

**STATE OF NEVADA  
GOVERNOR'S COUNCIL ON FOOD SECURITY**

**BYLAWS**

**ARTICLE 1 – DEFINITIONS**

- A. “Council” means the GOVERNOR’S COUNCIL ON FOOD SECURITY.
- B. “Department” means the Department of Health and Human Services.
- C. “Director” means the Director of the Department of Health and Human Services, who shall coordinate with the respective directors of other departments.
- D. “Plan” means the Food Security in Nevada: Nevada’s Plan for Action.
- E. “Food Insecure” means not having access at all times to enough food for an active, healthy life for all household members.

**ARTICLE II - PURPOSE AND ROLE**

- A. The Council on Food Security within the Department of Health and Human Services, Office of Food Security is hereby established.
- B. The name of this council shall be the Council on Food Security.
- C. The primary role of the Council on Food Security is the implementation of the Plan which is intended to improve the quality of life and health of Nevadans by increasing food security throughout the state.

**ARTICLE III – DUTIES**

- A. The Council shall:
  - 1. Develop, coordinate and implement a food system that:
    - a. Links with local economic development;
    - b. Increases access to improved food resource programs;
    - c. Increases capacity to produce, process, distribute, and purchase goods in an affordable and sustainable manner while creating jobs and financial stability.
  - 2. Serve as a hearing venue for issues related to food security in this state;
  - 3. Serve as the clearinghouse for review and approval of any events or projects initiated in the name of the Plan;
  - 4. Review and comment on any proposed federal, state or local legislation and regulations that would affect the food policy system of the state;
  - 5. Advise and provide information to the Director on the state's food policy; and
  - 6. Prepare and submit to the Department an annual report concerning its activities with any appropriate recommendations concerning food security to the Director no later than January 31 of each year.
  - 7. Review Grant Proposals, as requested, to provide recommendations related to funding the Plan.
  - 8. Develop new resources related to the Plan.

**ARTICLE IV - MEMBERSHIP and TERMS**

- A. The Council on Food Security consists of 21 members.
- B. The Council shall include the following members from within state government, who shall be appointed by the Governor.
  - 1. The State of Nevada Governor’s designee, the designee will serve as Chair, in a nonvoting capacity, except for the occurrence of a stalemate.

**STATE OF NEVADA**  
**GOVERNOR'S COUNCIL ON FOOD SECURITY**

2. The Administrator of the Nevada Division of Welfare and Supportive Services or his or her designee from within the Division.
  3. The Western Regional Director of the United States Department of Agriculture or his or her designee from within the Department.
  4. The Director of the Nevada Department of Agriculture or his or her designee from within the Department.
  5. The Director of the Nevada Governor's Office of Economic Development or his or her designee from within the Office.
  6. The Administrator of the Nevada Division of Public and Behavioral Health or his or her designee from within the Division.
  7. The Superintendent of Public Instruction of the Nevada Department of Education or his or her designee from within the Office.
- C. The following members shall be appointed by the Director.
8. Two members representing anti-hunger organizations, one member from northern Nevada and one member from southern Nevada.
  9. Three members representing community based services.
  10. One member representing child nutrition programs.
  11. One member with experience, knowledge and skills representing the aging and disability populations.
  12. One member representing University of Nevada, Cooperative Extension.
  13. One member representing food retailers.
  14. One member representing a local health authority.
  15. One member representing non-food manufacturing or business.
  16. One member representing the executive administration in the gaming or hospitality Industries.
  17. One member representing a farmer or rancher engaged in food production.
  18. One member representing food processing or distribution.
- D. Upon adoption and seating of the council, the seven members appointed by the Governor will serve terms of three years and may be reappointed to serve additional terms. Seven of the members appointed by the Director will serve an initial term of two years; and seven members appointed by the Director will serve an initial term of one year. After the initial terms, a term for those appointed by the Director shall consist of two years, with a limit of three consecutive terms. Reappointment is at the discretion of the Director.
- E. Upon the occurrence of any vacancy, the Council shall make recommendations to the Director to appoint a new member. When a member is appointed to fill an unfinished term, that member shall complete the unfinished term and be eligible for two additional terms.
- F. The Council shall establish its Bylaws no later than the second meeting.
- G. The Council will meet bimonthly, a minimum of six times per year.
- H. The chair may assign working groups composed of subject matter experts to facilitate the duties of the Council.
- I. Members of the Council shall receive no compensation for their service on the Council. Approved travel reimbursement may be provided at standard State rates.
- J. Every department, division, agency or public authority of this State shall cooperate with the Council and furnish such information and assistance as the Council determines is reasonably necessary to accomplish its purpose.
- K. The Nevada Department of Health and Human Services and the Department of Agriculture shall provide administrative support to the Council within the limit of available resources.

**STATE OF NEVADA  
GOVERNOR'S COUNCIL ON FOOD SECURITY**

- L. The Council may pursue funding opportunities such as grants, gifts and donations to support its work.

**ARTICLE V – OFFICERS**

- A. At its first meeting and annually thereafter, the Chair will appoint a Vice Chair from among its members.
- B. The Chair shall preside at all meetings and generally supervise the affairs of the Council, or designate a representative to do so.
- C. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.

**ARTICLE VI - MEETING PROCEDURES and PROTOCOL**

- A. Meet at the call of the Director, the Chair or a majority of its members as necessary, within the budgetary constraints of the Council, but not to exceed six meetings per year; and
- B. Adopt rules for its own management and government.
- C. A majority of the members of the Council constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Council.
- D. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive)
- E. Council members shall, to the extent practicable, inform department staff at least twenty-four (24) hours in advance of an anticipated absence.
- F. In the event that a videoconference is scheduled to accommodate Council members or the public, the following procedures will be observed:
  - 1. Speakers will identify themselves to the Chair for the benefit of remote participants;
  - 2. The Chair will restate the names of members who make and second motions requiring action;
  - 3. All members will facilitate the process by observing the following:
  - 4. Refraining from informal speech or conversation that is not intended for public consumption;
  - 5. Proactive inclusion of members from remote sites; and
  - 6. Attentiveness to speakers from remote sites.
- G. These operating procedures may be altered, amended, or repealed by a majority of the Council members at any of its regularly scheduled meeting subject to affirmation of the Director.

**ARTICLE VII – SUBCOMMITTEES/ WORK GROUPS**

- A. The Chair of the Council may appoint groups composed of members of the Council, former members of the Council and members of the public who have relevant experience or knowledge.
- B. Subcommittees/ Work groups may be formed for the purpose of considering specific problems or matters related to and within the scope of activities of the Council.
- C. Subcommittees/ Work groups may not take action to modify the terms of a grant agreement between the Department and a service provider.
- D. Subcommittees/ Work groups are subject to the open meeting law.
- E. All recommendations approved by subcommittees/ work groups will be forwarded to the Council for Food Security for further action.

**STATE OF NEVADA  
GOVERNOR'S COUNCIL ON FOOD SECURITY**

**ARTICLE VIII – EXPENSES**

- A. All members of the Council will serve without compensation, while engaged in the business of the Council.
- B. While engaged in the business of the Council, each member of the Council is entitled to receive the per diem allowance and travel expenses provided for state officers and employees.
- C. A member of the Council who is an officer or employee of this State or a political subdivision of this State must be relieved from his duties without loss of his regular compensation so he may prepare for and attend meetings of the Council and perform any work necessary to carry out the duties of the Council in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Council to:
  - 1. Make up the time he is absent from work to carry out his duties as a member of the Council; or
  - 2. Take annual leave or compensatory time for the absence.

**ARTICLE IX - CONFLICT OF INTEREST**

- A. The department will survey its council members annually to collect information regarding their affiliations outside the department. Each member is responsible for fully disclosing all current affiliations.
- B. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussions. The Chair or a majority of the Council may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.
- C. These operating procedures may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meetings subject to affirmation of the Director.

ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_.

\_\_\_\_\_  
First Lady Kathleen Sandoval  
Chair, Council on Food Security

Council Members:

APPROVED:

\_\_\_\_\_  
Brian Sandoval  
Governor, State of Nevada

**STATE OF NEVADA  
GOVERNOR'S COUNCIL ON FOOD SECURITY**

DRAFT