple majority of the voting members.
- E. Voting members are those members appointed by the Mayor and City Council to the FPC. Staff and non-appointed subcommittee members shall not vote.
- F. The proceedings of all meetings shall be summarized by the City Liaison or note taker assigned by the Chair in absence of the City Liaison and made available to all FPC members at least one (1) week in advance of the next meeting.
- G. In the event of a lack of a quorum, the Chair may form a subcommittee to make a recommendation for the full FPC for consideration at the next meeting with a quorum.
- H. FPC meetings are open to the public and interested persons or groups are invited to address the FPC. There shall include an opportunity within each agenda for public comment.

Section 8 – ATTENDANCE

- A. In-person attendance is required at FPC meetings. Votes by proxy, or the appointment of others to attend in a member's stead, are not permitted. However, a conference call-in may be permitted with special permission by the City Manager.
- B. The FPC City Liaison will keep attendance at meetings. If a member must miss a FPC meeting due to conflict, the member must notify the City Liaison via email at least 24 hours prior to the meeting for the absence to be excused; exceptions may be made in case of emergency. No more than three (3) excused absences will be granted per calendar year; if a member has taken three (3) excused absences in a calendar year, the City Liaison will advise the member at the third absence that an additional absence will not be excused, and may result in automatic termination.

- C. There will be an appeals process for those who are facing automatic termination due to absences.
- D. City Council has adopted the following additional rules for the FPC:
 - a. If a member has unexcused absences for two (2) regular meetings, the City Manager may send an advisory notice that a third absence may result in automatic termination.
 - b. The City Liaison shall report the full attendance record of each member to the City Clerk at the end of each six-month period (June 30 and December 31).
 - c. The FPC will count present those members who are participating in FPC-official business during the time of the meeting.
- E. If a FPC member does not adhere to the attendance policies set forth by City Council or FPC, then the City Liaison shall report the attendance to the City Clerk, and the City Clerk will notify the commissioner that his/her term has expired and that seat is now declared vacant.

Section 9 – PARTICIPATION IN ADDITIONAL ACTIVITIES

- A. FPC members are expected, when able, to participate in FPC-sponsored events and City-sponsored local food systems related events.
- B. FPC members are expected to take ownership of action items identified as part of FPC's strategic planning process. Members should expect to participate in subcommittee meetings, and outside meetings and events, as appropriate to these duties.