

**STATE OF NEVADA  
COUNCIL ON FOOD SECURITY**

**BYLAWS**

**ARTICLE 1 – DEFINITIONS**

- A. “Council” means the 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.
- D. “Plan” means the 2013 “*Food Security in Nevada: Nevada’s Plan for Action,*” issued by the Department of Health and Human Services.
- E. “Food security” means the ability of a person to access enough food for an active and healthy life.

**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**

- C. The Council shall:
  - 1. Develop, coordinate and implement a food system that will:
    - a. Partner with initiatives in economic development and social determinants of health;
    - b. Increases access to improved food resource programs;
    - c. Increase participation in federal nutrition programs by eligible households; and
    - d. Increases capacity to produce, process, distribute, and purchase goods in an affordable and sustainable manner.
  - 2. Hold public hearings to receive public comment and to discuss 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 inform the Governor on the food policy of this State;
  - 6. Review grant proposals and alternative funding sources as requested by the Director to provide recommendations for funding the Plan;
  - 7. Develop new resources related to the Plan;
  - 8. Advise, assist, and make recommendations for the creation and administration of the Food for People, Not Landfills Program; and
  - 9. On or before January 31 of each year, submit an annual report to the Director and the Director of the Legislative Counsel Bureau concerning the accomplishments and recommendations of the Council concerning food security.

**ARTICLE IV - MEMBERSHIP and TERMS**

- A. The Council on Food Security consists of a minimum of 18 members.

**STATE OF NEVADA  
COUNCIL ON FOOD SECURITY**

- B. The Council consists of:
1. The State of Nevada Governor or his or her designee;
  2. The Administrator of the Nevada Division of Welfare and Supportive Services or his or her designee from within the Division;
  3. The Administrator for the Western Regional Office of the United States Department of Agriculture, Food and Nutrition Service or his or her designee from within the United States Department of Agriculture;
  4. The Executive Director of the Office of Economic Development or his or her designee from within the Office;
  5. The Administrator of the Nevada Division of Public and Behavioral Health of the Department or his or her designee from within the Division;
  6. The Superintendent of Public Instruction or his or her designee from within the Department of Education.
  7. The Director of the State Department of Agriculture or his or her designee from within the Department.
  8. The Administrator of the Nevada Aging and Disability Services Division of the Department or his or her designee from within the Division.
- C. The following members shall be appointed by the Governor
9. One member who is a representative of retailers of food.
  10. One member who is a representative of manufacturing that is not related to food.
  11. One member who is a representative of the gaming industry, hospitality industry or restaurant industry.
  12. One member who is a representative of farmers or ranchers engaged in food productions;
  13. One member who is representative of persons engaged in the business of processing or distributing food.
- D. Among the following persons, at least five (5) will be appointed by the Governor or the Director at the direction of the Governor:
14. A person who is a representative of a food bank serving northern Nevada;
  15. A person who is a representative of a food bank serving southern Nevada;
  16. A person who is a representative of an organization that provides community-based services, including, without limitation, services that focus on the social determinants of health, in northern Nevada;
  17. A person who is a representative of an organization that provides community-based services, including, without limitation, services that focus on the social determinants of health, in southern Nevada;
  18. A person who is a representative of an organization that provides community-based services, including, without limitation, services that focus on the social determinants of health, in rural Nevada;
  19. A person who is a representative of the University of Nevada Cooperative Extension;
  20. A person who possesses the knowledge, skill, and experience in the provision of services to senior citizens and persons with disabilities;
  21. A person who is a representative of a local health authority;
  22. A person who possesses the knowledge, skill, and experience in the provision of services to children and families; and
  23. Such other representatives from State government as may be designated by the Governor.
- E. The Governor or his or her designee shall serve as Chair of the Council.

**STATE OF NEVADA  
COUNCIL ON FOOD SECURITY**

- F. Each appointed member of the Council shall serve a two (2) year term. Each appointed member may be reappointed at the pleasure of the appointing authority, except that an appointed member may not serve for more than three consecutive terms or six (6) consecutive years.
- G. If a vacancy occurs in the appointed membership of the Council, the Council shall recommend a person to the appointing authority who appointed that member to fill the vacancy. The appointing authority shall appoint a replacement member after receiving and considering the recommendation of the Council. A member appointed to fill a vacancy shall serve as a member of the Council for the remainder of the original term of appointment and may be reappointed for two (2) additional consecutive terms through the regular appointment process.
- H. The appointing authority may remove a member for malfeasance in office or neglect of duty. Absences from three (3) consecutive meetings constitutes good and sufficient cause for removal of a member.
- I. Each member of the Council:
  - a) Serves without compensation; and
  - b) While engaged in the business of the Council is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.
- J. The Department of Health and Human Services shall provide support to the Council.
- K. The Council shall meet at least once each calendar quarter and may meet and such further times as deemed necessary by the Chair.
- L. The Council may apply for and accept gifts, grants, donations, and contributions from any source for the purpose of carrying out its duties.
- M. The Council shall establish its Bylaws no later than the second meeting.
- N. 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.

**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 or her absence.

**ARTICLE VI - MEETING PROCEDURES and PROTOCOL**

- A. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).
- B. Meet at the call of the Governor, the Chair, or a majority of its members as necessary, within the budgetary constraints of the Council, minimum of four (4) meetings per year.
- C. Adopt rules for its own management and government.
- D. 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.
- E. Council members shall, to the extent practicable, inform department staff at least twenty-four (24) hours in advance of an anticipated absence.

**STATE OF NEVADA  
COUNCIL ON FOOD SECURITY**

- 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:
    - a) Refraining from informal speech or conversation that is not intended for public consumption;
    - b) Proactive inclusion of members from remote sites; and
    - c) 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 Governor.

**ARTICLE VII – SUBCOMMITTEES**

- A. The Chair of the Council on Food Security may appoint subcommittees composed of members of the Council, former members of the Council, and members of the public who have relevant experience or knowledge to consider specific problems or other matters that are related to and within the scope of the functions of the Council.
- B. Subcommittees 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 must not contain more than five (5) members. To the extent practicable, the members of such a subcommittee must be representative of the various geographic areas and ethnic groups of this State.
- D. Subcommittees 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.

**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 or her duties without loss of his regular compensation so he or she 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 or she is absent from work to carry out his or her 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

**STATE OF NEVADA  
COUNCIL ON FOOD SECURITY**

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 or her 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.

DRAFT