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**BYLAWS**  
*Austin Travis County Food Policy Board*

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**ARTICLE 1. NAME.**

The name of the board is Austin Travis County Food Policy Board

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**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the board is to serve as an advisory body to the City Council and Travis County Commissioners Court concerning the need to improve the availability of safe, nutritious, locally, and sustainably-grown food at reasonable prices for all residents, particularly those in need, by coordinating the relevant activities of city and county government, as well as nonprofit organizations, and food and farming businesses. The Board shall: (1) monitor the availability, price and quality of food throughout the Austin and Travis County area; (2) collect data on the food security (i.e., access to an affordable, diversified local food supply) and the nutritional status of city residents; (3) inform city and county policy makers, administrators, and the public at large about the status of the region's food system and food security; (4) monitor and analyze the administration of city and county food and nutrition programs; (5) explore new means for the city and county to improve the local food economy, the availability, sustainability, accessibility, and quality of food and our environment, and assist city and county departments in the coordination of their efforts; (6) review availability and recommend measures to promote the preservation of agricultural land in the City of Austin and Travis County; and (7) recommend to the city and county adoption of measures that will improve existing local food production and add new programs, incentives, projects, regulations, or services.

**ARTICLE 3. MEMBERSHIP.**

(A) The board is composed of thirteen members. Seven members are appointed by the city council. Six members are appointed by the Travis County Commissioners Court.

(B) Seven members serve at the pleasure of the City Council; six members serve at the pleasure of the Travis County Commissioners Court.

(C) City-appointed board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment. County-appointed board members serve for a term of two years beginning in February of the year of appointment.

(D) An individual board member may not act in an official capacity except through the action of the board.

(E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, active military service, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for

1 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
2 liaison before the next regular meeting of the board will result in an unexcused absence.

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4 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
5 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
6 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
7 counted as absent and his/her votes are not counted.  
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9 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
10 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a  
11 thirty day notice so the city council can appoint a replacement.  
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#### 13 **ARTICLE 4. OFFICERS.**

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15 (A) The officers of the board shall consist of a chair and a vice-chair.  
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17 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
18 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold  
19 an emergency election as needed.  
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21 (C) The term of office shall be one year, beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. An officer may  
22 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
23 position of a board for more than four consecutive one-year terms. A person who has served as an  
24 officer in a designated position of a board for four consecutive terms is not eligible for re-election  
25 to that designated office until the expiration of two years after the last date of the person's service in  
26 that office. The board may override the term limit provision for an officer by an affirmative vote of  
27 two-thirds of the authorized board members.  
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29 (D) A member may not hold more than one office at a time.  
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#### 31 **ARTICLE 5. DUTIES OF OFFICERS.**

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33 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
34 functions and approve each final meeting agenda.  
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36 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
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#### 38 **ARTICLE 6. AGENDAS.**

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40 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
41 liaison at least five days before the meeting. After first consulting with and receiving input from  
42 the staff liaison, the chair shall approve each final meeting agenda.  
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44 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
45 each meeting not less than 72 hours before the meeting.  
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47 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
48 Meetings Act).

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## ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet at least 8 times a year. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Seven members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) If only a quorum is present at a meeting, a board action is adopted by an affirmative vote of two-thirds of the quorum (5 votes). If more than a quorum is present at a meeting, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum (7 votes).
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The City of Austin Office of Sustainability shall retain all other board documents. The documents are public records under Texas Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.
- (N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

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2 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
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4 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**  
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6 **COMMITTEES**  
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8 (A) The Austin Travis County Food Policy Board shall have no committees.  
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10 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
11 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
12 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
13 each committee by the Chief Sustainability Officer.  
14

15 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
16

17 (D) A majority of the total number of appointed committee members constitutes a quorum.  
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19 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
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21 (F) Each committee shall make an annual report to the board at the January board meeting.  
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23 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
24 (Texas Open Meetings Act).  
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26 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
27 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
28 or identify each agenda item on which the member has a conflict of interest.  
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31 **WORKING GROUPS**  
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33 (A) The board can determine the size of a working group but the number of board members serving on  
34 the working group must be less than a quorum of the board.  
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36 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
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38 (C) Quorum requirements do not apply to working groups.  
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40 (D) Staff support will not be provided for working groups.  
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42 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
43 Code Chapter 551 (Texas Open Meetings Act).  
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46 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
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1 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
2 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
3 procedure which the board or city council may adopt.  
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5 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
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7 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.  
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10 The bylaws were approved by the Austin Travis County Food Policy Board at their meeting held on  
11 *November 9<sup>th</sup> 2015.*  
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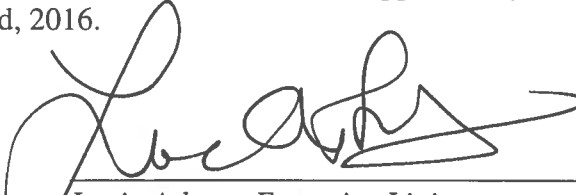
13 The bylaws were approved by the Austin City Council at their meeting held on February 11, 2016.  
14 The bylaws were amended to reflect the change of the Board's name from the Sustainable Food Policy  
15 Board to the Austin Travis County Food Policy Board. The amended bylaws were approved by the  
16 Austin City Council at their meeting held on March 3rd, 2016.  
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*Kathy Green, Chair,  
Austin Travis County Food Policy Board*



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*Lucia Athens, Executive Liaison  
Chief Office of Sustainability, City of Austin*