

Be it hereby Ordained that Section 9.24 of Chapter 9 relative to the Creation of a Food Policy Council.

#### SECTION 9.24

#### FOOD POLICY COUNCIL

##### A. PURPOSE

The Food Policy Council (hereinafter, "FPC") shall work to prioritize the recommendations of the Malden Community Food Assessment (hereinafter, "the CFA") and create a Community Food Plan. Ensuring that all residents, regardless of race, color, religious creed, national origin, sex, age, ancestry, sexual preference, familial status, marital status, veteran status, or physical, mental, or emotional capacity or disability, especially historically marginalized populations have access to culturally preferred, high quality, nutritious food. Leadership and processes are established for strategic prioritization of the CFA recommendations and creation of a Malden Food Plan. The FPC shall create a strategic plan with goals and objectives related to the local food system and develop a strategy and deadlines for implementing them.

##### B. MEMBERSHIP, TERMS, COMPOSITION

The council shall be comprised of eleven members, as follows:

One member designated from Malden's Health and Human Services Department.

One member designated from Malden's Community Garden Community.

One member from the Bread of Life

One member from Malden's School Food Service Department

One member from Malden's Restaurant Community

One member to represent Malden's Convenience Stores

All the above positions will be appointed by the mayor and or the City Council.

The remaining 5 members shall be residents of Malden. Residents will apply via an application process and be approved by the mayor and or city council.

The council shall elect a chairperson and others to govern. The duties of the Chairperson shall be but not limited to:

- Calling the meeting to order
- Determining if a quorum is present
- Announcing the items on the order of business or agenda
- Recognition of members to have the floor
- Enforcing the rules of the group
- Putting questions (motions) to a vote, following discussion of the issues and items
- Adjourning the meeting

Vice-Chairperson: The Vice-Chairperson shall act as Chairperson if the Chairperson is absent, disabled, or otherwise unable to perform his/her duties. If both the Chairperson and the Vice-Chairperson are absent, the Committee members present shall select an acting Chairperson. The committee shall elect Administrative Support that will serve as secretary and treasurer.

\* Membership requirements

- Attend Food Policy Council Meetings
- Contribute their expertise and participate in the strategic development of the Council
- Represent the FPC positively: be an advocate and role model for the mission of the FPC in their organization and community and be familiar with the work of the FPC
- \*The council must represent the diverse populations in the City of Malden to reflect the culture, race, ethnicity, disability, religion and spiritual beliefs, gender/non-conforming, and sexual orientation/sexual identity. For Diversity to be successful, we as a community need to facilitate an inclusive and equitable community. Our goal is to empower all members of Malden to work with the city government to create an equitable food system.
- All governing positions will be for a period of not more than three years and all other members will serve for no more than two years. Any governing position or resident position which is vacated prior to the end of a fiscal year shall be filled temporarily for the remainder of the term by an appointment of the mayor or his or her designee and shall be approved by a simple vote of the Committee.
- Three consecutive absences with failure to notify the council may result in automatic resignation of FPC members and officer duties and titles.

QUORUM:

The Committee shall not meet or conduct business without a quorum. Five (5) members of the Committee shall constitute a quorum for all business. All Committee actions shall be approved by a majority vote of members present. The Committee's Chairperson may request that some actions, such as consideration of critical or controversial matters or adopting policies, be taken with the full Committee in attendance.

MEETINGS:

All meetings, both regular and special, shall be open to the public in accordance with Open Meeting Law, MGL c. 30A §18-25.

- a. All decisions and votes taken by the Committee shall take place at meetings.
- b. Full meetings of the Malden Food Policy Council shall be held no less than once per quarter-year. Meeting minutes shall be recorded and made publicly available.
- c. If members of the public are present, the Chairperson shall provide an opportunity at the end of regular business of each meeting for brief comments or questions from members of the public for an appropriate duration determined by the Council.

ANNUAL REPORTING REQUIREMENTS:

- a. The council shall on a semiannual basis review progress toward implementing the plan described in the purpose of the council. The council shall publish progress updates on the city of Malden website <https://www.cityofmalden.org/>
- b. The FPC shall prepare an annual report in conjunction with the Health and Human Services Department on the progress and successes related to the purpose, duties, and responsibilities of the council.
- c. The FPC shall coordinate with the Health and Human Services Department to include food systems goals and recommendations in other planning documents, where applicable.

## FUNDING

Recommendations: At the end of each fiscal year or as deemed appropriate, the Committee will make recommendations to the mayor and or the City Council for funding FPC initiatives. The Health and Human Services Department and FPC will work in conjunction with the city grant manager to explore funding sources to support recommendations and actions that the FPC has set forth.

## C. FUNCTIONS, POWERS, DUTIES

The FPC shall:

Work to create a shared understanding of the current state of resources and gaps present within Malden's food system, work toward developing common recommended goals and strategies to ensure Malden's food system more fully and equitably supports the health of Malden's communities and environment. Endeavor to enlist the cooperation of the various racial, religious, and ethnic groups, civic and community organizations, restaurants, education leaders, and other groups to carry out the CFA's recommended goals and actions:

1. Leadership and processes are established for strategic prioritization of CFA recommendations and creation of a Malden Food Plan.
2. Ensure all Malden residents always have physical access, economic access, and decision-making power to consume food that meets their dietary needs and cultural food preferences.
3. All Malden residents, schools, and community-based organizations have opportunities to grow healthy food.
4. All points of sale and distribution in Malden work toward providing food that is representative of the communities' needs and preferences, including access to healthy, affordable, and culturally preferred food options.
5. The City of Malden, local businesses and community-based organizations utilize all available resources to reduce food waste and redistribute food to those that can use and consume it while improving the city's environmental footprint.

The FPC shall assist in the implementation of the Community Food Plan prioritize the recommendations of the Malden CFA and create a Community Food Plan by:

1. Bringing together stakeholders from diverse food-related sectors to examine how the food system is operating and develop recommendations to improve it.
2. Involving a variety of stakeholders from different segments of the local food system.

3. Become involved in education efforts and the implementation of policies and programs related to the food system, particularly to help achieve food security.
4. Ensure all policies, practices, and programs launched by the FPC are equitable by utilizing a health equity impact assessment during development and implementation.
5. Ensure the FPC works closely with other boards, commissions, and municipal departments to guarantee that food access and food security goals are included in other municipal plans and policies. These may include but are not limited to: Comprehensive/Master Plans, Transportation Plans, Housing Plans, and Open Space and Recreation Plans (OSRP).