

District of Columbia Food Recovery Working Group Bylaws

Mission Statement:

The mission of the District of Columbia Food Recovery Working Group (DC Working Group or Working Group) is to support overall food recovery efforts in Washington, D.C. by identifying, promoting and connecting current food recovery efforts in local areas while developing new city wide food recovery initiatives. DC Working Group will focus on all aspects of food recovery outlined by the [EPA Food Recovery Hierarchy](#) to include, but not limited to, source reduction, food recovery, reuse, composting and recycling.

Membership:

The DC Working Group will consist of member representation from food banks, non-profits, for-profits, government agencies, local environmental and sustainability organizations, and local advocates who are all working or intending to work on local food recovery.

Vision Statement:

D.C. Food Recovery Working Group exists to:

- Promote and connect current food recovery initiatives and organizations;
- Develop new food recovery initiatives across local areas;
- Develop new food recovery resources and guides focused on local areas;
- Research current the state of food recovery in local areas;
- Increase the understanding of food recovery by continuously recruiting working group members from diverse backgrounds and perspectives; and
- Promote outreach including creating and maintaining a website to encourage food recovery initiatives and resources developed by the Working Group and its members.

Meetings:

Quorum. One-half (rounded up) of the voting members of the Working Group will constitute a quorum. For any business requiring a vote, Working Group members may assign their vote to another voting member as a proxy by providing a written statement identifying the voting intent of the absent Working Group member. If any vote results in a tie, Josh Singer, will break the tie.

To ensure members are invested and initiatives actually happen, while reducing time spent organizing meetings, the DC Working Group should have regular working group and subgroup meetings to take place a minimum of once a month.

A quorum of the DC Working Group meeting may vote at anytime to format or reformat meeting schedules from the following options:

Option 1: Working group meets at a consistent place and time (for example the first Friday of each month with holiday exceptions) while each subgroup choses their

own time to meet in between each working group meeting and their own type of meeting (online, conference call, physical meeting, happy hour, etc.)

Option 2: Working Group and the subgroups alternate meeting at a consistent place and time each month. So each group meets every 2 months but there's 1 alternating meeting each month.

More equitable meeting spaces:

To reduce time spent organizing meetings it is helpful to host the meeting at the same place every meeting, usually hosted by one of the lead members who happens to have a large enough conference room with public transit and call in options. If there are more than one meeting space that fits this criteria, working groups can set up a predetermined rotation cycle for meeting spaces.

Types of Meetings

Working Group Meetings

The working group monthly meetings are a time for the entire group to meet to develop big picture objectives, discuss and change the working group structure, and to coordinate subgroup efforts. Due to the possible large size of the working group meetings, it is recommended to reserve discussions and development of specific action items and specific action objectives for subgroup meetings.

The main working group meetings are a time for:

- General announcements
- Discussions affecting the entire working group
- Decision making affecting entire working group
- Subgroup check-ins and coordination efforts
 - o All subgroup leaders and/or at least one subgroup representative must be at each working group to present monthly subgroup efforts
- Development of new subgroups

Subgroup Meetings

The purpose of subgroups are to provide more focused efforts on particular objectives/themes with smaller, more invested groups who can be more capable of developing specific goals and action plans for each objective/theme. A subgroup can only form if there is a clear objective/theme to work on, at least 1 team leader (there may be multiple co-leaders per subgroup), at least one member outside the team leader, and a clear consensus and/or no clear objections from the working group.

The subgroup meetings are a time for:

- Develop a mission statement for subgroup
- Developing and implementing initiatives
- Developing and assigning specific monthly tasks for subgroup members

Possible subgroups can be but not limited to:

(Insert new missions statements of each subgroup below)

- Business Incentives
- Consumer Education
- Composting
- Food Recovery Accreditation Program
- Policy
- Food Runner Program
- Food Recovery Menu Item in Restaurants
- Shared Table Programs
- Website Development/Management
- Data Collection
- Outreach

Board of Director Members:

Membership of the Board will consist of the individuals in the following positions:

Board of Directors Roles:

The Board of Directors are encouraged to begin in volunteer roles in order to develop a self-sustaining cooperative system. Without establishing a self-sustaining system first, any funded roles may end up collapsing the entire working group if the funding goes away and there's no self-sustaining system to take over. Once a self-sustaining system is established the working group may vote as a quorum to pursue funding for director roles.

Board of Director Meetings

The Board of Directors will meet once a year at the beginning of the fiscal year to review and make any adjustments to the bylaws and governance structure of the Working Group. The Chair may call special meetings by adequate notice, including a written statement of the business to be conducted at the meeting. The Secretary will provide all meeting notices in writing to the Board members at least seven (7) days prior to the meeting. The notice will identify the date, time, and location of the meeting. One-half (rounded up) of the voting members of the Board will constitute a quorum.

Minimum Directors Needed

Executive Director

- The Executive Director is the Principal Director of the working group charged with overseeing all primary and long-term goals, efforts, and strategies of the working group and is responsible for performing the following duties:
 - Recruiting initial members and on-going members
 - Organizing monthly working group meetings
 - Collecting member agenda suggestions at least 24 hours before meeting
 - Developing meeting agendas for working group

- Facilitating meetings
- Facilitating group development of subgroups
- Facilitate online working platforms
 - Google groups, Google docs, Slack, etc.
 - See appendix “x” for templates

Subgroup Directors

Each subgroup must nominate one of its leaders (there may be multiple co-leaders per subgroup) to be a working group director in their subgroup area. For example the Business Incentive subgroup must choose one subgroup leader to be the Business Incentive Director in the Board of Directors. Subgroup directors are in charge with overseeing all primary and long-term goals, efforts, and strategies of the each subgroup and is responsible for performing the following duties:

- Attending all working group meetings to participate in all working group decision making processes
- Managing the subgroup assigned to each subgroup leader and coordinating efforts with any co-leaders
- Scheduling a consistent monthly meeting time, place and/or type of meeting for each subgroup
- Developing the mission statement for each subgroup
- Facilitating each subgroup meeting
- Coordinating the development and implementation of goals and initiatives for each subgroup

Possible Additional Director Roles

Communications Director

- Coordinate all forms of communication including website

Outreach Director

- Develop and implement targeted outreach efforts to bring more diverse perspectives and backgrounds to the group

Membership Director

- If the working group votes to have membership requirement the group may want to have a membership director to monitor who is a voting member

Treasurer

It is recommended for working groups to start out without a finance component and any initiatives needing finances will need to be administered through a working group member organization.

If a working group decides through a quorum decision making process, it is ready to incorporate and administered funds for its initiatives then the working group must fill a treasurer role for the following initiatives

- Incorporate the working group and manage all tax forms

- Open and manage a bank account in the working group's name
- Use a QuickBooks, or any comparable program, to manage the working group budget
- Produce quarterly finance reports to present at working group meetings

Elections and Volunteer Roles

At the initiation of creating each working group the board of director roles may be filled by anyone volunteering to fill the role. If there is more than one person wanting to fill a particular director role, he or she may become co-directors temporarily until the first election is called and only one person is voted into the role.

After 12-months of the working group operating, any working group member for all non-subgroup director roles may request an election for all or specific board roles. Waiting 12 months ensures the working group does not spend too much time on an election at the beginning when no one has proven themselves reliable or unreliable yet. Any member may request a new election once every twelve months.

An interim volunteer approved by the executive director will fill any vacancies due to board members leaving or being removed that occur between the 12-month elections or someone assigned by executive director. Allowing the executive director to fill any temporary vacancies prevents the possibility of initiatives stopping for elections.

The election is determined by a simple majority vote, organized by the current board of directors on an online survey platform, with any tiebreakers being decided by the Executive Directors.

Subgroup Leaders/Directors

Subgroups may acquire as many new co-leaders as needed but can have only one subgroup director, voted by the subgroup through an online survey. Any subgroup member may call an election for a new subgroup director within their subgroup after 12 months of the subgroup operating and only once every 12-months.

Decision Making Process

Decisions affecting the whole working group may be decided as a group during a monthly working group meeting. Any active member may propose an issue to decide on. In order to make a group decision the following must happen:

- The entire working group must be notified and informed about the issue at least 24 hours (preferably 1 week) before the next working group.
- There must be a quorum of decision makers present at the working group

- Quorum is decided by following members present (either physically present or on a conference call line) at a working group:
 - Executive Director
 - All subgroup members and/or one representative from each subgroup
 - A predetermined percentage of additional board members

Emergency decisions

Any decision affecting the working group that needs to happen before the next working group or in the case that the next working group failed to achieve a quorum, a quorum and vote/consensus may be established on a conference call, email thread, or other online discussion platform.

Decision Making Process:

If a quorum is present during a meeting the following decision making processes may occur:

Consensus:

The issue must be discussed and all objections must be worked out to approve any new decision.

Voting:

The issue must be discussed and if a consensus is not clear there must be a “pre determined” (more than $\frac{1}{2}$, $\frac{3}{4}$, etc.) majority to move forward with any new decision. The Executive Director decides tiebreakers.

***Board of Directors must decide through a $\frac{3}{4}$ majority vote to predetermine decision-making process before any decision processes can occur.

The following actions are, but not limited to, actions that can be decided by the working group

- Changing the bylaws
- Stopping/modifying a working group or subgroup initiative
- Removing a board member
- Member roles

Member roles

Members of the working groups have the ability to vote in a quorum to help guide decisions of the working group.

Members of the working group can be defined and redefined by two different options determined by a quorum of the working group at anytime starting with option 1.

Option 1: Anyone who shows up to the working group at anytime is considered a member with the right to vote on any decision.

Option 2: Only participants of the working group that meet certain requirements may be allowed to vote on any issue: These requirements may include but not limited to the following:

- Must be a member of a subgroup
- Must attend at least “x” amount of meetings before becoming a voting member
- Must log in “x” amount of hours of volunteer work before becoming a voting member
- Must pay a membership fee
 - o If choosing this option there must be a free membership option for anyone unable to make the payment for any reason without any personal financial proof required qualifying.

Best Management Practices

Specific Tasks Assigned to Specific Members

To develop and implement initiatives, focus on specific roles/tasks assigned to specific members. Be prepared to reassign roles not being completed on a monthly basis so one member’s inability to complete a task doesn’t become a bottleneck for a whole initiatives

Appendixes

A – Templates for Google Docs subgroup setup

B – templates for resource guides