

OPERATING PROCEDURES

COLORADO FOOD SYSTEMS ADVISORY COUNCIL

Update adopted on the 25th of March 2021

Last updated March 25th, 2021

WELCOME

Thank you for your interest in serving as a Member of the Governor-appointed Colorado Food Systems Advisory Council. The Council plays an integral role in the development of food policy as well as an important connector across our state and regional food systems. Through your role on the Council, you will participate in researching, developing, and communicating food policies that seek to increase healthy food access for all Colorado residents, create economic opportunities for Colorado agricultural producers and food-related businesses, and strengthen local and regional food systems. Due to our mutual dedication to systems change, we have chosen to affect change that will benefit not just one municipality or one group of people, but multiple communities across Colorado for generations to come. You are an essential part of this effort and we thank you in advance for your time, dedication, and talent. We look forward to this journey and what we can achieve, together.

DOCUMENT PURPOSE

These Operating Procedures serve as guidelines for the order, conduct, and decision-making processes of the Colorado Food Systems Advisory Council (hereinafter the “Council”) and its committees. These Operating Procedures, developed in accordance with HB19-1202 and the Bylaws of the Council, were approved and adopted by the Council on May 7th, 2020. The Council may amend these procedures as it sees fit at any regular or special meeting.

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Note: Progress toward 2020 Goals may be shaped and limited by the realities of the COVID-19 pandemic and the need for the Council and its members to be flexible and responsive. Response will seek opportunities exposed by COVID-19 related changes and disruptions, with an eye toward building the resilience of Colorado’s food system.

I. OVERVIEW OF COFSAC

Context

The Colorado Food Systems Advisory Council is the only Governor-appointed, state-wide food system-focused advisory commission in Colorado.

Purpose

The Council exists to provide recommendations and advice to the state administration (governor, governor's office, state agencies), state legislators, and other relevant entities regarding increasing healthy food access for all Colorado residents, creating economic opportunities for Colorado agricultural producers and food-related businesses, and strengthening local and regional food systems.

Role

The Council will serve in the following roles:

Statewide Leader

- Promote a shared vision for food systems development across Colorado
- Set the strategic direction for food systems services and governance
- Be a trusted advisory body to all stakeholders and sectors
- Embody a fully aligned system of supports

Subject Matter Expert

- Represent the full spectrum of food system stakeholders and supporters
- Develop innovative tools, approaches and resources
- Provide systems-level thinking and oversight
- Hold constituents accountable and track progress against defined outcome metrics
- Identify and secure sufficient data to make informed decisions

Communicator and Connector

- Partner with key statewide entities in all sectors – public, nonprofit and private
- Be a credible, vocal advocate in support of food systems in Colorado
- Coordinate the state's interagency work and connect with community efforts
- Build public will, awareness and community support for food systems

Trusted Convener and Advisor

- Convene multi-stakeholder listening sessions to inform policy agendas and potential impacts
- Communicate with the Governor's office, the General Assembly, and state agencies about supportive priorities, policies, and programs

Duties

In addition to any other duties specified in law, the Council has the following duties

- To conduct research regarding national best practices for food and nutrition assistance, direct and intermediated market development, institutional procurement, and farm-to-school programs as well as other priorities determined by the Council;

- To explore methods of collecting and assessing statewide data relating to council activities and reporting the relevant information and data regarding Council activities
- To identify opportunities for, and barriers to, the alignment of standards, rules, policies, and procedures across programs and agencies that support regional food system development
- To recommend to the appropriate committees of reference of the general assembly pursuant to part 2 of article 7 of title 2 and to government and nonprofit agencies and policy councils changes to enhance the alignment and provision of services and supports for the development of regional food systems;
- To advise and make recommendations to the state departments and to other relevant entities concerning development of regional food systems;
- To assist public and private agencies in coordinating efforts on behalf of regional food systems, including securing funding and additional investments for services, programs, and access to these services and programs;
- To monitor the ongoing development, promotion, and implementation of programs to support regional food systems;
- To develop strategies and monitor efforts concerning regional food system development.

In fulfilling its duties, the Council shall at a minimum collaborate with, serve as a resource to, and receive input from:

- Other local and regional Food Policy Councils
- Other relevant food system entities and stakeholders

Diversity, Equity, and Inclusion Statement

- The Council is deeply committed to advancing diversity, equity, and inclusion in both how we work and in the results of our work.
- We acknowledge that advancing diversity, equity, and inclusion is an individual and collective process of learning and continual improvement.
- The Council strives to learn about and apply diversity, equity, and inclusion principles into decision making, strategy development, and activities.
- As part of our commitment, we: provide regular training for our members and stakeholders to build our skills and capacity to do equity-focused work; regularly seek community input and engagement with a broad range of stakeholders; and we use data, templates, and tools to inform and enhance equity-focused work.

II. STRATEGIC DIRECTION

Defining Success

We will consider our work successful when we achieve:

- The Council/s work demonstrably advances the key goals of multiple state agencies
- Colorado's Governor, the Governor's office, state agencies, state legislators, and other relevant entities see the Council as valued partner in understanding current issues and opportunities across Colorado's local and regional food systems
- Council recommendations and advice is both heard and acted upon by state officials.
- Council recommendations lead to measurable improvements in:
 - Equitable healthy food access for all Colorado residents;
 - Economic opportunities for Colorado agricultural producers and food-related businesses; and
 - Economic, environment, cultural and social resilience of local and regional food systems.
- The Council is well positioned for reauthorization for the 2023 sunset review.

Goals

By the end of 2020, we will:

- Approve the top priority issues, focus areas, success metrics, baseline data, key stakeholders, and strategy defined by each Committee
- Release at least 1 issue brief
- Release initial report on long-term trends impacting food and agriculture in CO
- Formalize a collaborative relationship with the Blueprint to End Hunger and COFPN
- Update the Council's 2021 Goals

By the end of 2021, we will:

- Complete a scan of best practices and potential Colorado innovations for each Committee
- Develop a logic model/theory of change for each Committee
- Complete a solution assessment based on stakeholder engagement for each Committee
- Release 1-2 additional issue briefs
- Develop and adopt a 3+ year strategic action plan

III. MEMBERSHIP

Membership Summary

There is a maximum of 22 Members of the Council. 16 Appointed Members of the Council are public citizens appointed by and serving at the discretion of the Governor through the standard state Boards and Commissions process. An additional 6 State Agency Members of the Council are appointed by the leadership of their state agency.

As a state-wide Council, Members should reflect the diversity of the food system stakeholders and the communities of Colorado, including a geographic and social diversity, as well as a balance of expertise, both governmental and nongovernmental, in issues relating to Colorado's food system.

Appointed Members

Member Qualifications/Skillset

Applicants should have an interest in a wide array of approaches to the food system, have strong interpersonal skills, and make a commitment to attend all Council meetings and participate in one or more Committees of the Council. Per HB 19-1202, Appointed Members are selected based on the following:

- Two members who are recipients of a federal food assistance program, at least one of whom is a recipient of the supplemental nutrition assistance program
- Two members who represent different sectors of agricultural production, one of whom is a specialty crop producer and at least one of whom sells agricultural products to a public school or school district;
- Two members who represent food wholesalers or food retailers, one of whom must be a direct market retailer;
- One member who represents a statewide anti-hunger organization;
- Two members who are knowledgeable about federal agencies, one of whom has expertise in federal food and nutrition service programs and one of whom has expertise in rural community and regional development programs or community and economic development programs;
- One member from an academic institution who specializes in economic systems, agriculture, or health care;
- Two members who represent institutional procurement, one of whom is from an educational setting and one of whom is from a health care setting;
- One member who represents a local, nonprofit, community organization engaged in a farm-to-school program or local food systems;
- One member who represents a food distributor or a food hub
- One member who is knowledgeable about nutrition, preferably a physician licensed in this state or a registered dietician; and
- One member who is a representative of a statewide healthy food systems organization.

Recruitment Timeline/Process

Opportunities to apply for membership on Boards and Commissions are available on an ongoing basis through the Governor's Office. Council Members are recruited, and new members join the Council annually. All applications for membership are made through the Governor's Office.

Length of Service

Members shall serve for a three-year term and may reapply for membership for up to one additional term (for a maximum of six total years).

Participation

Every member is expected to participate on one or more Committees during their tenure. Council Members are also expected to participate in at least one public engagement event per year.

Vacancies

Any vacancy on the council shall be filled in the same manner in which the original appointment was made, and the term IS for the balance of the unexpired term of the member whose POSITION ON THE COUNCIL is vacant.

Removal

Attendance at all Council meetings is expected. Starting August 1st, 2020, Members who miss 50% or more of Council meetings in any rolling 12-month period, Members are on probation. Starting August 1st, 2020, Members who miss 75% or more in rolling 12 months, Members are considered to have resigned and then sent to the Governor's Office for potential termination. Members may request an exception from these rules for "due cause" and shall have their request reviewed by the Executive Committee.

State Agency Members

The Council is supported by representatives from several state agencies as well. At least one representative from the following agencies will serve as Council Members: the Colorado Department Of Education; Department Of Public Health And Environment, the Colorado Department Of Agriculture, the Colorado Department Of Human Services, Colorado State University Extension, and the Colorado Office Of Economic Development.

IV. ORGANIZATIONAL STRUCTURE

Chair and Vice-Chair Duties

Officers

- The elected officers of the Council shall consist of a Chair and Vice-Chair.

Eligibility

- Chair and Vice-Chair positions shall be elected by a simple majority of voting Council Members. Candidates for Chair and Vice-Chair positions are required to have been on the Council for a minimum of one year in good standing before being elected.
- A member of the council who is an Executive Director or Commissioner of a state department or the Executive Director's or Commissioner's designee may be elected to be a chair or a vice-chair of the council, but both positions shall not be held at the same time by members who are Executive Directors or Commissioners of state departments or their designees.

Term

- Chair and Vice-Chair will serve staggered, two-year terms where the first year is served as the Vice Chair and the second year is served as Chair. Interim Chair and/or Vice Chair positions may be appointed by Council members during periods of significant transition and may serve shorter terms as determined by the Council.
- Election of officers generally takes place at the first regular business meeting of the Council every year after new members have been appointed by the Governor's Office.

Roles & Responsibilities

- The Chair shall preside over all Council meetings, call both regularly scheduled and special meetings in accordance with the Colorado Open Meetings Law (Title 24, Article 6 of the Colorado Revised Statutes), sign official correspondence and
- The Chair may vote on all matters and may appoint Committee Members who are not Members of the Council to serve on Committees.
- The Vice-Chair shall assume the role of Chair in the event of the Chair's absence or inability to perform their/her/his assigned duties.
- If neither the Chair nor Vice-Chair can attend a meeting, the Council may select another Council Member to serve as Chair Pro Tempore to preside for that meeting.

Staff Duties

Colorado State University, through the Department of Agricultural & Resource Economics, shall partner with other public and private entities to make available staff, meeting space, materials and other resources to support the work of the Council. Colorado State University shall name a specific non-voting individual (hereinafter the "Director") to be responsible for effectively and efficiently supporting Council business. The Director's duties include but are not limited to the following:

Coordinating Council Operations:

- Coordinating meeting times and arranging meeting logistics
- Working with Executive Committee to establish meeting agendas

- Ensuring Council meeting materials are thoughtfully prepared and distributed in advance of Council meetings
- Preparing and circulating meeting minutes and action items
- Sending regular updates to Council Members
- Supporting member recruitment, training, and retention
- Supporting strategic plan and action plan development
- Monitoring progress on action plans and goals to ensure prioritization and timely completion
- Managing subcontractors, students, interns, volunteers, and other resources supporting Council activities
- Regularly communicating and coordinating with Committees and Working Groups
- Reviewing best practices regarding board functions, policies, operations and procedures and making recommendations to the Council for process/procedural improvements

Research and Technical Communication

- Compiling, framing, and synthesizing existing secondary data and qualitative/quantitative research to help guide and inform Council priorities
- Distilling relevant market information and applied research about the Council's priorities into accessible and technical documents.
- Working closely with subject matter experts, researchers, and research institutions to inform current and future research priorities

Tracking Legislation, Regulation, and Business Developments:

- Tracking legislative and regulatory issues of interest to the Council and Colorado's food and agricultural industries to help guide and inform Council priorities

Marketing, Stakeholder Communication, and Public Information:

- Managing Council website, social media, calendars, and other communication channels
- Coordinating, developing, and delivering educational content to Council members and other agencies, organizations, and stakeholders
- Serving as point-of-contact for public and media inquiries
- Representing the Council in consultations or meetings with state officials and other agencies, organizations, and stakeholders
- Drafting annual reports and other Council documents
- Supporting outreach and engagement with industry, government, academic, nonprofit and community partners.
- Liaising with other local, regional, and national Food Policy Councils
- Building partnerships with foundations and key supporters of Council priorities

Financial Oversight

- Monitoring all revenues, expenditures, and budget
- Developing, updating, and regularly communicating fiscal reports to Council
- Serving as fiscal liaison between the Council and Colorado State University
- Monitoring fiscal reports prepared by Colorado State University
- Identifying and securing additional sources of funds to advance Council efforts

Committee and Workgroup Definitions

Committee

Committees are advisory groups of diverse representatives formed under the direction of the Council to advance specific focus areas of the Council's work. Committees are generally permanent entities but can be disbanded if the specific area of focus is no longer needed. Non-Members are invited and encouraged to participate in Committees and can be appointed as formal Committee Members by the Council Chair.

Working Groups

Working Groups are diverse groups of people formed under the direction of the Council or a Committee to accomplish a specific goal or objective in a discrete timeframe. Working groups disband once the goal or objective has been completed.

Establishing Committees (23-31-1104a, C.R.S.)

The Council may create Committees, as the Council deems necessary, to advance the work of the Council outside of regular meetings. While Committees do not have the authority to make decisions on behalf of the Council, they can assist in implementing projects previously approved by the Council and can provide essential information, research, and recommendations to support the Council. During Council establishment and as needed thereafter, the Council shall define specific duties/functions, priorities and direction and may determine timelines for Committee creation, progress reporting, and dissolution.

Committee Membership (23-31-1104b, C.R.S.)

If created, the Committees must include representatives of the Council and may include persons appointed by the Chair and/or Vice-chair of the Council who are not Members of the Council. Any Council Member who wishes to serve on a Committee may do so by volunteering to the Chair. Each Committee shall be led by at least one Council Member, known as the "Committee Chair". The full Council may vote on Committee Chairs in the event that more than one Member volunteers for that position. Committees can also create additional positions, like a Vice-Chair, Secretary, etc., as desired. Membership in Committees membership should be geographically and socially diverse, and include cross-sector representation and subject matter experts.

Committee Meetings

All committee meetings shall be posted according to Colorado Sunshine Law requirements. Stakeholders and members of the general public are welcome and encouraged to attend Committee meetings and participate in the discussion as appropriate. Only Council Members and Committee Member(s) appointed by the Council Chair or Vice-Chair are able to vote on Committee decisions.

Current Committees

As of the May 2020, the Council has established the following Committees:

Executive Committee

- Members: The Executive Committee is composed of the Chair, Vice-Chair, and Director.

- Duties/Functions: The Executive Committee provides overall governance for the Council including setting priorities for the year, overseeing meeting agenda creation and meeting structure, and responding to urgent internal and external requests.
- Timeline: Perpetual

Membership Committee

- Members: The Membership Committee is composed of the Director and at least two Council Members.
- Duties/Functions: The Membership Committee supports member recruitment, onboarding, development, retention, and communications.
- Timeline: Perpetual

Institutional Purchasing Committee

- Members: The Institutional Purchasing Committee is composed of at least one Council Member and other community stakeholders and subject matter experts as appointed by the Chair or Vice-Chair.
- Duties/Functions: The Institutional Purchasing Committee will generate recommendations of [policy-related] actions or projects for the Council to consider. The Council may adopt, amend or reject any committee/staff recommendations.
- Timeline: Council will re-evaluate in late 2020

Healthy Food Access Committee

- Members: The Healthy Food Access Committee is composed of at least one Council Member and other community stakeholders and subject matter experts as appointed by the Chair or Vice-Chair.
- Duties/Functions: The Healthy Food Access Committee will generate recommendations of [policy-related] actions or projects for the Council to consider. The Council may adopt, amend or reject any committee/staff recommendations.
- Timeline: Council will re-evaluate in late 2020

Colorado Food and Ag Supply Chain & Promotion Committee

- Members: The Colorado Food and Ag Supply Chain & Promotion Committee is composed of at least one Council Member and other community stakeholders and subject matter experts as appointed by the Chair or Vice-Chair.
- Duties/Functions: The Colorado Food and Ag Supply Chain & Promotion Committee will generate recommendations of [policy-related] actions or projects for the Council to consider. The Council may adopt, amend or reject any committee/staff recommendations.
- Timeline: Council will re-evaluate in late 2020

Mapping Long Term Food and Ag Trends Committee

- Members: The Mapping Long Term Food and Ag Trends Committee is composed of at least one Council Member and other community stakeholders and subject matter experts as appointed by the Chair or Vice-Chair.

- Duties/Functions: The Mapping Long Term Food and Ag Trends Committee will generate recommendations of [policy-related] actions or projects for the Council to consider. The Council may adopt, amend or reject any committee/staff recommendations.
- Timeline: Council will re-evaluate in late 2020

Committee Tactics

- Committees will complete their work by following this 10-step process:
 1. Membership: Recruiting, training and retaining a diverse and sufficient set of Committee members to accomplish the work of the Committee.
 2. Problem Definition: Defining a Problem Statement within their scope.
 3. Metric Identification and Baseline Assessment: Defining key metrics demonstrating the problem and assembling baseline data including recent trends.
 4. System Mapping and Leverage Point Assessment: Defining a system map for the problem and identifying key drivers and potential leverage points.
 5. Priority Alignment Assessment: Reviewing priorities from the Blueprint(s), Governor, and state agencies to assess alignment with potential solutions.
 6. Issue Brief Message Development: Develop issue brief with key messages that help inform and educate stakeholders on key trends and issues impacting Colorado.
 7. Decision Maker and Stakeholder Assessment: Collaborating with subject matter experts, industry leaders, public agencies, educational institutions, nongovernmental organizations, consumers, other food policy councils, and other stakeholders to identify decision makers assess the feasibility and impact of potential solutions.
 8. Best Practice Research: Conducting research regarding best practices solutions for the problem to impact the leverage points.
 9. Communicating Recommendations: Assessing potential solutions and developing written White Papers and/or Advisories to escalate priority solutions.
 10. Formal Recommendations for Council Action: Framing and presenting recommended actions for the Council.

V. MEETING NORMS

Agenda Creation

- The Executive Committee is responsible for preparing and distributing meeting agendas.
- Agendas are sent at least one week before Council meetings and include additional details for any item(s) that require a vote.
- All Council Members and other participants are responsible for reviewing the materials, so they are fully prepared to participate and guide discussions to fruitful resolution.
- Council meeting agendas commonly include:
 - Welcome & introductions
 - Review of minutes from the previous meeting
 - Meeting business
 - Announcements
 - Public comment
- Council Members may request items to be added to the agenda by that also submitting agenda items to the Executive Committee no less than one month before subsequent meeting. Agenda items may be included on the agenda for the subsequent meeting as time allows. Urgent items may also be introduced during the public comment portion.

Decision Making Process

- Council members make the vast majority of decisions through dialogue at Council meetings. In productive dialogue multiple sides of each issue are explored and the Council works to find agreements on common ground. In all decisions, the Council seeks to arrive at a consensus, however, sometimes, a formal vote is required before full consensus can be achieved. Council Members should engage in a thorough discussion and may request specific changes.
- At any regular or special meeting with quorum, any Council Member may make a motion to vote. If the motion to vote is seconded by another Council Member, the Members will complete a voice vote. All votes must be made in person and not by proxy. A show of hands or a roll-call vote may be taken on closely divided issues, or if anyone questions the call of a voice vote among Council Members.
- Most motions, including approval of any formal documents, e.g. Issue Brief, White Paper, Advisories, Annual Reports, etc., are passed by a vote of a simple majority, however, changes to the Council By-Laws require a $\frac{2}{3}$ majority for approval.
- This decision- making process applies to all Council Decisions, including:
 - Changes to meeting times or meeting logistics (requires a voting majority)
 - Submission of grant applications or acceptance of any funds (requires a voting majority)
 - Adoption of Council strategic or annual work plans (requires a voting majority)
 - Adoption of Council these operating procedures (requires a voting majority)
 - Recommendations to form, merge, modify or dissolve Committee(s) (requires a voting majority)
 - Council approval of any formal document, e.g. Issue Brief, White Paper, Advisory, Annual Report (requires a voting majority)
 - Council changes to the bylaws (requires $\frac{2}{3}$ voting majority)

Quorum

- Council Bylaws require a simple majority of active members for quorum. In the event a quorum is not present at a meeting of the Council, the Members present may operate as a Working Group of the Council, making recommendations to present for formal action by Council at the next meeting of the Council at which a quorum is present.

Voting Procedure

- Records will be kept of motions made, moving and seconding members, abstentions and votes taken. Whenever possible, consensus shall be used as the operational decision-making process. However, the rules contained in the most current edition of Robert's Rules of Order, Revised, shall govern all Council meetings except in instances of conflict between the rules of order and the provisions of law. Abstentions shall be counted and recorded. Members who cannot attend a meeting in person may teleconference and be considered present and part of the quorum.

Method of Voting

- Members may vote in person, by phone, or by other approved real-time electronic means. All votes by the Council shall be determined by a voting majority, unless Colorado Statutes or Council Bylaws require otherwise.

Proxies

- Proxy votes are not allowed as they are not compliant with the Colorado Open Meetings statutes.

Meeting times/locations

- REGULAR MEETINGS. No less than 4 times per year, the Council shall hold regular meetings at a time agreed upon by a simple majority of Members. All regular meetings are public meetings and their times and locations shall be posted in accordance with all applicable laws.
- SPECIAL MEETINGS. The Chair and/or Vice-Chair may call special meetings of the Council to address immediate concerns. The persons(s) authorized to call a special meeting shall fix the date, time and place of the meeting and shall identify the business to be conducted at the meeting, all subject to notice.
- NOTICE. Notice of any regular or special meeting of the Council shall be given in writing at least ten (10) days in advance of such meeting or as otherwise required by State Open Meetings Laws (CRS 24-6-401, et seq.).

Remote Attendance

- As required by Council Bylaws, any Member of the Council may participate in a regular or special meeting by means of telephone conference line or similar communication equipment by which all persons participating can hear each other at the same time.

Alternates/ Attendance Proxies

- Appointed Members and State Agency Members are not allowed to send Alternates or Attendance Proxies to Council meetings in lieu of their participation. All Members are expected to review meeting notes and connect with Staff to be prepared for subsequent meetings.

Attendance Requirements

- As the Council divides its membership among specific constituencies, it is critical that all Council Members attend every possible meeting, whether in person or by conference call or other electronic means. Attendance is crucial not only to be sure the appropriate points of view are represented in every vote and discussion, but also to ensure that a quorum of membership is reached for each meeting. Therefore:
 - Whenever a Council Member is absent from three or more meetings within a fiscal year (July 1 to June 30), the Chair, at their/her/his discretion, may request the resignation of the member.
 - Failing a resignation or other satisfactory resolution, the Council may then elect to request a replacement appointment from the Governor’s Office of Boards and Commissions and/or the appropriate state agency leader.

Colorado Standards of Conduct (§ 24-18-101, et seq., C.R.S)

- All Council Member and Staff are expected to act in accordance with the standards of conduct as set forth at § 24-18-101, et seq., C.R.S

Colorado Open Records Act (§ 24-72-203 and 204, C.R.S.)

- All records of the Council, Committees and Working Groups, including writings, reports, papers, photographs, tape recordings and electronic mail, shall be kept and made accessible to members of the public upon request pursuant to the “Colorado Opens Record Act.”

Colorado Open Meetings Law (§ 24-6-402, C.R.S.)

- All meetings of the Council including Committee and Working Group meetings shall be open to the public, pursuant to the Colorado Open Meetings Law. Meetings will be announced in accordance with the Colorado Open Meetings Law. Council Staff will provide reasonable notice (at least four days) to public and any known interested parties by posting on public website. Notice shall include the Agenda and Minutes for the prior meeting.

Executive Session

- Colorado’s Sunshine Law (§ 24-6-402, et seq., C.R.S.) require a two-thirds vote of the body (membership) to go into executive session. Refer to the statute cited above for the specific procedures for execution of an executive session. In the event of executive session, two-thirds of the members must be present in person, not by proxy, to vote for the Council to enter into executive session All teleconferencing or other electronic, remote participation in a meeting must be terminated for the duration of the executive session, unless the chair and executive director determine that all electronic access to the meeting is restricted only to current Council Members and appropriate staff.

Meeting Materials

- Meeting materials are prepared to ensure the Council and the public are informed of business being considered. Council Members are given material in advance to ensure Council Members and the public have time to study and consider the proposals.

Presentations

- Presentations can be shared with the full Council by stakeholders, organizations, Council Members and members of the public. Presentations are approved prior to each meeting by the Council's Executive Subcommittee, and the allotted time for each presentation is noted on the meeting agenda. Members of the public who wish to request to present to the Council can do so by contacting the Council staff. Council staff will refer the requestor to the appropriate Committee or working group Chair/Vice-Chair to coordinate an initial presentation to that group.

Public Comment and Non-Member Participation

- The Council is committed to being inclusive and deeply engaged with its many stakeholders. All Council meetings are open to the public and public input is both welcomed and encouraged. At Council meetings, non-members are provided with specific times during the agenda to provide meaningful comments and feedback on the content presented. On matters related to decision-making and/or Council votes, non-Council members may provide input during public comment periods, but cannot vote.
- Individuals may contact Council staff or the Chair prior to a meeting to request time during the public comment period; a sign-up sheet will also be provided at the start of each meeting for stakeholders and members of the public to register their request to offer public comment during the meeting. Time constraints may be provided by the Council Chair/Vice-Chair based on the agenda. If the public comment period ends before all parties have had a chance to speak, Council staff will add the names of speakers to the following Council Meeting agenda.
- Non-members are strongly encouraged to participate on Committees. Non-members are also highly encouraged to attend the Council's public and stakeholder engagement events and provide their essential feedback and ideas on the materials presented.

VI. BUDGET

Fiduciary Responsibility

- Colorado State University is the fiscal agent and fiduciary for Council expenditures. However, the Council has the responsibility of allocating and overseeing annual non-staff operating expenses, including the approval of an annual budget for non-staff operating expenses.
- In all instances, the expenditures will comply with all applicable Colorado State University and state procurement and expenditure rules.

Fiscal Year

- The Council's Fiscal Year runs from July 1 to June 30 of each year

Annual Budget

- The Council shall adopt an annual budget for non-staff operating expenses each Fiscal Year.

Appropriations

- Per C.R.S. 23-31-1105 an appropriation was made to the Board of Governors of the Colorado State University System through the department of higher education using reappropriated funds received from the limited purpose fee-for-service contracts with state institutions to support the food systems advisory council. The amount was based on an assumption that the system will require an additional 0.9 FT in FY 2019-2020 and 1.0 in FY 2020-2021 and beyond.

Acceptance of gifts, grants, or donations

- (1) For the purposes of carrying out the duties of the council, the council is authorized to seek and accept gifts, grants, or donations, including in-kind donations, from private or public sources for the purposes of this part 11; except that the council may not accept a gift, grant, or donation that is subject to conditions that are inconsistent with this part 11 or any other law of the state. The council may accept in-kind donations of staff services from the private sector to staff the council. The council is also authorized to accept and expend federal money available for its activities. All private and public money received through gifts, grants, or donations shall be transmitted to the state treasurer, who shall credit it to the food systems advisory council fund, which fund is created in the state treasury and referred to in this section as the "fund". The money in the fund is continuously appropriated to Colorado State University for allocation to the council for the direct and indirect costs associated with implementing this part 11. Any money in the fund not expended for the purpose of this part 11 may be invested by the state treasurer as provided by law. The state treasurer shall credit all interest and income derived from the investment and deposit of money in the fund to the fund.
- (2) Money in the fund may be used for the following purposes:
 - (a) The actual and necessary expenses incurred by members of the council for serving on the council;
 - (b) The costs of staffing the council, if staffed by Colorado State University; and
 - (c) The costs of funding programs initiated by the council or council staff.

- The Council may receive grants, donations and gifts as part of its operating budget as provided by HB 19-1202.

Expenditures

- Whenever the Council approves a project or expenditure, whether through a stand-alone motion or through the approval of a budget for a fiscal year, the Council provides the Director or their designee the discretion to spend not more than \$500 over the approved budget in situations requiring action before a meeting of the Council can be arranged. To the full extent possible, the Director should consult with the Chair and Vice-chair before committing to any expenditures in excess of the approved budget.

Member Compensation and Reimbursement

- Each member of the Council serves without compensation but may be reimbursed for actual and necessary subsistence and travel expenses incurred in the performance of the Member's duties as a member of the council. All reimbursements must be agreed to by Chair and Director in writing prior to the expense being incurred.

Travel Reimbursement Policy

- Members who travel more than 50 miles from their place of residence or normal place of employment to a regular or special meeting of the Council are preapproved for mileage reimbursement at the standard federal rate. All other reimbursements must be agreed to by Chair and Director in writing prior to the expense being incurred

VII. REQUESTS FOR COFSAC SUPPORT

Endorsement Requests

- The Council does not independently endorse organizations, agencies, or efforts; however it can advise Colorado's Governor to support an organization, agencies, or efforts.
- The Council does not take positions on any candidates for local, state, or federal public office.

Policy Position Requests

- The Council does not independently endorse organizational, municipal, county, state, federal, or other public or private policies; however it can advise Colorado's Governor to support a policy position.

Fundraising Letter of Support/Commitment Requests

- The Council provides the Executive Committee the discretion to provide Letters of Support if and only if the Letter:
 - Does NOT commit COFSAC resources
 - Does NOT constitute an endorsement or policy position
 - Directly advances one or more specific priorities of the Council
- The Executive Committee may approve Letters of Support that do not meet these criteria but will report to Council on the rationale for any deviations.

VIII. COMMUNICATIONS & STAKEHOLDER ENGAGEMENT

Internal Communications

- The Council primarily communicates internally through Email, Calendar Invites, and Google Drive. Email is used for most electronic communications (we do not have a formal listserv at this time). Meeting invitations are sent by email and as Calendar Invitations. Google Drive is utilized for documents currently being revised and as a repository for final documents and templates.

External Communications

- The Council utilizes the following communication channels for external communication:
 - Coloradogov.org website
 - Council website
 - Announcements at community meetings/events
 - Public presentations (by request)
- Other than the Chair and Vice-Chair, Council Members may NOT publicly represent or speak on behalf of the Council unless the Council has specifically authorized representation by that individual.
- No limitation is expressed or implied herein on individual participation in public or political activities so long as individuals do not represent the Council in their activities without prior Council approval

Communications Plan

- Communications Plans should be developed, implemented, and updated by Staff. Such plans will identify communications goals and objectives (e.g. awareness, call to action, etc.), key audiences, community value propositions, communication channels, distribution partners, key messages, brand standards, and implementation schedules (who does what and how often)

IX. CONFLICT OF INTEREST

Members of the Council are citizen volunteers that participate in a Council that is a public body. This Council has been established pursuant to the laws of the State of Colorado. It is the policy of this Council that members of the Council, including its committees and staff, undertake their respective responsibilities with an unbending duty of loyalty and fidelity to the Council and the state of Colorado. Council Members are to perform the affairs of this Council honestly and openly, exercising their best care, skill and judgment for the benefit of the Council and the general public of the state of Colorado. No member of the Council shall cast a vote on any matter, which would provide direct financial benefit to that member or their agency or otherwise give the appearance of a conflict of interest under State Law. All Council Members have a duty to disclose the existence of any actual or potential conflict of interest to the Council and recuse themselves from any vote regarding their actual or potential conflict of interest.

X. AMENDMENTS

These Operating Procedures may be amended by a majority vote of the Council at any meeting of the Council held pursuant to notice at which a quorum is present. These Operating Procedures shall be reviewed at least annually to ensure best practices are utilized.

FREQUENTLY ASKED QUESTIONS (FAQS)

What Is A Food Policy Council?

- Food Policy Councils (FPCs) are organizations that look at the food system in their geographic area and then make recommendations on how to improve their food system. A food system is a structure in which food production, processing, distribution, and consumption are combined to improve the environmental, economic, social and nutritional health of a particular place. FPCs may take many forms, but typically are made up of representatives from different sectors, from farmers to restaurant owners to schools and hospitals, who come together to talk about how to advance a healthier food system for everyone. As advisory bodies, FPCs have been successful at educating public officials, shaping policy, and improving coordination between existing programs. There are numerous Food Policy Councils across the country.

Is The Council Independent?

- The Council is one of Colorado's Boards and Commissions, meaning that its members serve at the pleasure of the Governor.

Who Selects The Members Of The Council?

- The members of the Council are appointed by Colorado's Governor and must go through the application process for Colorado's Boards and Commissions. While the Council does not directly elect its members, it does work with the Governor's Office to identify areas of needs and the types of experience that are needed on the Council.

How Can The Public Get Involved?

- All members of the public are encouraged to attend Council and Committee meetings. Members of the public are also encouraged to serve on Committees.

Can The Council Endorse My Policy Or Organization?

- The Council does not endorse policies or organizations; however it can advise Colorado's Governor to support a policy or organization.

RESOURCE LIST

- Council Website: <https://cofoodsystemscouncil.org/>
- Colorado Food Systems Website: <https://cofoodsystems.org/>
- Colorado Farm to School: <http://coloradofarmtoschool.org/>
- Colorado Blueprint for Food and Agriculture: <https://foodsystems.colostate.edu/regional-impacts/colorado-blueprint/>
- Blueprint to End Hunger: <https://www.endhungerco.org/>