

New Brunswick Community Food Alliance  
Making the food system work for everyone

By-laws

Article I  
Name and Purpose

Section 1. The name of the organization: The New Brunswick Community Food Alliance (NBCFA).

Section 2. The vision of the NBCFA: All City residents have access to adequate amounts of nutritious, safe, affordable, and culturally appropriate food at all times and in socially acceptable ways and enjoy the health and economic benefits of a strong local food system.

Section 3. The mission of the NBCFA: To serve as the City of New Brunswick's Food Policy Council, bringing together community partners and stakeholders to integrate aspects of the local food system (production, processing, distribution, access, consumption, recycling and waste management) in order to enhance the environmental, economic, social and nutritional well-being and health of the New Brunswick community.

Article II  
Definitions

Food Policy Council: An organization that studies the local food system and makes recommendations on how to improve that system.

Local Food System: A complex network of relationships between actors including consumers, producers, distributors, retailers, emergency service providers, the waste management industry, government, and institutions where food is prepared or consumed and grounded in a particular place. These systems are the unit of measure by which participants in local Food Policy Councils are working to increase food security and ensure the economic, ecological and social sustainability of the community.

Community food security: The condition in which all of the members of a community have access to adequate amounts of nutritious, safe, and culturally appropriate food at all times, from sources and practices that are environmentally sound and socially just.

Article III  
General Membership

Section 1. The General Membership consists of individuals who live or work in New Brunswick and are committed to building a stronger local food system.

Section 2. General members are required to register with the Membership Committee and can participate in all meetings and serve on work groups and committees.

Article IV  
Voting Membership

Section 1. The Voting Membership consists of seventeen members, to include nine representatives from various working communities of the food system (listed in Section 2, below), five at-large community representatives and three representatives from the New Brunswick city government: one representative each from the Mayor's Office, the City Council and the Environmental Commission.

Section 2. Working communities of the Food System to be represented on the Voting Membership of the New Brunswick Community Food Alliance include but are not limited to: community-based organizations, emergency food providers, the food business community; nutrition, preventive health and well being services; schools (pre-K. through 12), waste management providers, sustainable agriculture and universities.

Section 3. Voting Members are expected to:

- Commit to transforming the New Brunswick food system into an equitable and sustainable system
- Commit to working in the public interest. NBCFA members bring an expertise that benefits the New Brunswick food system
- Commit to reach out to a variety of people and entities within their working community to ensure they understand community capacities and identify community needs
- Respect the complexity and sensitivity of the NBCFA's work with diverse partners
- Cultivate skills in diversity management, problem solving, decision-making, and implementation
- Reside or be employed in New Brunswick, or in the case of regional or rural organizations, have a vested interest in an equitable, socially just New Brunswick food system.

Section 4. The initial voting members are selected and appointed by the Membership Committee to staggered terms of one, two or three years to maintain a balanced turnover of membership. Subsequent voting members are nominated by the Membership Committee and elected by the Voting Membership to three-year terms.

Section 5. A Chair, Vice-chair and Secretary are elected from among the voting members to serve one-year terms. Voting members who do not serve as officers are required to co-chair one work group or committee. All voting members must make a commitment to work on NBCFA activities between meetings.

Section 6. The Chair presides over Voting Membership meetings and represents the NBCFA, or delegates a representative, when requested by another organization. The Vice-chair assumes the duties of the Chair in the Chair's absence. The Secretary records and distributes minutes of the Voting Membership meetings and conducts correspondence.

Section 7. A quorum consists of a simple majority of (nine) voting members.

Section 8. Voting members may vote on action items by fax, mail, or email prior to a meeting if they are unable to attend. There is no voting by proxy.

Section 9. Missing two meetings a year without prior notice is deemed equivalent to a resignation. The voting members fill vacancies on the Voting Membership with an interim appointment.

Article V

Work groups and Committees

Section 1. Work groups and committees are established to serve as the content specific forums that generate recommendations for action and conduct the work of the NBCFA.

Section 2. The following work groups review issues in detail and submit recommendations to the Voting Membership on implementing the goals of the NBCFA: (1) Advocacy and Policy, (2) Agriculture, (3) Community Engagement, (4) Food Economic Development and (5) Healthy Food Access.

Section 3. The following committees work across all goals to advance the NBCFA mission: (1) Membership, which selects initial voting members, recruits new members and engages the community, and (2) Operations, which performs administration, communication and evaluation functions.

Section 4. Work groups and committees include both voting and general members of the NBCFA and participants from the public. Work groups and committees have two Co-chairs that preside over meetings, one who is a voting member of the NBCFA. Co-chairs are appointed to one-year terms.

Section 5. Minutes and attendance of all work group and committee meetings are recorded and reported by the Co-chairs at every Voting Membership meeting.

Section 6. Work groups or committees may be added or removed by amendment to these by-laws at the discretion of the voting members of NBCFA.

## Article VI Meetings

Section 1. The NBCFA is obliged to establish an inclusive meeting structure that welcomes community input and participation. All meetings are conducted according to a modified Consensus Decision Making process. In the absence of a consensus decision (unanimous), a simple majority of the quorum prevails.

Section 2. Meetings are open to all NBCFA members and the public. Every effort is made to ensure full public participation in meetings including translation, interpretation and use of bi-lingual materials.

Section 3. Voting Membership meetings are held five times per year in February, April, June, August, and October on a day and time scheduled by the Chair.

Section 4. Work group meetings are held five times per year in January, March, May, July, and September on a day and time scheduled by consensus of the work group members.

Section 5. Membership Committee and Operations Committee meetings are scheduled as necessary by the committee chairs.

Section 6. Agendas for all meetings are set by the chairs and distributed to registered members one week before meetings.

## Article VII Conflict of Interest

If any voting member of the NBCFA has a financial, personal or official interest in; or has a conflict or appearance of a conflict with, any matter pending before the NBCFA of such nature that it

prevents or may prevent that member from acting on the subject being considered in an impartial manner, that voting member voluntarily excuses themselves, vacates their seat and refrains from discussion of and voting on said matter.

## Article VIII Policy Sign-on Protocol

Section 1. The procedure for approval of a request for the NBCFA to sign on to policies proposed by another organization is as follows:

- Any member can request that the NBCFA sign on to another organization's policy. The Policy and Advocacy Workgroup reviews all relevant information. The Workgroup decides whether to prepare a sign-on letter.
- A Policy and Advocacy Workgroup Co-chair distributes the proposed sign-on letter to the Voting Membership. Voting members can accept the proposed sign-on letter or suggest changes to the letter.
- No response is considered "no objection."
- An objection from a voting member requires that the proposal be discussed at a regular meeting of the Voting Membership before approval.

## Article IX Amendments

These by-laws may be amended by consensus of the Voting Membership. The procedure is as follows:

- Any member sends a proposed amendment to the Operations Committee for administrative review.
- The Operations Committee has the discretion whether or not to recommend that the Voting Membership act on a proposal.
- Recommended proposals are made available to voting members two weeks before action is to be taken on any proposal.
- The Voting Membership decides whether to approve a proposed amendment at a regular meeting.