Spokane Food Policy Council

 SFPC MEMBER HANDBOOK



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WELCOME TO THE SPOKANE FOOD POLICY COUNCIL

We are delighted that you have decided to serve as a Council Member of the Spokane Food Policy Council (SFPC). The SFPC plays an essential role in the creation of food policy in the Spokane region as well as an essential connector of our regional food system.

Through your position on the SFPC, you will participate in researching, developing, and promoting of food policies that seek to ensure food security, environmental stewardship, health equity, and economic development opportunities for all community members.

Through our mutual dedication to policy, we have chosen to affect change that will benefit multiple communities for generations. We will be able to build upon win after win eventually paving a path forward for cities in Spokane County and the larger Spokane region.

You are an integral part of this effort!

With wholehearted thankfulness and with a collective purpose,



OVERVIEW

MISSION

The Spokane Food Policy Council works: “To advance policies and initiatives that foster a resilient food system in the Spokane area; one that is healthy and equitable for its citizens, economy and environment.”

Vision

A thriving community that values and cultivates a viable, inclusive, and prosperous food system.

SFPC CONTEXT

* The SFPC is a non-profit 501C3
* Organizations interested in being involved with the SFPC designate staff to take an active role on Council as a director or as an advisor. Individuals, not aligned with an organization, can also be actively involved in SFPC as a director or advisor. The City of Spokane provides a staff person to help coordinate the SFPC.

PURPOSE

The purpose of the Spokane Food Policy Council is to:

1. Influence government food policies
2. Coordinate food system stakeholders within a specified geography/jurisdiction
3. Conduct food assessments/studies and prepare food plans

SFPC ROLE

• The SFPC advises the City and County policy makers in the Spokane region on food-related policy and food system issues

• The SFPC is committed to pursuing policy and food system changes that will have the greatest impact on achieving the priorities and winnable goals

• The SFPC focuses its resources on researching, developing, and promoting food system changes and policies which rely on its partners to promote programming and implementation of policy changes

HISTORY

The Spokane Food Policy Council (SFPC) started from a Food Economy Conference organized by City Council President Ben Stuckart in 2013. The SFPC first met October 2013, and from then has been engaged in council organizational/program development, research, and outreach.

In 2016, The Spokane Food Policy Council finished The Spokane Regional Food System Inventory (FSI) which is a broad assessment of the regional food system–the first of its kind for Spokane. Spokane joins other cities all across the United States that are evaluating their local food systems in an effort to improve access and quality of food for their residents and to determine their ability to provide food during economic, environmental and climatic challenges.

In 2017, the SFPC worked with city staff to add food language to the City of Spokane’s Comprehensive plan. The City of Spokane’s Planning Department has agreed to meet with the SFPC to consider the idea of a separate food chapter within the City of Spokane’s comprehensive plan. In the latter half of 2017 the SFPC worked with Spokane City Council to develop a Food System Resolution. This resolution formally adopts the Spokane Regional Food System Inventory and requests the Spokane Food Policy Council develop an adoptable food action plan for Spokane that addresses 1. Local food economy opportunities throughout the entire food system; 2. Ways to increase Spokane resident access to healthy food; 3. Strategies to preserve our natural landscape, and prepare for the impacts of climate change.

CALENDAR

The SFPC holds its regular meetings on the 3rd Wednesday of each month from 5:00 pm to 7:00 pm. Since 2014 meetings have been held at the 2nd Harvest food bank, located at 1234 E. Front St, Spokane, WA 99202.

An annual meeting of the Board shall be held once a year in October at a time and location set by the Board of Directors. The fiscal calendar of the Board begins January 1.

EQUITY AND INCLUSION

VALUE STATEMENT

The SFPC reflects and shares the diversity, richness, contributions and long history of the city.

Any adult, living or working in the Spokane area is welcome to apply, interview, and to serve on the Council.

The SFPC, by aiming to represent all of Spokane, welcomes all. In our efforts to ensure a vibrant, prosperous and equitable city, we welcome Council participants who will be thoughtful, fair, and inclusive with a broad and bold vision for our food system!

MEMBERSHIP

SFPC MEMBERSHIP SUMMARY

A majority of Directors must reside in the United States and within the Spokane region. The Board shall strive to recruit and appoint Directors who bring a diversity of skills including but not limited to accounting, marketing, farming, fundraising, legal, ecology, culinary, nutrition, advocacy, education, and business. In addition, the Board of Directors shall strive to recruit and appoint Directors that reflect the diversity in Spokane County and adjacent counties, including but not limited to socioeconomic-, racial-, cultural-, age-, and neighborhood-based diversity. The SFPC may have a maximum of 21 members on the Board of Directors.

Elected MEMBERS

Recruitment Timeline

1. Submit an application for the Spokane Food Policy Council for either full membership or to become an advisory member
2. SFPC Membership Committee reviews and provides a recommendation at the next SFPC full meeting (~1 month).
3. The SFPC votes at the full SFPC meeting to approve or deny the potential member

Process/Length of Service

The Officers of the Corporation shall be appointed each year by the Board of Directors at the annual meeting of the Board. If the Officers are not appointed at such meeting, such appointment shall take place as soon thereafter as is convenient. New offices may be created and filled at any meeting of the Board of Directors at the discretion of the Board of Directors. Each officer shall hold office until the next annual meeting of the Board of Directors and until his or her successor has been appointed and qualified.

Participation

Every member is expected to participate on a Committee or Policy Working Group during their tenure. Council Members are also expected to participate in at least one public engagement event per year.

Resignation/Removal

Attendance at all Council meetings is expected. Members who miss three (3) meetings within a twelve (12) month period without due cause shall have their appointment reviewed by the SFPC. Any Officer may resign at any time by delivering written notice to the President, a Vice President, the Secretary or the Board of Directors, or by giving oral or written notice at any meeting of the Board of Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any resignation shall be without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party. Any Officer appointed by the Board of Directors may be removed with or without cause by a vote of the majority of the Board of Directors whenever in its judgment the best interest of the Corporation would be served. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

ORGANIZATIONAL CHART

PRESIDENT, VICE PRESIDENT, TREASURER, SECRETARY

Roles/Responsibilities

**President.** The President shall preside at all meetings of the Board of Directors, shall have general supervision over the affairs of the Corporation, shall prepare, in consultation with the Program Coordinator, if any, an agenda for meetings of the Board of Directors, and shall perform such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws**,** or that may be prescribed from time to time by resolution of the Board of Directors.

**Vice President.** In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President will perform all the duties of the President, and when so acting will have all the powers of, and be subject to all the restrictions on, the President. The Vice-President shall perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed from time to time by resolution of the Board of Directors.

**Treasurer.** The Treasurer shall have the custody of all monies and securities of the Corporation and shall keep regular books of account. The Treasurer shall disburse the funds of the Corporation in payment of the just demands against the Corporation or as may be ordered by the Board of Directors (taking proper vouchers for such disbursements) and shall render to the Board of Directors from time to time as may be required, an account of all transactions undertaken as Treasurer and of the financial condition of the Corporation. The Treasurer shall perform such other duties as are incident to the office or are properly required by the Board of Directors. The Board of Directors may appoint an Assistant Treasurer, or Assistant Treasurers, who shall perform all of the duties of the Treasurer in the absence or disability of the Treasurer, and may perform such other duties as are directed by the Board of Directors.

**Secretary.** The Secretary shall issue notices for all meetings, shall keep minutes of all meetings of the Board of Directors and Committees, shall have charge of the corporate books, and shall make such reports and perform such other duties as are incident to the office, or are properly required of the Secretary by the Board of Directors or the Executive Director. The Board of Directors may appoint an Assistant Secretary, or Assistant Secretaries, who shall perform all of the duties of the Secretary in the absence or disability of the Secretary and may perform such other duties as are directed by the Board of Directors or the Executive Director.

COMMITTEE STRUCTURE

The SFPC creates Committees as necessary to carry out specific tasks for the Council outside of regular meetings. Each Committees has its own specific members, duties/functions, and timeline.

**Executive Board (Leadership Committee)**

 *Members:*

* The Executive Board is composed of the President, Vice President, Treasurer, and Secretary

 *Duties and Functions:*

* *The Executive Board provides overall governance for the SFPC including overseeing meeting agenda creation and meeting structure, and responding to changing internal and external needs.*

**Membership Committee**

*Duties and Functions:*

* The Membership Committee is responsible for recruiting and evaluating prospective members of the Board of Directors, including conducting interviews of potential members, and making recommendations to the Board of Directors.

**Other Committees**

The Board of Directors may appoint, from time to time, one or more standing or temporary committees as it deems appropriate.

POLICY WORKING GROUPS

The SFPC also creates Policy Working Groups to carry forward specific policy-related tasks for specific periods of time. The SFPC creates a timeline for Policy Working Group creation, progress reporting, and dissolution. While Policy Working Groups do not have the authority of the Council, they do provide invaluable information and recommendations to support the SFPC. Members of the Policy Working Groups may include Council Members, Ex-Officio Members, and other interested community members. At least one Council Member shall participate in each Policy Working Group.

MEETING NORMS

AGENDA CREATION

The SFPC Coordinator is responsible for preparing, getting approval from the Executive Board, and distributing meeting agendas. Agendas are sent at least one week before Council meetings and include additional details for any item(s) that require a vote. All Council Members and other participants are responsible for reviewing the materials so they are fully prepared to participate and guide discussions to fruitful resolution. The President or Vice President is the lead facilitator for Council meetings.

SFPC meeting agendas commonly include:

* Welcome and Introductions
* Review of minutes and attendance at the previous meeting
* Meeting business
* Announcements and adjournment

Council Members may also submit items to be added to the agenda to the Executive Board. Agenda items received prior to the first Wednesday of each month may be included on the agenda for the subsequent meeting as time allows.

DECISION MAKING PROCESS

**Action by Directors during a Meeting:**

A simple majority of Directors in office shall constitute a quorum for the transaction of business. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board.

**Action by Directors without a Meeting:**

Any action required or permitted to be taken at a meeting of the Directors, or of a committee thereof, may be taken without a meeting by the unanimous written consent of all the directors, or all of the members of the committee, setting forth the action to be taken. Such consent may be provided in one or more counterparts, shall be effective as of the date when the last such consent is delivered to the Secretary, and shall have the same effect as a unanimous vote as of such date.

PUBLIC COMMENT AND NON-MEMBER PARTICIPATION

The SFPC is committed to being inclusive and deeply engaged with community stakeholders. All SFPC meetings are open to the public and public input and engagement are both welcomed and encouraged. At SFPC meetings, non-members are provided with specific times during the agenda to provide meaningful comments and feedback on the content presented. On matters related to policy decision-making and/or Council votes, non-SFPC members may provide input for discussion as requested, but cannot vote.

Non-members are welcome to participate on Policy Working Groups. Some non-members who first served on a Policy Working Group have later joined the Council or chaired the Policy Working Group in which they initially participated.

To ensure continuous and meaningful engagement, the SFPC aims to conduct at least one public engagement event throughout the year. Members of the public are highly encouraged to attend these events and provide their essential feedback and ideas on the materials presented.

ROLE OF SFPC IN SHAPING POLICY

SFPC DELIVERABLES

* Issue Briefs
* Public Engagement Events
* Position Request

Issue Briefs

* Issue Briefs provide more detail on key policy area to frame a key issue, provide greater information and context to the community, and help assess stakeholder support/opposition
* Issue Briefs are typically 2 pages long and describe a critical issue: why that issue important; how it relates to the Spokane Food Policy Council; what are potential policy solutions; and what are 1 to 2 case studies of effective policy interventions

Public Engagement Events

* As mentioned above, the SFPC aims to conduct at least one public engagement event per year to engage stakeholders and members of the broader public
* Public engagement events are essential opportunities for the Council to hear about issues affecting the community and to solicit additional feedback and ideas
* Council Members are expected to participate in at least one public engagement event per year

Position Request

The SFPC is occasionally asked by an organization or person to take a position on a specific issue. Sometimes the SFPC we provide a signature, write a letter of support, or other take another action. For the SFPC to support a position request in compliance with SFPC’s “Communications Policy”:

• At least two elected Council Members must support the position, want to champion the cause, and fill out a Position Questionnaire:

1. Please state the position you would like SFPC to take.
2. Would supporting this request conflict with any established SFPC Policies? If so, which ones?
3. Has SFPC adopted a policy that supports the position you would like it to take? If so, where is that policy written down?
4. Does this request have at least two sponsors on the Council? Who are they?
5. What are the pros and cons of this issue? Please identify any existing research and/or precedent available that would help justify SFPC supporting or rejecting the request, and list any organizations that have already supported or rejected it.
6. How would taking this position support or complement SFPC's mission?
7. How would you propose that the City and County of Spokane implement this position?
8. Would SFPC support of this position include partnering with other local organizations? If so, which ones? Would that create any potential conflict of interest?

• The completed Position Questionnaire must be emailed to someone on the Executive Board to be added to the next Council meeting agenda for discussion and vote.

• A minimum 2/3 majority of ‘yes’ votes by appointed Council members present at the full Council meeting will allow the SFPC to support the proposed position

OTHER SFPC TOOLS

In addition to the SFPC deliverables, the SFPC utilizes the following tools to support its work:

**Networking**

Council members are encouraged to develop and maintain strong networks with public and elected officials, other food policy councils, and a wide range of food and community stakeholders. The SFPC’s success depends on having well connected members who can help the city identify unmet challenges but also tap into unique and innovations solutions and partnerships.

**Media and Communications**

The SFPC utilizes a wide range of media and communications tools as well (see next section)

COMMUNICATIONS & ENGAGEMENT

Effective communication is critical to the work and success of the SFPC. Over the past few years Council Members have focused on developing strong internal and external communications tools.

INTERNAL COMMUNICATIONS

The SFPC communicates with Council Members and Ex-Officio Members through Google Drive Platforms, Slack, and email.

 Internal communication protocol for deliberations between meetings:

1. Who: Only board members are included on e-mail threads between meetings
2. What: Flag items as “Deliberations: DO NOT SHARE”. Also, when external communication is necessary the President will propose to the Executive Committee a process and a designated person to deliver or engage in the communication.

EXTERNAL COMMUNICATIONS

Communicating with constituents/stakeholders outside of our SFPC. The SFPC communicates with the wider community to advance the following goals:

• Educate and raise awareness the general public about our food system

• Disperse SFPC deliverables to appropriate audiences

• Gain support and promote the policies being proposed

The SFPC utilizes the following communication channels for external communication:

• SFPC website

• Facebook page

• Twitter page

• Announcements at community and neighborhood meetings/events

RESOURCE LIST

SFPC Website:

[www.spokanefoodpolicy.org/](http://www.spokanefoodpolicy.org/)

SFPC Food System Inventory:

<https://4eevxs3rnpun2k34po290q3w-wpengine.netdna-ssl.com/wp-content/uploads/sites/8/2017/12/Food-Inventory-4_12_16.pdf>

Spokane County Food System Map:

SFPC Resolutions: [Spokane Food System Resolution](https://4eevxs3rnpun2k34po290q3w-wpengine.netdna-ssl.com/wp-content/uploads/sites/8/2017/12/SFPC-Resolution.pdf)

SFPC Ordinances:

* [Revised Animal Law](https://my.spokanecity.org/smc/?Section=17C.310.100)
* [Market Garden Pilot Project](https://my.spokanecity.org/smc/?Section=17C.380.010)
* [Neonicotinoid Ban](https://my.spokanecity.org/smc/?Section=07.06.171)

City of Spokane Comprehensive Plan:

* [Social Health Implementation Matrix](https://4eevxs3rnpun2k34po290q3w-wpengine.netdna-ssl.com/wp-content/uploads/sites/8/2018/01/SH-Implementation-Matrix.jpg)
* [Social Health Food Access and Security Policies](https://4eevxs3rnpun2k34po290q3w-wpengine.netdna-ssl.com/wp-content/uploads/sites/8/2018/01/Food-Policy.jpg)