

Food Security Task Force

DRAFT Bylaws

[Updated: February 26, 2019 to be reviewed and discussed at the 4-3-19 FSTF meeting](#)

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ARTICLE I – NAME AND PURPOSE

Section 1. Name. The name of this task force shall be the San Francisco Food Security Task Force (herein referred to as the “FSTF” or the “Task Force”).

Section 2. Purposes of the Task Force. The Food Security Task Force shall recommend to the Board of Supervisors legislative action and citywide strategies that would increase participation in federally funded programs such as CalFresh (known nationally as SNAP and formally as food stamps), Summer Food Service, the Child and Adult Care Food Program, the Homeless Children Nutrition Program, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the National School Lunch Program and the National School Breakfast Program. The Task Force shall also provide general advice and assistance to the Board of Supervisors with regard to funding priorities, legislative action, and city policies on addressing hunger and enhancing the food security San Francisco residents in addition to any other issues within the Task Force's expertise.

To accomplish these goals, the Food Security Task Force shall prepare an annual assessment the state of hunger and food insecurity in San Francisco that may include recommendations for funding, programs, and policy. The Task Force shall submit the hunger and food insecurity assessment to the Board of Supervisors. The Board of Supervisors may adopt legislation to implement the recommendations.

Section 3. Compliance with Applicable Laws. The Task Force shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Task Force shall use the Department of the Public Health's website.

ARTICLE II – MEMBERSHIP AND ATTENDANCE

Section 1. Membership. The Task Force shall consist of 20 members as provided below. Members shall serve at the pleasure of their appointing authority.

- (a) Seat 1 shall be an employee of the Department of Human Services, appointed by the Executive Director of the Human Services Agency.
- (b) Seat 2 shall be an employee of the Department of Public Health- Nutrition Services, appointed by the Director of Health.
- (c) Seat 3 shall be held by an employee of the Department of Aging and Adult Services, appointed by the Executive Director of the Human Services Agency.
- (d) Seat 4 shall be held by an employee of the Department of Public Health – Food Security, appointed by the Director of Health.
- (e) Seat 5 shall be held by an employee of the Department of Children, Youth and their Families, appointed by the Director of the Department of Children, Youth and their Families.
- (f) Seat 6 shall be held by an employee of the Department of Homelessness and Supportive Housing, appointed by the Director of the Department of Homelessness and Supportive Housing.
- (g) Seat 7 shall be held by an employee of the Recreation and Park Department’s Urban Agriculture Program, appointed by the General Manager of the Recreation and Park Department.
- (h) Seat 8 shall be held by an appointee of the San Francisco Unified School District if the District chooses to appoint a member.
- (i) Seats 9 through 19 shall be held by representatives of community-based organizations that provide nutritional support and increase the food security of San Francisco residents, nominated by the Task Force and appointed by the Board of Supervisors. These members may include but are not limited to representatives from organizations serving food in the following program types: home-delivered meals; congregate meals for seniors; food bank; free dining room; multi-service agency serving families and youth; shelter meals; faith-based organizations; food retail (farmers markets; grocery stores); and hospital and health clinics. No organization shall have more than one representative on the Task Force.
- (j) Seat 20 shall be held by a member of the public, nominated by the Task Force and appointed by the Board of Supervisors.

Section 2. Attendance. Members are required to attend all Task Force meetings unless excused by the Chair. If a member provides prior notification of absence from Task Force Chair or Task Force chair, then such absence is considered an excused absence. If the Chair or Task Force staff receives no prior notice, then the minutes shall note that the absence is un-excused. In accordance with Ordinance 173-18, if a member representing a community-based organization fails to attend at least three meetings in a six-month period without the express approval of the Task Force at or before each missed meeting shall be deemed to have resigned from the Task Force ten days after the third unapproved absence. The Task Force shall promptly inform the Clerk of the Board of Supervisors of the resignation. Additionally, members are encouraged to participate in committees. Current membership and the list of attendees will be recorded as part of the minutes of each meeting.

Section 3. Extended Leaves of Absence. Extended Leaves of absence may be requested in writing and directed to the Chair and granted by the same. A leave of absence may not exceed four (4) months. Persons not attending meetings after the end of the fourth month will be considered to have resigned.

~~**Section 5. Use of Alternates.** When a member is not available to attend a scheduled meeting, whether or not the member is on a leave of absence, that member may designate an alternate to appear on his or her behalf. An alternate attending for this member will count towards quorum and attendance records, and will have voting rights. Designated alternates must be from the same organization as the seated member or otherwise represent the same category or background as the seated member. Alternates must be designated in advance through written notification to the Food Security Task Force's staff support.~~

ARTICLE III – VOTING

Section 1. Voting. A quorum of Task Force members, as described in Article IV, Section 1 of these bylaws, shall be required to take action on any item. While the Task Force will strive to achieve consensus, an action that requires a vote will be approved by a simple majority vote of Task Force members.

ARTICLE IV – MEETINGS

Section 1. Quorum. The presence of a majority of Members (11 Members) is required to conduct a meeting and shall constitute a quorum for all purposes. When a quorum fails to attend a scheduled meeting or the Task Force loses a quorum because of the departure of some Members, the only official actions the Commission may take are: (1) fix the time to which to adjourn; (2) adjourn the meeting; (3) recess the meeting; or (4) take measures to secure quorum. Any other action taken by the Task Force while it does not have a quorum is void.

Section 2. Public Participation. FSTF meetings shall be open to the public, in full accordance with the San Francisco Sunshine Ordinance. Each meeting agenda shall provide an opportunity for members of the public to directly address the Task Force on items of interest to the public that are within the Task Force's jurisdiction. Each person wishing to speak on an item before the Task Force shall be permitted to be heard. The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance.

Section 3. Minutes. Minutes will be taken for all meetings and will be approved through a vote of the Task Force, as described in Article III, Section 1 of these bylaws. Meeting minutes will be posted on the FSTF website in accordance with the San Francisco Sunshine Ordinance and will be a public document.

Section 4. Parliamentary Procedure. At the discretion of the Chair of the Task Force, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Section 5. Meeting Notice. Regularly scheduled meetings of the Task Force shall be held on the first Wednesday of every month, from 1:30 p.m. to 3:30 p.m., in Room 610 of 25 Van Ness Avenue. Notice and agendas of all regular FSTF meetings will be emailed to each Task Force member at least 72 hours before the meeting, in accordance with the San Francisco Sunshine Ordinance. Notice shall be provided to members of the public by posting meeting agendas on the Department of Public Health's website at least 72 hours before the time of each meeting.

Section 6. Special Meetings. Special meetings may be called and scheduled by the Chair or by a majority of the Task Force members. The Task Force shall comply with all applicable requirements for Special

Meetings under the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*)

Section 7. Advisory Committee Meetings. Advisory committee meetings are subject to the same notice and agenda requirements of the full body. Advisory committees may suggest action items for consideration by the full Task Force.

ARTICLE V – COMMITTEES

Section 1. Creation and Dissolution of Advisory/ Subcommittee Committees. Advisory/ Subcommittee committees may be created and dissolved as deemed necessary by a majority vote of the Task Force, as described in Article III, Section 1 of these bylaws.

Section 2. Advisory/ Subcommittee Committee Membership. Members of the advisory Subcommittee committees may be nominated by any Task Force member or be self-nominated and will be appointed by the advisory committee chair. Advisory committees may include individuals that are not members of the Task Force. Membership of the advisory committees shall include at least one member of the full Task Force. Advisory committees must have fewer than a quorum of full Task Force members, as described in Article IV, Section 1 of these bylaws.

Section 3. Advisory/ Subcommittee Committee Chairs. Advisory/ Subcommittee chairs may be nominated by any Task Force member or be self-nominated, and will be appointed by the Chair of the Task Force from the Committee membership. Committee Chairs must be Task Force members.

ARTICLE VI – OFFICERS.

Section 1. Election of Officers. The FSTF members will elect a Chair and Vice-Chair from the Task Force membership **in October of every year.** A Departmental or School District Representative, as described in Article II, Section 2 (a) of these bylaws, may occupy one, but not both, Task Force officer positions.

If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Task Force will conduct an election for the Chair at the next regular meeting to fill the vacancy for the remainder of the term. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held for the Vice-Chair.

Section 2. General Duties and Responsibilities of the Chair. The Chair shall preside at all meetings of the Task Force. The Chair, working with the Task Force staff, shall oversee the preparation of the agenda for all Task Force meetings. The Chair shall be accountable to the Task Force as a whole in setting policy and shall also perform such other duties as may be assigned by the Task Force. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary. The Chair may, at his or her discretion, communicate the Task Force's established priorities and positions, on the Task Force's behalf, including, but not limited to, providing support for policies and programs.

Section 3. General Duties and Responsibilities of the Vice-Chair. The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described in Section 2 of this article.

Section 4. Removal of Officers. Any member may request a vote to remove either or both of the Task Force officers, per Article III, Section 1 of these bylaws. Any request to remove an officer will be placed on the next available Task Force agenda. If the Task Force votes to remove the Chair, the Vice-Chair will serve as interim Chair per Section 1 of this article. If the Task Force votes to remove both the Chair and Vice-Chair, or if there is no Vice-Chair currently serving, the Task Force's Department of Public Health representative will appoint an interim Chair to carry out the Chair's duties until a new Chair can be elected. Following any removal of Officers, the Task Force will elect new officers per Section 1 of this article.

ARTICLE VII - AMENDMENTS

Section 1. Amendments to the Bylaws. The Bylaws of the FSTF may be amended by an affirmative vote of the Task Force, as described in Article III of these bylaws. The FSTF shall provide written notice to the Task Force members and the public at least ten (10) days before considering any amendments.

These Bylaws were approved at a meeting of the Food Security Task Force held XXXXXX