

FARM AD HOC COMMITTEE

PROPOSED WORK PROGRAM & BUDGET

FY 2022

A collaboration between the Metropolitan Washington Council of Governments members and local, state, and regional food and agriculture stakeholders.

July 1, 2021 - June 30, 2022

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FARM AD HOC COMMITTEE BACKGROUND

In September 2020, the COG Board of Directors adopted Resolution [R37-2020](#) to establish the Food and Agriculture Regional Member (FARM) Ad-Hoc Committee for one year with the possibility of extension.

Against a backdrop of unprecedented food insecurity and supply chain challenges caused by the public health crisis, the COG Board took this action based on a request from members of the Chesapeake Bay and Water Resources Policy (CBPC) Committee after one year of work as part of a voluntary Agricultural Task Force.

A primary recommendation of the Ag Task Force was to create a 10-year Regional Food and Agriculture Economy Commission to oversee implementation of the [What Our Region Grows](#) report recommendations, and priorities identified during interviews with regional leaders. This report was published for a second time in January 2019, thanks to the efforts of COG's staff-level Regional Agricultural Work Group. The Work Group has been convening for more than a decade. More recently, COG expanded its agriculture work to a broader food system program.

Resolution R37-2020 charged the FARM Ad-Hoc Committee with the following:

- Making policy recommendations for member jurisdictions to support a more resilient, connected food and farm economy in metropolitan Washington
- Recommending how to provide long-term direction and collaboration through a regional food and agriculture committee representing diverse entities across metropolitan Washington;
- Furthering the goals identified in the *What Our Region Grows* report to the benefit of member jurisdictions; and
- Assisting COG in continuing its COVID-19 food security collaboration

FISCAL YEAR 2021 HIGHLIGHTS, ACCOMPLISHMENTS, AND WORK IN PROGRESS

Building upon one year of assessment and development with the leadership and several members of COG's Chesapeake Bay and Water Resources Policy Committee (CBPC), as well as subsequent action by the COG Board to establish FARM, the committee met for the first time in November 2020. Highlights, accomplishments to date, and work in progress, can be summarized under these themes:

1. Organizational Development of the FARM Committee
2. Priority Identification and Related Actions
3. Regional Coordination
4. Deliverables in Progress

1. ORGANIZATIONAL DEVELOPMENT OF THE FARM COMMITTEE

Following the creation of the FARM Committee in September 2020, the founding Chair (Councilmember Mary Cheh, District of Columbia) and Vice Chairs (Councilmembers Craig Rice, Montgomery County and Councilmember Jon Stehle, City of Fairfax) directed COG staff to draft bylaws and a membership roster

representing COG member jurisdictions and a diverse set of subject matter experts in food and agriculture from the District of Columbia, Maryland, and Virginia.

FARM is currently comprised of 10 elected officials and 12 subject matter experts. The committee will contemplate a minor change to the Bylaws and anticipates appointing three additional seats envisioned by the Bylaws before the end of the fiscal year. A copy of the Bylaws is available in the Appendix.

FARM has met only virtually to date, holding meetings in November, December, January, and February before moving to a bimonthly schedule. FARM met in April and will meet again in June, August, and October. The committee also plans to host a joint meeting with CBPC on challenges faced by farmers in the region identifying as Black, Indigenous, and people of color (BIPOC).

The Chair and Vice Chairs – FARM’s Executive Committee – periodically meet to review organizational development and progress toward committee goals and priorities.

2. PRIORITY IDENTIFICATION AND ACTIONS

The committee used its November and December meetings to get to know members and identify priorities for focused learning and work in FY21. Priorities include:

- Addressing the region’s food insecurity crisis
- Supporting BIPOC and small farmers
- Supporting sustainable procurement
- Improving food system data

In addition to regional coordination, FARM has acted on its priority to address food insecurity and goal to increase food system resiliency by generating several letters on proposed programs and policies important to the region.

In December, it approved with minor amendments, two legislative priorities for COG Board consideration on increasing food security and supporting farmers and regional food system development. These were adopted by the Board as part of [COG’s 2021 Legislative Priorities](#).

In January, FARM [sent a letter to the Biden-Harris Transition Team for the U.S. Department of Agriculture \(USDA\)](#) to inform the team about the impact of federal food and agriculture programs in the region during the public health crisis; highlighting key programs and policies to be strengthened or adjusted for greater impact.

FARM tracked food security-related legislation in the Maryland General Assembly and Virginia General Assembly to raise awareness among FARM members. It sent two letters of support for two bills in the MD General Assembly (e.g., College Hunger Free Grant Program, MD Food System Resiliency Council). Both bills passed. Because of the short session in VA and other business before the FARM Committee in its inaugural year, the committee did not ultimately submit comments on legislation in the Commonwealth.

FARM also provided a letter of support for a unique [regional USDA Gus Schumacher Nutrition Incentive Program \(GusNIP\) application](#) spearheaded by FRESHFARM in partnership with Maryland Market Money and Virginia Fresh Match. If funded, the proposal will create a regional farmers market incentive network and provide additional benefits to residents using Supplemental Nutrition Assistance Program (SNAP) benefits and participating markets.

Finally, at its April meeting, FARM voted to draft a letter of support for a proposed National Association of Counties Resolution (NACo) on federal child nutrition programs. FARM members have expressed support for programs aimed at reducing childhood food insecurity on numerous occasions.

3. REGIONAL COORDINATION

FARM has spent a significant amount of time on regional coordination to share information, highlight potential best practices, and be responsive to emerging food security-related needs and issues in the region.

FARM Meetings

During its January, February and April meetings, FARM hosted speakers and experts to improve education and awareness of the federal, state, and local policies, programs, and funding streams aimed at addressing the food insecurity crisis. Speakers have highlighted everything from food security-related provisions and funding in the Consolidated Appropriations Act and the American Rescue Plan Act, to incentive programs for SNAP customers at farmers markets, to the *Virginia Roadmap to End Hunger*, to the work and impact of the Montgomery County Food Security Task Force, to Bowie State University's systems approach to addressing food insecurity.

In April, the committee also hosted a panel of small farmers from Loudoun, Fairfax, Montgomery, and Prince George's counties to elevate farm-perspectives on the policies and investments required to support farmers, address longstanding racial inequities in the food system, and environmental sustainability.

Regional Food Access and Food Security Calls

In April 2020, COG started hosting regional calls with a range of stakeholders engaged in emergency food response. The calls have brought together area food policy council directors and staff, food assistance providers, local and state government staff, interested elected officials, food policy experts, funders, and others. The purpose is to share experiences across Metropolitan Washington on key food security and food access issues, provide potential solutions, important connections, and more.

Calls have focused on everything from sharing updates from major food assistance providers (e.g., Capital Area Food Bank), to looking at SNAP and online grocery delivery, to hearing from specific member jurisdictions on how they're mobilizing emergency feeding task forces and response (e.g., D.C., Montgomery County, Arlington County, and others.)

In FY21, calls shifted from weekly to biweekly and are moving to a monthly cadence. Prior to the start of the VA and MD legislative sessions, several elected officials and leading advocacy organizations shared priorities for food security-related legislation. A well-attended brief out on these priorities took place on May 6th. In January, the group collaborated with several emergency food assistance providers in VA, MD, and DC to host a well-attended workshop on *Planning for Food Distribution in Cold and Inclement Weather*.

Based on the strength of continued engagement and feedback, it's clear that the calls provide an important forum for a range of stakeholders, including some FARM members.

COG COVID-19 response

As part of COG's COVID-19 response, COG's Department of Homeland Security and Public Safety (DHSPS) has determined the need for a regional GIS data layer of emergency food assistance locations to improve visibility on the range of emergency resources available to residents. COG's FARM Committee is supporting DHSPS and

its collaboration with the region's National Capital Region Geospatial Data Exchange (NCR GDX) to establish this important database through coordination with key local stakeholders.

Regional Catastrophic Preparedness Grant on Food and Water Resilience

COG's FARM Committee Coordinator and senior Water Resources staff are supporting the implementation of a FEMA grant that the District of Columbia's Department of Homeland Security and Emergency Management (DC HSEMA) has been awarded to undertake supply chain analysis, restoration planning, and more, for critical food and water infrastructure in the region. HSEMA recently provided a project briefing on one of COG's Regional Food Security and Food Access calls.

Additional

COG continues to provide a range of other types of coordination and assistance. This includes convening COG's Regional Agricultural Work Group, serving on the Prince George's County Food Security Task Force, participating in local food access and food assistance coordination calls, working with the Harry R Hughes Center for Agroecology on coordinating meetings related to expanding small scale meat processing, and more.

4. DELIVERABLES IN PROGRESS

At its April meeting, FARM's Chair proposed that the committee generate several deliverables prior to October 2021. Based on priorities and meetings, the committee anticipates continuing its regional coordination activities and producing the following deliverables:

- A compendium of state and local policies supportive of food security, food access, nutrition, and regional food system development (Fall 2021)
- Media to help raise awareness about school meals and the importance of childhood nutrition (Summer 2021)
- A regional farmers market list for Metropolitan Washington which includes information about programs available to support food access for low-income residents (Summer 2021)
- A series of on-going monthly virtual meetings to share insights and resources on emerging food security issues with diverse stakeholders in Metropolitan Washington.

FISCAL YEAR 2022 PRIORITIES AND EXPECTED DELIVERABLES

In fiscal year 2022, the FARM Committee will build on the accomplishments laid out in the previous sections of this document. It may refine priorities and activities with endorsement from the COG Board of continued committee work. Additional progress on established FARM priorities in the following areas is expected, subject to FARM revision and the ability to use member contributions to leverage philanthropic and other funding to expand program capacity. Priorities include:

1. Improving Food Security

FARM will use the forthcoming policy compendium to further focus committee goals, objectives, and deliverables related to food security. This deliverable will provide another means to showcase local and regional expertise and needs in education on the upcoming federal Farm Bill and Childhood Nutrition Reauthorization Act. This may take the form of white papers, opinion pieces, or meetings.

FARM will also elevate and identify regional opportunities to leverage American Rescue Plan Act and other federal funding to address food insecurity.

COG will continue to convene regional stakeholders to build partnerships, share best practices, and respond to emerging food security and food access needs in monthly regional calls.

2. Supporting Black, Indigenous, People of Color (BIPOC) and Small Farmers

In early FY22, FARM will cohost a meeting on BIPOC farmers and land access with the Chesapeake Bay and Water Resources Policy Committee. The committee will incorporate what it learns into subsequent programmatic actions.

At a staff level, COG will expand membership in the Regional Agricultural Work Group; increasing participation among local government and Extension staff, and BIPOC organizations and technical assistance providers. Staff will work with FARM and the staff-level Regional Agricultural Work Group (Ag Work Group) to establish coordination between the two.

3. Focusing FARM's work on farmland preservation, land use regulations, environmental sustainability, and resilience

COG staff will work across departments to identify opportunities to address a shared goal for livability and sustainability in the region: maintaining land in farms. This could take the form of a workshop for planning and other local government staff on farmland preservation and opportunities to examine land use regulations to be more supportive of food and farming across urban, suburban, and rural communities. Related to this, staff will work with COG's Ag Work Group and key urban agriculture stakeholders to assess the potential to apply for a USDA Regional Urban Agriculture Planning Grant to build on local progress, needs, and the findings of the Georgetown and University of Maryland (UMD) *Urban Agriculture Pivot Study*.

FARM will propose a joint session with the Climate, Energy, and Environmental Policy Committee on the intersection between climate change and the food system.

At a staff-level, synergies with COG's Equity Emphasis Areas and affordable housing will also be pursued to elevate new programming opportunities.

Staff will continue to support DC's Homeland Security and Emergency Management Agency's Regional Catastrophic Preparedness project; identifying of potential future work to support and complement food and water supply chain resilience and emergency preparedness planning.

COG has partnered with several organizations on a USDA Regional Food Systems Partnership planning grant application to develop shared metrics for measuring progress towards greater regional food system resilience. Through this, or an allied effort, FARM can promote assessment of capacity to expand and diversify the region's food production to support more of the region's food needs; emphasizing regenerative agriculture.

Whether through a successful grant application or otherwise, staff will continue to work with the UMD-affiliated Harry R Hughes Center for Agroecology to establish a Metropolitan Washington applied research collaborative on regional food system development. Racial and health equity will be priority organizing principles for the collaborative.

4. Improving and Communicating Food System Data

Staff will seek grant funding to work with the Ag Work Group to relaunch the National Capital Farms website and brand with information that highlights BIPOC farms, in addition to farms throughout Metropolitan Washington. The relaunch and marketing campaign will also drive more traffic to food and farm resources in COG member jurisdictions.

The National Capital Farms project will provide an opportunity to work with FARM to propose a unified calendar to commemorate and showcase small farmers and food system infrastructure in the District of Columbia, Maryland, and Virginia. An example could be a proposal to establish urban agriculture month in October in DC and MD to coincide with VA's commemoration.

Staff will continue to support the development of the NCR Geospatial Data Exchange's regional emergency food resources GIS layer. FARM and other meetings will inform staff-level efforts to convene and facilitate conversations on other regional food and agriculture data needs and solutions.

5. Leveraging procurement to support equity and the region's food and farm economy

Through FARM and affiliated work, education will be provided on state and local procurement policies that support connections to local and regional farmers, as well as minority-owned and woman-owned food and farm businesses. FARM will also share emerging efforts to leverage procurement to address climate change.

FARM MEETING SCHEDULE

Per the schedule below, 2-hour bimonthly FARM Committee Meetings are generally scheduled for the 2nd Friday of the month that the committee convenes, from 11:00 a.m. - 1:00 p.m. Several additional meetings are proposed.

Date	Draft Description
8/13/2021	Webinar
9/20/21	Joint meeting with Chesapeake Bay Policy and Water Resources Committee on BIPOC Farmers and Land Access
10/8/2021	Farm visit
12/10/2021	In-person/webinar? – format TBD
2/11/2022	Format TBD
4/8/2022	Format TBD
6/10/2022	Format TBD
7/15/2022	Optional Food and Farm Visit: Open to all COG members/committees

REGIONAL FOOD ACCESS AND FOOD SECURITY VIRTUAL MEETINGS

One to 1.5 hour virtual meetings will generally be scheduled for the third or fourth Thursday of the month from 4:00 to 5:00 p.m.

A longer in-person gathering will be proposed for FY22 to facilitate networking and honor accomplishments and milestones.

Proposed Date	Tentative Topics
7/30/2021	Changing Federal Support for Individuals and Families
8/12/2021 or 8/19/2021	Supporting Participation in School Meals
9/23/2021	American Rescue Plan Act and Food Security Support
10/21/2021	Emergency Food Assistance Updates, Program and Policy Perspectives
11/18/2021	Food Security and Food Access at DC Council and in the 2022 MD and VA General Assemblies (1.5 hours)
12/16/2021	Food Security and Farmers Markets: 2021 Year in Review and 2022 Priorities

1/20/2022	Food Policy Councils Roundtable
2/17/2022	Food Recovery and Food Rescue Share Out
March and/or	In-person networking event?
5/19/2022	Food Security, Food Access, and Regional Food Systems in the 2022 MD and VA General Assemblies and DC Council Update: Report Out and Implementation
6/16/2022	TBD

ADDITIONAL

Regional food policy directors will meet bimonthly, and the Ag Work Group will convene quarterly. At least 50 percent of these meetings are proposed to be virtual but format will be determined by the staff members of these groups.

FY 2022 FARM BUDGET

The FARM budget for FY 2022 includes funding for one full-time equivalent (FTE) staff and other COG staff to support the committee's work and programmatic funds to support meeting costs. COG also plans to leverage baseline funding to obtain grants to pay for programmatic initiatives that will benefit member jurisdictions. One example is the redesign and relaunch of the National Capital Farms website to raise the profile of the region's food and farm economy. Funds may also be applied to support interns or other researchers. Note that these grant-funded initiatives are not included in the budget below.

Among other objectives, Resolution R37-2020 charged FARM with recommending how to provide long-term direction and collaboration through a regional food and agriculture committee representing diverse entities across the metropolitan Washington region. FARM recommends establishing a permanent committee. At its June meeting, FARM approved the level of effort in the following budget.

BASELINE BUDGET BY COST CATEGORY		
Expense	FY22	FY22 – Some Expenses Prorated (October 1 to June 30)
One, Full-Time Equivalent FARM Coordinator and COG Staff		
Program Support	\$225,000	\$225,000
Meeting expenses/speaker fees/travel	\$10,000	\$7,500
Interns	\$60,000	\$45,000
Total	\$295,000	\$277,500

PROPOSED REVENUE STRATEGY

Working with COG staff, FARM's Executive Committee has endorsed a proposal to establish a new regional fund to support the committee's work in FY 2022 and beyond. A more detailed proposal will be presented to the COG Board for its consideration.

BUDGET BACKGROUND AND COG STAFF ROLE

Several years ago, COG took advantage of an opportunity to work with the U.S. Department of Agriculture (USDA) and several local funders to build upon its Regional Agriculture Initiative and establish a Regional Food Systems Program.

In FY21, philanthropic and DEP funding were supplemented with several important member contributions; allowing for continued consultant support and the launch of the FARM Committee.

USDA and philanthropic funding are not available to fully fund the FTE needed to coordinate the FARM Committee and maintain other services provided by the Regional Food Systems Program. However, institutionalizing the position is expected to provide new opportunities to COG to pursue funding opportunities like these to the benefit of member jurisdictions.

It will also place COG among a small but growing number of leading institutions recognizing the need to supplement local and state efforts to support more resilient food systems with regional planning, convening, and collaboration.

This FTE will support the FARM Committee and COG members in the following ways:

- Provide program coordination and management.
- Organize and facilitate committee conference calls and meetings/webinars, and workshops/trainings.
- Provide technical assistance and expertise to FARM, other COG committees, and COG members on a broad set of food and agriculture issues.
- Serve as a FARM Committee liaison, connecting members with additional technical expertise, funding opportunities, etc.
- Lead regional coordination and communication on food and agriculture data development and maintenance to support decision-making, promote food access, equitable health outcomes, resilience and economic development.

APPENDIX

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002

**RESOLUTION ENDORSING THE ESTABLISHMENT OF A
FOOD AND AGRICULTURE REGIONAL MEMBER (FARM) AD-HOC COMMITTEE**

WHEREAS, state and local governments, businesses and other organizations have recognized the importance of having locally and regionally produced food and agriculture products for a host of benefits including, employment opportunities, food supply, security, resiliency and protection of our agricultural lands; and

WHEREAS, in 2019 the Metropolitan Washington Council of Governments (COG) Board of Directors received briefings on the *What Our Region Grows* report and its recommendations to enhance regional food production and manage resources to protect the quality, health and functionality of our local agricultural economy across urban and rural communities, consistent with COG's Region Forward vision; and

WHEREAS, in 2019 the Chesapeake Bay and Water Resources Policy Committee (CBPC) formed an Agricultural Task Force to advise on the implementation of recommendations in *What Our Region Grows* and summarized findings in its Agricultural Task Force: Draft Working Paper; and

WHEREAS, a key recommendation of the *What Our Region Grows* report and the Agricultural Task Force is to establish a committee to advise COG on food and farming related issues to facilitate the development of a more connected, resilient food system; and

WHEREAS, the COVID-19 pandemic has affirmed the importance of collaborating across jurisdictions to support enhanced food security, supply chain resiliency, and solutions centering racial equity as key criteria in making policy and investment decisions across systems; and

WHEREAS, CBPC, the Climate, Energy and Environment Policy Committee, and the Region Forward Coalition requests the COG Board of Directors endorse the establishment of a Regional Food and Agriculture Regional Member Ad-Hoc Committee (FARM); and

WHEREAS, the committee would be comprised of 25 members representing the Chesapeake Bay and Water Resources Policy Committee, the Climate, Energy, and Environment Policy Committee, Regional Forward Coalition, other interested officials, and subject matter experts representing local and state food and agriculture interests as is provided in the Ad-Hoc Committee bylaws;

WHEREAS, the mission of the FARM will be to create a new standing committee for regional collaboration that leverages data, best practices, and expertise to drive policy change and investment to improve the resiliency of the metropolitan Washington region's food system.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

The Board endorses the establishment of a Food and Agriculture Regional Member (FARM) Ad-Hoc Committee for a period of one year from its commencement (with necessary extension as approved by the COG Board), which would be charged with:

- 1) Making policy recommendations for member jurisdictions to support a more resilient, connected food and farm economy in metropolitan Washington'
- 2) Recommending how to provide long-term direction and collaboration through a regional food and agriculture committee representing diverse entities across metropolitan Washington;
- 3) Furthering the goals identified in the *What Our Region Grows* report to the benefit of member jurisdictions; and
- 4) Assisting COG in continuing its COVID-19 food security collaboration.

Further, the Board asks that a slate of members be proposed by the Chair for Board consideration at its next meeting contemporaneous with the Board Chair's nomination of the Chair and Vice Chairs of the Ad Hoc Committee.

**I HEREBY CERTIFY THAT the foregoing resolutions were adopted by the COG Board of Directors
September 9, 2020
Janele Partman
COG Communications Specialist**

BYLAWS
FOOD AND AGRICULTURE REGIONAL MEMBER (FARM) AD HOC ADVISORY
COMMITTEE

Adopted November 13, 2020

ARTICLE I – NAME

The name of this Committee is the Food and Agriculture Regional Member Ad Hoc Advisory Committee (FARM) of the Metropolitan Washington Council of Governments (COG).

ARTICLE II – AUTHORITY

The authority of the FARM is derived from the COG Bylaws and Rules of Procedure, which authorize the COG Board of Directors (Board) to establish such Committees as it deems necessary to exercise its responsibilities. Specific authority was delegated in a resolution of the COG Board on September 9, 2020, in R37-2020 when it created the FARM upon recommendation of the Chesapeake Bay and Water Resources Policy Committee, the Climate, Energy and Environment Policy Committee, and the Region Forward Coalition.

ARTICLE III – PURPOSE AND MISSION

The FARM's purpose is to support development of long-term regional direction and collaboration toward a more resilient, connected food and farm economy (food system) across urban, suburban and rural communities in the metropolitan Washington region that provides more of the region's food needs.

The FARM's mission is to create a new standing committee for regional collaboration that leverages data, best practices, and expertise to drive policy change and investment to improve the resiliency of the metropolitan Washington region's food system.

This transformation to create a more certain food future will result in greater food security and improved food access, workforce development, economic growth, and environmental, health, and cultural benefits. An increased number of diverse food and agricultural enterprises will be more visible, supported, and celebrated by residents, leaders, and visitors of all kinds.

The FARM shall assess how to best address issues including, but not be limited to, regional food and agriculture production, procurement, emergency food assistance, food security and supply, farmland preservation, effects of climate change on agriculture, food recovery, and food and agricultural economic development and finance. The FARM shall bring a racial equity lens to its work, together with an understanding of how underrepresented classes of people, have access to opportunity and experience in, the food system.

The FARM shall be responsible for developing and presenting to the Board for action reports, recommendations, and proposals relevant to its purpose and mission, including implementation

of the COG's *What Our Region Grows* report.

ARTICLE IV – MEMBERSHIP

Members: The FARM shall be composed of the following members:

- 1) Twelve elected officials from the COG member jurisdictions, with at least one from each of the Chesapeake Bay and Water Resources Policy Committee, the Climate, Energy and Environment Policy Committee, and the Region Forward Coalition;
- 2) Four members of COG's Regional Ag Work Group representing agriculture and food policy organizations;
- 3) Two representatives from research institutions in metropolitan Washington with food and agriculture expertise, to include at least one representative from the Cooperative Extension Service;
- 4) Three representatives from the Maryland Department of Agriculture, the Office of the Secretary of Agriculture and Forestry for the Commonwealth of Virginia, and the DC Office of Urban Agriculture;
- 5) Two representatives from organizations engaged in regional food and agricultural economic development and funding and finance in metropolitan Washington;
- 6) Two representatives, from organizations working to improve healthy food access and food security and serving metropolitan Washington.

Designation of Members: Local government members are appointed by the government body they represent. Representatives of the state Departments of Agriculture are appointed by their respective agencies. Other members are appointed by the Chair of the FARM.

Alternates: Local government members may have alternates appointed by the governmental body they represent. The FARM Chair may designate alternates to other members. Alternate members have full rights of a FARM member in the absence of their organization's member.

ARTICLE V – OFFICERS

Selection: The Chair and two Vice Chairs of the FARM shall be appointed by the COG Board Chair, giving reasonable deference to representation among the District of Columbia, Maryland, and Virginia. The COG Board Chair shall fill vacancies as they arise. The Vice Chairs shall represent participating jurisdictions from a different state or District from that of the Chair. The FARM Chair may select other officers for duties and functions not inconsistent with these Bylaws.

Duties: The Chair of the FARM shall preside at all meetings and shall perform such other duties that the Bylaws or the FARM from time to time shall assign. A Vice Chair shall act to discharge

the duties of the Chair, in the absence of or inability of the Chair to act.

ARTICLE VI – QUORUM AND VOTING

Quorum: One third of the voting members or their alternates shall constitute a quorum of the FARM.

Voting: When a quorum of the FARM is present at any meeting, the vote of the majority of the FARM members (or their officially designated alternates) present and voting shall decide any question brought before the Committee; except that two-thirds of local government officials present and voting must affirmatively support any matter concerning work program, Bylaw amendments, advocacy statements, or recommendations to the COG Board of Directors.

ARTICLE VII – SUPPORT

Technical Committees and Work Groups: The FARM may have standing technical committees or work groups appointed by the Chair to assist in the development of the FARM's recommendations. Technical committees and work groups shall be deemed subordinate to the FARM and may include representation from federal, state, regional and local governmental units or other organizations relevant to their functional interests.

ARTICLE VIII – AMENDMENT

These Bylaws may be amended pursuant to the following procedures: a) with the approval of the majority of those voting members of the FARM present and voting, a proposal to amend the Bylaws introduced at any regular meeting of the Committee, shall be recorded in the meeting summaries of the FARM; and b) a special written notice setting forth such proposal shall be distributed to every member of the FARM at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the next regular meeting following the meeting at which it was proposed. The amendment will be enacted if the amendment receives a majority vote of the voting members of the FARM, including affirmative votes of two-thirds of local government officials present and voting.

ARTICLE IX – MEETINGS; PROCEDURE

Meetings: The FARM shall meet as scheduled by the Chair at a frequency necessary for the conduct of its business, with notice being given at least five days prior to the meeting. The Chair shall have the authority to reschedule or cancel a meeting upon advance notice to FARM members at least five days prior to the scheduled meeting. A meeting also shall be scheduled if a majority of the members of the FARM request a meeting.

Procedure: Except as provided otherwise by these Bylaws, the COG Board Rules of Procedure, such other standing rules as the Committee may determine, and Roberts Rules of Order, Revised, shall be the parliamentary authority for the conduct of meetings of the FARM. Meetings shall be open to the public, except upon procedures consistent with the COG Board

Rules of Order.

Meeting Summaries: COG staff shall prepare draft meeting summaries for adoption by the FARM at the next available meeting subsequent to the meeting for which the summary was prepared. The FARM shall review and revise the meeting summaries as necessary that, upon adoption, shall constitute the FARM's record of actions and other deliberations. All record of the meetings shall be made available to the public on the COG web site.

Supplemental, Minority, or Additional Views: Any member of the FARM may give notice, upon approval of any measure by the FARM, of intention to file supplemental, minority, or additional views. Such member shall be entitled to file such views by a deadline established by the Chair, which shall be no fewer than five calendar days (not including Saturdays, Sundays, and legal holidays).