

# **CAMDEN FOOD SECURITY ADVISORY BOARD**

## **BY-LAWS**

### **ARTICLE I**

#### **AUTHORITY AND NAME**

**Section 1.** The Camden Food Security Advisory Board was established through the enactment of Ordinance MC-44506, adopted on January 27, 2008 by City Council of the City of Camden.

**Section 2.** The formal name of the organization shall be the "Camden Food Security Advisory Board."

### **ARTICLE II**

#### **PURPOSE AND OBJECTIVES**

The purpose and objectives of the Camden Food Security Advisory Board shall be as follows:

The Board shall advise the City Council on the following matters:

- A. The building of strong, sustainable, local and regional food systems that ensure Camden's communities' access to affordable, nutritious, and culturally appropriate food for all of Camden's residents at all times.
- B. The development of self-reliance amongst all Camden communities in obtaining their food and to create a system of growing, manufacturing, processing, making available, and selling food that is locally and regionally based and grounded in the principles of food access to all and good health through good nutrition.
- C. The Camden Food Security Advisory Board The Board shall periodically meet and report to the City Council on its activities toward the fulfillment of its purpose.
- D. Advisory capacity. There is no provision in the Ordinance for the hiring or employment of officers and employees of the Board.
- E. The Board shall function solely in an advisory capacity in accordance with the purpose of the Board and the Ordinance establishing the Board.

## **ARTICLE III**

### **MEMBERS**

#### **Section 1.**

A. The Board shall consist of five voting members who shall be appointed by a majority vote of the City Council of the City of Camden. The City Council shall select the members of the Board from a list of individual candidates agreed upon by the City Council of the City of Camden.

B. The Board shall consist of three nonvoting members who shall be appointed by the City Council of the City of Camden, wherein one such member shall be a member of City Council, or his/her designee, and two such members shall be designated by the Mayor, not excluding employees or officials of the City of Camden.

**Section 2.** Members of the Camden Food Security Advisory Board shall make every effort to attend all regularly scheduled meetings. If a member is unable to attend, that member shall inform the Chairperson of his/her absence as far in advance of a scheduled meeting as is possible.

**Section 3.** Absence of a member at more than three (3) meetings without acceptable reason, shall be cause for the Camden Food Security Advisory Board to recommend dismissal of that member to City Council of the City of Camden. The member to be removed may object to such request for removal to City Council.

**Section 4.** Acceptable reasons for absence shall include appropriate personal and/or business reasons.

**Section 5.** The Camden Food Security Advisory Board Chairperson shall be appointed by a majority vote of the voting Board members.

## **ARTICLE IV**

### **DUTIES**

#### **Section 1. The duties of the Chairperson shall be as follows:**

- a. To preside at all meetings.
- b. To inform the Camden Food Security Advisory Board and the public as to the agenda for regular or special meetings and the business thereof.
- c. To appoint standing committees or special committees, as needed.

- d. To work with the Camden Food Security Advisory Board and/or appointed standing or special committees to assist in developing recommendations.
- e. To determine whether the meeting will take place as an in-person meeting or shall take place virtually.

**Section 2. The duties of the Secretary shall be as follows:**

- A. Perform the function of Board secretary, for in-person and/or virtual meetings, including but not limited to:
  - 1. Maintaining the minutes of the Camden Food Security Advisory Board. Prior to or at the beginning of each meeting, the Secretary shall read and distribute to each Board member the minutes of the previous regular meeting and any special meetings.
  - 2. The Secretary in consultation with the Chairperson shall prepare an agenda for each meeting in conformance with the order of business.
  - 3. Keep a record of all business.
  - 4. In consultation with the Chair and City Officials, arrange proper and legal notice of public meetings, as required.
  - 5. Perform such other clerical duties necessary to the function of the Camden Food Security Advisory Board.
  - 6. Perform those duties necessary to assist the Chairperson to carry out their functions.

**ARTICLE V**

**MEETINGS**

**Section 1.** The Camden Food Security Advisory Board shall meet on a regularly scheduled basis as necessary and appropriate to carry out its responsibilities.

**Section 2.** Minutes of the meeting shall be taken either through hand-written notes or recorded via audio or video recording.

**Section 3.** All in-person and virtual meetings of the Camden Food Security Advisory Board shall be subject to the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-7 et seq.

**Section 4.** All meetings shall be conducted in the manner set forth in these by-laws, or, in the absence of any express by-law provision, Roberts Rules of Order, and Newly Revised Roberts Rules of Order shall prevail.

**Section 5.** Official business being transacted during a meeting of the Camden Food Security Advisory Board requiring voting of the membership shall take place only upon a quorum of a majority of Camden Food Security Advisory Board and the number of votes necessary for voting shall be a majority of those voting members present. Voting shall be by roll call, and a record of this vote shall be kept as a part of the minutes.

**Section 6.** All meetings at which official business is taken shall be open to the general public and comply with the Open Public Meetings Act, N.J.S.A. 10:4-7 et seq.

**Section 7.** Meetings may be canceled by the Chairperson for good cause, such as inclement weather, impassable roads, Acts of God, etc. In the event that the chairperson cancels any meeting, they shall notify, or cause to be notified, all Camden Food Security Advisory Board members and shall further cause the public to be notified of the cancellation. In lieu of cancelling an in-person public meeting, the Chair may determine to modify the in-person meeting to a virtual meeting, subject to appropriate notice.

## **ARTICLE VI**

### **ETHICS REQUIREMENT**

**Section 1.** All members of the Camden Food Security Advisory Board shall comply with the following ethics requirement: members shall avoid conflicts of interest, including using their positions as members to secure unwarranted privileges or advantages for themselves or others or performing any conduct which could impair or prejudice their objectivity or independence of judgment in the exercise of their official duties.

## **ARTICLE VII**

### **ORDER OF BUSINESS AT MEETINGS**

1. The secretary shall start audio or video recording or begin taking written notes of the meeting.
2. Call meeting to order
3. Reading of OPMA Statement of Compliance by Chairperson or Board Secretary.
4. Roll call.
5. Reading and approval of minutes of previous regular meeting.
6. Reading of any reports, as needed.
7. Discussion and call of vote, as needed, on any action.
8. Examine any unfinished business.
9. Examine new business.

10. Discussion and call of vote on any new business motion, as needed.
11. Correspondence or other written comments received from the Public.
12. Public Comment Period.
13. Adjournment.

## **ARTICLE VIII**

### **DECORUM AND PUBLIC COMMENT AT MEETINGS**

- a) Board members shall have as much time as necessary to discuss and present but shall be mindful and courteous of other Board member's time.
- b) Board members desiring to speak shall wait to be acknowledged by the presiding chair prior to speaking.
- c) A board member having the floor shall not be interrupted by other members or the public.
- d) Each board member shall have an opportunity to speak.

The public shall have no more than three (3) minutes to speak on any business of the Board or other matters. For good cause, the Chair may extend an individual's time to speak. Public comment may be entered into the record either written or verbally. Oral and written comments made during the meeting which has been audio- or video-recorded will be considered part of the record.

## **ARTICLE IX**

### **PUBLIC COMMENT BY MEMBERS**

Officers or members of the Camden Food Security Advisory Board shall not take any action nor make any comments that can be misconstrued as acting on behalf or representing the official position of the City of Camden Municipal Government. Actions and Communications concerning the Camden Food Security Advisory Board must be coordinated through the Chair and Officials of the City of Camden Administration, including but not limited to press statements, communicating with other levels government such as, Federal, State, County and other Municipal Governments. Members of the Camden Food Security Advisory Board speaking publicly must disclose that his or her views and opinions expressed are personal and not official positions of the Camden Food Security Advisory Board, the City of Camden Administration or City Council, or City of Camden Residents and Businesses.

## **ARTICLE X**

### **ADVICE**

**Section 1.** The Chair of the Camden Food Security Advisory Board may seek advice on legal matters from the City Attorney, as needed.

**Section 2.** The Chair of the Camden Food Security Advisory Board may request assistance from City Administration as deemed necessary to carry-out the functions of the Board.

## **ARTICLE XI**

### **EXPENDITURES**

- A. **Section 1.** Members of the Camden Food Security Advisory Board shall serve without compensation. The Camden Food Security Advisory Board shall not incur or be reimbursed for any expenditures without the express written approval of City Administration. Furthermore, the Board is prohibited from the hiring or employment of officers and employees of the Board.

## **ARTICLE XII**

### **Adoption and amendment of By-Laws**

**Section 1.** By-Laws shall be adopted by a majority vote at a meeting of those present of the Camden Food Security Advisory Board.

**Section 2.** These By-Laws may be amended by a majority vote at a meeting of those present of the Camden Food Security Advisory Board. The Camden Food Security Advisory Board may not act on any proposed amendment to the By-Laws unless the proposed amendment is first presented to the Camden Food Security Advisory Board for review and comments at the meeting of the Camden Food Security Advisory Board preceding the meeting at which a vote on the amendment is to be taken. The Secretary of the Camden Food Security Advisory Board shall be instructed to notify all absent members that an amendment to the By-Laws will be considered at the next meeting.

Adopted on \_\_\_\_\_  
By the Camden Food Security Advisory  
Board