

# **BUSINESS RULES AND PROCEDURES**

## **FOOD SYSTEM COMMITTEE OF WHATCOM COUNTY, WASHINGTON**

The Whatcom County Food System Committee (FSC), being formed by the County Council pursuant to Resolution 2018-302, adopted November 7, 2018, does hereby adopt the following rules and procedures for the transaction of its business:

### **I. NAME**

The official name is the "Whatcom County Food System Committee."

### **2. AUTHORITY**

The committee was appointed by Ordinance 2018-302 on November 7, 2018.

### **3. PURPOSE**

The FSC shall draft, implement, provide oversight for, and regularly update a county-wide food system plan. The FSC shall review and make recommendations to the County Council on food system issues of importance with the goal that all Whatcom County residents have the resources to produce, consume, and distribute healthy, sustainable food. These issues will include but not be limited to: 1. Increasing equitable access to and consumption of fresh, healthy food, 2. Promoting job growth in the local food system, 3. Encouraging pro-active environmental stewardship, 4. Fostering community resilience in the face of changing social, economic, and environmental conditions and 5. Any other food system issues as requested by the County Council and/or is consistent with the County's Comprehensive Plan.

### **4. OFFICERS - ELECTION**

The FSC shall elect a chairperson, vice-chairperson, a secretary, and an alternate secretary at the first meeting in February 2019. These officers are elected for terms of one year with no term limits.

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In the event of a vacancy in the office of chairperson, the vice-chairperson automatically becomes the chairperson. A vacancy occurring in the office of vice-chairperson is filled by election of a replacement to serve for the un-expired portion of the term. A vacancy in an office automatically occurs upon the third consecutive unexcused absence of an officer from the regular meetings, unless otherwise agreed to by the majority of the committee membership.

**5. OFFICER DUTIES**

The chairperson has the responsibility of presiding at meetings of the FSC, coordinating with staff to develop agendas, calling special meetings, canceling meetings, excusing members for valid reasons from attendance at FSC meetings and shall be the primary spokesperson for the committee.

The vice-chairperson assumes the responsibilities of the chairperson in their absence.

The secretary will be the scribe during meetings. The alternate will be the scribe in the absence of the secretary.

**6. MEETINGS**

Meetings will be at a time and location determined by the chairperson in consultation with the members.

Meetings will be opened by a Tribal Land Acknowledgement such as the following:

“I would like to begin by acknowledging that we gather today on the ancestral homelands of the Coast Salish Peoples, who have lived in the Salish Sea basin, throughout the San Juan Islands and the North Cascades watershed, from time immemorial. Please join me in expressing our deepest respect and gratitude for our indigenous neighbors, the Lummi Nation and Nooksack Tribe, for their enduring care and protection of our shared lands and waterways.”

Special meetings may be called by a majority vote of the members at a regular meeting. Special meetings may also be called by order of the chairperson upon giving written notice to other members at least 24 hours before the meeting. The written notice must state the time, place and business to be transacted. Final action can not be taken on any item that is not included on the agenda.

All meetings shall be open to the public.

**7. ATTENDANCE**

The chairperson, upon the fourth consecutive unexcused absence of any member from the regular meetings, shall bring forward the issue to the full FSC to consider a recommendation to the County Executive for replacement of that member. In the event of regular recurring absences any member can bring the matter to the committee for discussion.

**8. QUORUM – DECISION MAKING**

A majority of currently appointed positions (one more than half) is required for a quorum to conduct regular business. Members may be counted as present when calling in to committee meetings.

Decision-making will endeavor to be by consensus with the positions of each member having been heard, respected, and seriously considered.

Any committee member or committee members may file for the record a minority opinion. Such minority opinion shall include the specific issue, proposed code language, or policy which is opposed and a rationale for the minority opinion. When possible, preferred alternative language or options should be included in the minority report. Members supporting the minority report shall be listed in the minority report.

At any meeting of the Committee, the final adoption of measures put to a vote shall adhere to Roberts Rules of Order and be subject to a 2/3 majority vote of those participating in the meeting.

The meeting minutes shall reflect Roberts Rules of Order.

**9. ORDER OF BUSINESS**

The regular order of business is as follows:

- (a) Land Acknowledgement
- (b) Roll call
- (c) Determination of Quorum
- (d) Approval or modification of previous meeting summary
- (e) Open Session for the public to speak on food system issues
- (f) Staff reports or agency presentations
- (g) FSC discussion, deliberations and decision-making
- (h) Adjournment

**10. OPEN SESSION FOR THE PUBLIC TO SPEAK ON FOOD SYSTEM ISSUES**

All meetings are to be open to the public and shall include time for the public to speak on Food System issues. The Chairperson or the committee, by consensus, may limit speakers to five (5) minutes per person per meeting to make their points.

**11. REPORTING TO THE WHATCOM COUNTY COUNCIL**

- a. The FSC shall forward any proposed amendments or recommendations to the Whatcom County Code, deemed necessary to realize the purpose of the FSC or to implement the Whatcom County Comprehensive Plan, to the County Council for consideration.
- b. A member may be chosen to represent the FSC in front of the County Council or a Council Committee regarding a particular matter. No member shall represent the committee without being duly authorized by the committee.
- c. The Chair (or Vice-Chair) will sign the report forwarded to the County Council to reflect the decision of the committee.
- d. Any FSC member may address the County Council on any issue relating to the food system in Whatcom County. The member must state clearly if he/she is speaking on behalf of the FSC or in another capacity.

**12. MEETING SUMMARIES AND RECORDS**

Meeting summaries will be maintained as per (WCC 2.47.060). Meeting summaries shall be approved by the FSC and signed by the chairperson at the next meeting. Upon approval, the meeting summaries will be posted on the County's web site and forwarded to the County Council and other interested parties for their information.

**13. NOTICE - AGENDA**

Copies of the agenda will be placed in the mail or delivered to FSC members at least one week prior to the next meeting.

**14. STAFF**

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The Whatcom County Health Department will provide staffing for the Food System Committee (2.47.070).

**15. AMENDMENT**

These rules may be amended by a majority vote of the FSC, provided notice of the proposed amendment has been placed in the mail or delivered to the members at least one week in advance.