

DRAFT

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

Adopted [Insert Date]

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).