

Draft Bylaws for the Leadership Council of the King County Food and Fitness Initiative

(These bylaw have been drafted with input from Collaborative Partners as starting guidelines for the Leadership Council and may be adjusted as necessary by the Leadership Council once it is established).

I. Purpose

The KCFFI **Leadership Council** (Council) is the primary decision-making body for the Initiative, working to assure that planning and activities are carried out effectively and that the mission and vision of the Initiative are realized.

II. Membership

A. The Council is a 10 - 15 member body composed of individuals unaffiliated with any organization, members representing grassroots and community based organizations, as well as members who represent institutions. The Council represents the diversity of the food and fitness community and provides a wide range of expertise including:

1. built environment
2. business and development
3. community gardens
4. economic development
5. education/schools
6. employers
7. faith community
8. farmers markets
9. farming
10. food processing, distribution, and retail
11. human services
12. hunger relief
13. parks and recreation
14. public health and health care
15. physical activity
16. policy and regulation
17. safety
18. senior and community centers
19. transportation
20. urban planning and land use
21. youth and families
22. communities of color, including immigrants and refugees

B. Process to Fill Seats

The Council shall reserve the following seats:

- three to five seats for representatives from selected focus communities;
- two seats for youth members

For the remaining seats, any Collaborative Partner can submit an application or invite other Collaborative Partners to apply. Application is made by completing and submitting an application form. A vote will be held electronically or anonymously by mail and winners announced by email. Voting instructions will emphasize the importance of filling the seats with diverse representation of sectors.

In the event that an elected member steps down, the Leadership Council shall recruit new members to fill the vacant seat in accordance with the goal of maintaining diverse sector representation.

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C. Current Membership and Standing Roles

Member	Role	Sector
1. open	(Co-chair)	
2. open	(Co-chair)	
3. open	(Focus Community 1 Rep.)	
4. open	(Focus Community 2 Rep.)	
5. open	(Focus Community 3 Rep.)	
6. open	(Focus Community 4 Rep)	
7. open	(Focus Community 5 Rep)	
8. open	(Youth member)	
9. open	(Youth member)	
10. open		
11. open		
12. open		
13. open		
14. open		
15. open		

D. Membership Requirements and Responsibilities

- a. Attend and actively participate in monthly 2-hour meetings and an annual Collaborative Partners retreat, contribute expertise and knowledge, conduct work to accomplish goals in between meetings, participate in one or more work groups or committees and provide education/outreach into the community on behalf of the KCFFI Collaborative.
- b. Serve as the decision-making body for the King County Food and Fitness Initiative (KCFFI) Collaborative.
- c. Set strategic direction for KCFFI activities including project subcontracts (including scopes of work and budgets), programmatic activities, policy development, and communications.
- d. Provide fiscal oversight to ensure that funding decisions are sound, fair, and aligned with the mission and vision of the KCFFI.
- e. Commit to and carry out decisions and processes to ensure the Council is functional and effective including:
 - i. Ensuring that co-chairs are selected and vacant seats are filled appropriately as needed.
 - ii. Participating in process evaluation activities including evaluation of the Leadership Council.
 - iii. Maintaining open communication.
- f. Engage and educate the community and decision makers about KCFFI objectives; and promote networking among organizations and individuals sharing KCFFI goals.
- g. Initiate, lead, and endorse new funding opportunities for the KCFFI.
- h. Engage and participate in decisions related to the National W.K. Kellogg Foundation Food and Fitness Initiative activities and requirements.
- i. Be amenable to scheduling meetings so that youth members can participate meaningfully.

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E. Council Leadership and Committees

- a. Two Council co-chairs will be selected by a vote of the Leadership Council and serve up to two years. Chairs will not be selected until all members, including those from focus communities, are on board. **[Note for established Council: consider having one or both chairs be from the focus communities.]**
- b. The Leadership Council will have the authority to vote to change the co-chairs with a two thirds vote.
- c. In addition to the responsibilities of regular council members, co-chairs are expected to:
 - i. Work with KCFFI staff to set the Council meeting agenda, and chair meetings.
 - ii. Act on behalf of the Council between regular meetings and make time sensitive decisions with staff (by email and phone between meetings)
 - iii. Represent the KCFFI at public events.
 - iv. One or more co chairs will attend Annual WKKF Networking meeting.
 - v. Provide direction to the committees to pursue tasks and recommendations, as needed.
- d. Additional committees or working groups may be created as deemed necessary by the Leadership Council.

F. Term of Membership

- a. Members shall commit to serve two years during the Planning Phase with no term limits; a new election will be held if the Implementation Phase is funded.
- b. Failure to attend a minimum nine of twelve, as determined by a vote of the Leadership Council members shall be grounds for removal, as determined by a vote of the other Council members. **[Note for established Council to make final decision].**

G. Compensation **[This section needs to be detailed and decided on by the established LC]**

- a. Council members shall be compensated for their time with an annual stipend of \$1200.00 that will be paid on a quarterly basis.
- b. Compensation for members of committees and/or work groups will be established by the Council and the co conveners in accordance with available resources.

III. Decision making

- A. **[This area will be finalized by the established LC]** The Council will make decision by consensus if possible. If members do not reach consensus they will attempt to address the concerns of the minority to achieve a decision with which all can move forward. Individuals can express objections without blocking a group decision by expressing:
 - Non-support (I don't see the need for this, but I'll go along);
 - Reservations (I think this may be a mistake, but I can live with it);
 - Standing aside (I personally can't do this, but I won't block others from doing it).If an organization might benefit from the outcome of a decision, it must declare a conflict of interest on the issue and recuse itself from the decision-making.
- B. A majority of the total number of members (quorum) must be present to pass a decision. Email may be used to make a decision if 5 or fewer members are present.
- C. Each member shall have one vote.
- D. The KCFFI co-convenor agencies will be non-voting members, serving as staff for the Leadership Council.

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IV. Meetings

- A. The Council will meet monthly. Day, time, and location will be decided by members.
- B. Council meetings are open to all interested individuals and organizations. An open agenda item for public comment shall be included in each Council meeting. If a member of the Collaborative or public wishes to add an item to the agenda or make a presentation to the council, permission shall be obtained prior to the regular Council meeting through the Executive Committee.
- C. Meeting minutes will be recorded for Council and work group or committee meetings. Decisions made at Council meetings shall be recorded in the minutes. All minutes are retained with the Co-conveners.
- D. Special Meetings. Special meetings may be called by the Co-chairs, upon request by a majority of the members of the Council, or by any Council member, with consent of the co-chairs.

V. Communication and Records

- A. Committees or working groups are responsible to report all recommendations to the council during monthly council meetings. These reports shall consist of items discussed and work done in the preceding month. The Executive Committee may direct the committees to pursue tasks and recommendations.
- B. KCFFI Website
The Council shall maintain web pages with in the KCFFI website containing information and documents relevant to the work of the Council. It is in place to provide transparency members the KCFFI Collaborative at large and for the progress of the Council.
- C. List Serves
The Council will provide oversight to the KCFFI Collaborative list serve and will ensure that use of the list serve is restricted to news and information relevant to the work of the KCFFI. The Council will use a separate list serve established as a source of communication among Council members.

VI. Amendments

These bylaws may be amended at any meeting by consensus or two-thirds of the members if no consensus can be reached. All members must be notified in writing that a vote on the bylaws will be taken at least ten working days prior to the meeting at which the vote will be taken.

VII. Nondiscrimination policy

The Leadership Council membership is open to all without discrimination. The Council does not discriminate on the basis race/ethnicity, color, creed, religion, national origin, gender, sex orientation, age, marital status, the presence of any sensory, mental, of physical disability, use of a trained guide dog or service animal, disabled veteran or Vietnam-era veteran status in its administration of educational policies, programs, or activities, or other employment. Evidence of non-compliance can be reported to WSU King County Extension or Public Health Seattle and King County.