

# Local Food, Farms & Jobs: Building the Foundation

The Illinois Local Food, Farms & Jobs Council  
2010 Report to the Illinois General Assembly



*“Every Illinois community would benefit from our farmers producing products for in-state purchases. I encourage and support all efforts that accomplish this goal.”*

*- Governor Pat Quinn*

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# Executive Summary

The Illinois Local Food, Farms, and Jobs Council (the Council) presents this document to the Illinois General Assembly as a report on 2010 activities.

The Council's 2009 General Assembly mandate is:

*“To facilitate the growth of an Illinois-based local farm and food product economy that revitalizes rural and urban communities, promotes healthy eating with access to fresh foods, creates jobs, ensures a readily available supply of safe food in an emergency event, and supports economic growth through making local farm or food products available to all Illinois citizens.”*

*Public Act 096-0579*

In 2007, The Illinois Local and Organic Food and Farm Task Force was charged by the General Assembly with presenting a statewide “plan” for local food system development. The Task Force's 2009 Report to the General Assembly ([www.foodfarmsjobs.org](http://www.foodfarmsjobs.org)) identified 150+ obstacles impeding the growth of local and regional food networks. In response, the General Assembly created the Council to facilitate the systematic dismantling of obstacles while facilitating project construction in communities statewide. Gov. Quinn signed HB3990 into law August 18, 2009 and appointed Council Directors February 2010. The Council's 35 Directors represent a wide range of private, public and civic sector constituencies possessing project expertise. The Council's work is to encourage the simultaneous expansion of local food demand, access, production, and infrastructure development.

On March 3, 2010, the Council met for the first time at the Illinois Department of Agriculture Building. In 2010, the Council elected officers; formed committees; created by-laws; received Illinois not-for-profit corporation status; began application to become a federal 501c3 tax exempt entity; wrote letters of support for stakeholder local food projects statewide; continued the Task Force's work of building bridges among disparate organizations; and retained a consultant to create and ratify its strategic plan. In 2011, the Council is poised to begin plan implementation.

More than 20 states have utilized their convening power to form food policy councils in recent years, according to the Community Food Security Coalition. Each is experimenting with ways to unify the different missions and perspectives of interrelated commercial and non-commercial efforts required to design markets that shorten the geographic distance between the farm gate and dinner plate. The Illinois model has attracted interest from local food advocates and legislators from throughout the U.S. The American Farm Bureau Federation has called the law creating the Council “model legislation” for other states to replicate. Senior USDA officials have called our collaborative systems-building approach a “formula for success.”

We look forward to working with everyone whose goal is to collaboratively “facilitate the growth of an Illinois-based local farm and food product economy.”

# **Benefits of an Illinois Local Food, Farms and Jobs Economy**

Within the state of Illinois, there are 28 million acres of the world's richest and most productive agricultural soils. Illinois consumers spend approximately \$48 billion annually for food, but nearly all of this money leaves the state. Retaining a larger share of Illinois food dollars is an opportunity to enrich Illinois families and businesses. Advancements in greenhouse and hoop house technologies can extend Illinois farmers' growing season. Coupling Illinois' ability to grow table food with consumer demand for locally and regionally grown food would keep annual wealth generated from our soils circulating within our borders.

## **Economic Benefits Derived From Local Food:**

Local food provides an unprecedented opportunity to revitalize our rural and urban communities by unleashing the entrepreneurial spirit of people in any Illinois community. Anyone can learn to grow food, create a value-added food business, or build local businesses to store, distribute, sell, and/or teach people how to better prepare table food. Each of these endeavors will spur economic development and create jobs that cannot be outsourced. If \$20 billion of our now exported annual food dollars were kept in state and created an economic multiplier of only three, another \$60 billion dollars would be added to the Illinois economy annually. Utilizing our soils and food dollars more responsibly will enrich Illinois families, businesses, local governments, and the state's treasury.

## **Public Health Benefits Derived From Local Food:**

The Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH) identifies two root causes for the increase in childhood obesity, diabetes, and cardiovascular diseases:

- 1) too little full body activity
- 2) eating too many of the wrong foodstuffs and not enough of the right foods

These health problems 1) diminish the quality of life for a large number of Illinois people, 2) strain Illinois work environments with absenteeism/inefficiencies, and 3) increase health care costs. Building and maintaining local food networks requires physical activity and simultaneously provides the types of fresh foods that the CDC, IDPH, USDA, other state and federal governing entities, dieticians and health care professionals now encourage people to eat.

## **Emergency Preparedness Benefits Derived From Local Food:**

Illinois has a three to five day supply of food on its grocery shelves. Each item in today's conventional food system travels over 1,500 miles average before reaching a grocery cart. Communities engaged in year-round local food production can possess the "nutrient security" to be better prepared for unforeseeable and uncontrollable emergency events.

**Eliminating Food Deserts Through Local Food Projects:**

Residents of many rural and urban communities lack access to affordable and healthy food—a condition that has prompted the term “food deserts.” Such communities often have an abundance of underutilized land and people who need useful employment. These are the two key components required to build a local food networks. Underserved communities are generally within a few miles of wealthier communities desiring to purchase fresh food. Coupling unmet consumer demand for local food in wealthy communities with the underutilized assets of underserved communities provides a win/win strategy for both.

**Building Resilient Communities Through Local Food Networks:**

Local food networks provide opportunity to create community-based youth activities and mentorship programs; reduce crime and recidivism; and weave people into trusting social fabrics essential to stable and prosperous communities. Vacant lots in rural and urban communities; 18 inches of compost on parking lots and flat rooftops; underutilized slivers of land in farm fields and farm yards; schoolyards, churchyards, and backyards across Illinois can be used to revitalize our communities, improve our health, and increase our security through the simple act of growing and eating food that is local. Rarely does an opportunity present itself that will produce so many benefits from projects people want to participate in that are able to be constructed in every community across Illinois.



# The Council's Work & Structure

## **The Council's General Assembly's mandate is:**

*“To facilitate the growth of an Illinois-based local farm and food product economy that revitalizes rural and urban communities, promotes healthy eating with access to fresh foods, creates jobs, ensures a readily available supply of safe food in an emergency event, and supports economic growth through making local farm or food products available to all Illinois citizens.”*

PA096-0579

## **The Council's functions are to:**

1. *Serve* as a forum for discussing food issues
2. *Foster* coordination between local communities and sectors in the food system
3. *Build* local farm and food networks
4. *Support and implement* programs and services that address local needs
5. *Evaluate and influence* policy

## **The Council's goals are to (Section 20):**

1. facilitate institutional buying of local foods
  - 20% of institutional purchased food be local by 2020
  - 10% state run cafeteria food be local by 2020
2. support and develop local food entrepreneurs
3. build local farm and food infrastructure
4. implement farmer/resident training in food production
5. facilitate inter-agency coordination to build a local farm and food economy
6. eliminate legal barriers hampering local production, processing, and marketing of local farm and food products
  - IDOA, IDPH, Attorney General's Office, Council
7. make public lands available for local food production
8. collect data, measure, analyze, report, and set goals
9. create an Illinois local farm and food label and certification program
  - IDOA and Council
10. create a local farm and food public awareness campaign
11. Issue an annual progress Report to the Illinois General Assembly

## **Council Composition:**

The Council is a public/private partnership comprised of 35 Directors appointed by the Governor. Directors are slotted by statute to maintain the diversity of public, private, and civic sector expertise required to build farm to fork networks. They include:

- 29 non-state government members (farmers, infrastructure entrepreneurs, NGO's, organizations, local and municipal leaders, University of Illinois Extension

- Rural Affairs Director of the Illinois Office of the Lt. Governor, representatives from the Illinois Departments of Agriculture, Commerce and Economic Opportunity, Public Health, Human Services: Bureau of Family Nutrition, and Office of Security and Emergency Preparedness

**Council Officers:**

Co-Presidents: Johari Cole, Jim Braun

Vice President: Bill Conners

Secretary: Bob Heuer

Treasurer: Keith Bolin

Executive Committee members at large: Brandon Johnson, Marjorie Sawicki, Tom Spaulding

**Council Committees:**

1. Data and Research
2. Fundraising, Finance, and Investment
3. Programs and Education
4. Legal, Regulatory, and Policy
5. Inter-Agency Coordination
6. Infrastructure and Market Development
7. Membership, Communications, and Outreach



# Seizing the Opportunity

Though the Council was created March 3, 2010, it is built upon the foundation of work carried out by committed individuals from communities across Illinois. In 2006, the Illinois Local Food and Farms Coalition formed. Its efforts led to the Illinois General Assembly's passage of The Illinois Local Food, Farms, and Jobs Acts of 2007 and 2009.

The Council's aim to facilitate a creative environment that will germinate and grow local food networks in Illinois communities statewide through the bridging of all local food efforts: grassroots to Government, small farms to corporate agriculture, urban to rural Illinois. It is through this progressive movement that an Illinois-based farm and food economy will blossom.

The delivery of food to our plate requires a web of interconnected production, processing, and delivery relationships. These relationships begin with soil, farmland, seed, labor, machinery, and farmers for production; extend through processing, storage, distribution and retail; and end with its preparation for the plate and waste management. Each link in the food web can enrich our families, communities and the Illinois economy if structured to do so.

The Council is pursuing the mission of building local food networks by encouraging and supporting teams of experts - including farmers, infrastructure entrepreneurs, organizations, institutions, and local, state, and federal governing bodies – to work together. From this effort collaborative and cross-pollinating teams are forming in the public, private, and civic sectors at the local, regional, state, and national levels. As individuals, organizations, institutions, and local, state, and federal governing authorities collaborate with farmers, infrastructure entrepreneurs, retailers, and consumers to build local and regional food networks, the local food economy envisioned by PA96-579 of the Illinois General Assembly will emerge.

Categories of work and partnerships currently or potentially in operation include:

- **Agricultural Entrepreneurship:** Farmers, farmer training programs, Illinois Workforce Investment Board, Vision for Illinois Agriculture
- **Community Service Organizations:** American Red Cross, Feeding Illinois (former Illinois Food Bank), YMCA
- **Faith-Based Organizations:** Illinois Council of Churches, Faith in Place
- **Farm Associations:** Illinois Farm Bureau, Illinois Farmers Union, Illinois Specialty Growers Association
- **Farm to School:** Illinois F2S organizations, Illinois State Board of Education, Illinois School Nutrition Association, Illinois School Board Association
- **Federal Government:** USDA, CDC, HUD, DOT, FEMA, EPA
- **Financial Institutions:** Federal Reserve Bank of Chicago, Illinois Bankers Association, Community Bankers Association of Illinois, Farm Credit Services; 1<sup>st</sup> Farm Credit Services, insurance companies
- **Higher Education:** Loyola, Northwestern, SIU, UIC, ISU, U of C, community colleges

- **Infrastructure Entrepreneurship and Development:** Local entrepreneurs, U of I Extension, Illinois Farmers Market Association, Illinois Workforce Investment Board, not-for-profit organizations
- **Local Governmental Networks:** Illinois Association of County Board Members and Commissioners, Illinois Association of Regional Councils, Illinois Municipal League, Township Officials of Illinois
- **National Organizations:** American Farm Bureau Federation, American Corn Growers Association, National Farmers Union, National Farmers Organization, Slow Food USA, Institute for Ag and Trade Policy, National Association of Regional Councils, National Association of Development Organizations, Farm Credit Council
- **Office of Lt. Governor:** Rural Affairs Council
- **Philanthropy:** Liberty Prairie Foundation, Donnelley Foundation, Lumpkin Family Foundation, Fresh Taste Collaborative
- **Public Health:** Illinois Dietetic Association, Illinois Public Health Association, Illinois Public Health Institute, Illinois Alliance to Prevent Obesity, Interagency Nutrition Council; American Heart Association
- **State Agencies:** Illinois Departments of Agriculture; Commerce and Economic Opportunity; Public Health; Human Services (Bureau of Family Nutrition & Office of Security and Emergency Preparedness)
- **Systems Development:** Good Greens Collaborative; MARPHLI (University of Illinois Chicago School of Public Health), Place Matters (UIC Hull House), CEED (UIC), Cook County Department of Public Health, Knox County Food Development Council and others



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# THE ILLINOIS LOCAL FOOD, FARM AND JOBS COUNCIL

## BY-LAWS

### ARTICLE 1—NAME, ORGANIZATION, PURPOSE

**Section A: Name:** The name of this organization shall be the Illinois Local Food, Farms, and Jobs Council.

**Section B: Organization:** The Illinois Local Food, Farms, and Jobs Council (the Council) is organized as an independent organization, incorporated the 16th day of April, 2010 under the Not-for-Profit Act of the State of Illinois.

**Section C: Purpose:** The Illinois General Assembly purpose for the Council is:

*“To facilitate the growth of an Illinois-based local farm and food product economy that revitalizes rural and urban communities, promotes healthy eating with access to fresh foods, creates jobs, ensures a readily available supply of safe food in an emergency event, and supports economic growth through making local farm or food products available to all Illinois citizens.”*

*Public Act 96-579*

**Section D: Values:** The core values of this local farm and food economy are:

*Economic Vibrancy:*

An Illinois local farm and food economic system creates urban, suburban, and rural development and jobs by encouraging Illinois farmers to raise more farm and food products for Illinois customers and encouraging Illinois customers to purchase more food and other products grown by Illinois farmers.

*Fairness and Justice:*

The community-based system fosters long-term economic and social equity among Illinois families, farmers, businesses, communities, and governments.

*Accessibility:*

The community-based system makes Illinois farm and food products available in every rural, suburban, and urban community at reasonable prices.

*Health:*

The community-based system supports production and distribution of healthy, flavorful food and products that enhance community health.

*Responsibility:*

The community-based system promotes respect for Illinois individuals, cultures, and natural resources for present and future generations. An Illinois local farm and food economy can provide increased food security for every Illinois community in times of emergency.

**Section E: Functions:** The five core functions of the Council are to:

1. *Serve* as a forum and clearinghouse for discussing farm and food issues
2. *Foster* coordination between local communities and sectors in the farm and food system
3. *Build* local farm and food networks
4. *Support and implement* programs and services that address needs
5. *Evaluate and influence* policy

**Section F: Operating Principles:** The following principles were established to guide the Council in its operations:

*Subsidiarity.*

This organizing principle states that matters ought to be handled by the smallest, lowest, or least centralized competent authority. The Council shall empower local networks. Local networks shall implement and benefit from all practices.

*Facilitation and Cooperation.*

The Council shall facilitate cooperation between stakeholders statewide to develop, expand, and replicate initiatives that meet the purposes of PA 96-579. Where there are gaps in services and programs the Council may launch and/or facilitate initiatives.

**Section G: Operating Guidelines:** In keeping with our vision and purpose, we recognize and support the following operating guidelines:

*Asset-Based:*

Focusing on the positive qualities of people, organizations, and entities rather than problems and liabilities will provide maximum return on time and resources invested.

*Community–Based Partnerships:*

Projects, programs, and policies are most effective and responsive when rooted in local communities. When partnerships among individuals, organizations, and government entities are formed at the local or regional level, people and communities become more invested and committed.

*Conflict Resolution:*

Conflict is a predictable result of collaboration and provides positive benefits when it is cooperatively resolved.

*Consensus and Decision Making:*

Decisions are reached by consensus whenever possible. Unity does not require unanimity. All present must avoid obstruction during a common search for agreement. This guideline spawns the great advantage of leaving no unhappy minority behind.

*Diversity:*

Diversity of individuals, groups, organizations, governments, and viewpoints provide the greatest potential for sharing, learning, and developing policies and practices that benefit our food system, enhance our local economies, honor our social integrity, and value our environment and its resources.

*Full Disclosure, Accountability, and Transparency:*

Open and honest sharing of information, analysis that looks with an unbiased eye through a flexible mindset into systemic issues will generate the greatest benefit for individuals and communities as a whole.

*Participation and Decision Making:*

Values the contributions of all who chose to participate in goals and purposes to support community-based efforts that make local farm and food products available to all Illinois citizens. Develops procedures designed to encourage communal participation in deliberative, educational, and decision-making processes. Democratic ethics are at the base of decision-making.

**ARTICLE 2—BOARD OF DIRECTORS AND MEETINGS**

**Section A: Management:** Control and management of Council affairs and funds are vested in the Council’s Board of Directors (the Board)(Directors).

**Section B: Structure:** 35 Directors constitute the Board, and Directors shall be appointed by the Governor according to category expertise listed in PA 96-579. These categories are: 1) twenty-

eight (28) private citizens slotted according to expertise; 2) one agricultural specialist from the University of Illinois Extension; 3) five state agency representatives; and 4) the Director of the Lieutenant Governor's Rural Affairs Council.

**Section C: Election, Appointment, Terms:** Directors are appointed by the Governor to 3-year staggered terms as determined by the Governor. The Board shall elect candidates recommended for appointment by the Governor during its Annual Meeting. Appointment by the Governor shall constitute final "election" of new Directors.

**Section D: Meetings:** The President and staff shall arrange all meetings of the Board, which are Council meetings. The Board shall hold at least one meeting per quarter per year, at such place as its Directors may designate. Meeting dates will be determined at the first meeting of the fiscal year, with any changes approved by a majority vote of the Board. Because of technological limitations, participation at meetings via conference call is prohibited unless all members of the Board elect to hold the meeting via conference call.

**Section E: Special Meetings:** Special meetings may be called by the President or upon the request of any three Directors. Notice of special meetings shall be given in writing (or by e-mail) at least five days prior to the meeting.

**Section F: Quorum:** A simple majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Council.

**Section G: Resignation of Directors:** A Director may resign at any time upon written notice to the Board. If a Director provides only oral resignation, the President and Executive Director shall submit written acceptance of this resignation to the resigning Director.

**Section H: Suspension of Board Members for non-attendance:** A Director who fails to attend three consecutive Board meetings without acceptable excuse as determined by a two-thirds majority vote of the Board shall be removed from the Board. The Board shall provide the affected member with written notice of his/her removal. The Director may appear to argue his or her case, but shall not be allowed to vote on the issue.

**Section I: Vacancy:** Vacancies shall be filled by 1) a majority vote of the Board to nominate a candidate(s), 2) the Board recommending the candidate(s) to the Governor, and 3) the Governor officially filling vacancies by appointment.

### **ARTICLE 3--OFFICERS AND THEIR DUTIES**

**Section A: Council Offices and Election of Officers:** Council Offices shall consist of: President (or Co-Presidents), Vice-President, Secretary, and Treasurer. The Board by simple majority vote of Directors present shall elect Officers from its Directors. Officers shall be elected at the first meeting of the fiscal year. The term of each Office shall be two years, with a

maximum of two consecutive terms. Newly elected Officers shall take Office immediately after their election.

**Section B: President:** The Board may elect Co-Presidents. The President(s) shall preside and vote at all Board meetings and Executive Committee meetings. In the case of Presidential absence or inability to act at a meeting, the Vice President shall preside in his/her place. Should the Vice President not be able to serve nor be present, the Board may select any other Officer or Director to preside over that meeting. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall be a non-voting member of all committees, voting only in cases of a tie.

**Section C: Vice President:** The Vice President shall coordinate the work of standing committees, serve in the President's absence or inability to act, and perform other duties assigned by the President.

**Section D: Secretary:** The Secretary shall arrange to 1) record the minutes of all Board and Executive Committee meetings, 2) have the minutes mailed (or e-mailed) to all Directors within two weeks after a meeting, and 3) notify all Directors of forthcoming meetings of the Board at least 14 days in advance.

**Section E: Treasurer:** The Treasurer or a duly designated representative shall have charge and custody of all funds of the Council. The Treasurer shall submit 1) a brief financial report at each meeting of the Board, 2) a full financial report at the first meeting following the annual audit, or 3) a full financial report at the request of the Board. The Treasurer shall be the Chair of the Finance Committee.

**Section F: Removal of Officers:** The Board by a two-thirds majority vote may remove any Officer when in the Board's judgment it is determined to be in the best interests of the Council.

**Section G: Filling Vacancies:** Vacancy in any Office due to death, resignation, removal, disqualification, or otherwise may be filled by a simple majority vote of the Board and appointment by the Governor for the unexpired portion of the term.

#### **ARTICLE 4—EXECUTIVE DIRECTOR AND STAFF**

**Section A: Authority:** The Board shall have power to appoint an Executive Director, staff of the Council, and to negotiate contracts on terms of employment.

**Section B: Qualifications:** Qualifications, nature, and scope of responsibilities, general job description, and measures of performance of the Executive Director shall be established by the Board.

**Section C: Performance Evaluation:** Performance of the Executive Director shall be appraised annually by the Board's Executive Committee and results of the appraisal shall be presented to the Board.

**Section D: Duties:** Duties of the Executive Director shall be outlined in a written job description approved by the Board and shall include but not be limited to overall programmatic and fiscal management of the Council and supervision of staff. The Executive Director shall be a non-voting member of the Board and the Executive Committee (except when the Executive Committee is conducting business relative to the performance and evaluation of the Executive Director), and all standing and special committees except the Nominating Committee.

**Section E: Budget:** The Executive Director in collaboration with the Finance Committee shall prepare an operating budget for the next fiscal year and submit it to the Board for approval at least three months prior to the start of the fiscal year. Non-budgeted expenditures shall be approved by the Board on a case-by-case basis.

**Section F: Salaries and Support Staff:** The Board is empowered to establish and fix the duties, salaries, benefits, and tenure of the Executive Director and all staff and other employees/contractors of the Council.

**Section G: Staff Becoming Board Members:** The Executive Director or other employees may not leave a position and assume a position as a Director until a minimum of one full year has elapsed from the time of last employment by the Council.

## **ARTICLE 5—COMMITTEES**

**Section A: Executive Committee:** The Executive Committee shall be comprised of the President(s), Vice President, Secretary, Treasurer, three Directors (elected by the Board at the same time Officers are elected), and the Executive Director (non-voting). A quorum of the Executive Committee shall consist of any majority from its seven (eight) Directors that include at least two Officers. The Executive Committee shall have authority to act on behalf of the Council between regular Board meetings as needed. The President(s) can call an Executive Committee meeting at the request of any Director. Conference telephone calls may be used to hold Executive Committee meetings.

**Section B: Standing Committees:** The following committees shall serve as initial standing committees of the Council: 1) Finance Committee (to oversee all budgets, fundraising, income, expenditures, and audits); 2) Membership Committee (to oversee the development of general membership as well as local and regional membership initiatives). The Board shall have authority by simple majority vote to establish other standing committees of the Council.

**Section C: Nominating Committee:** The President(s) shall appoint a Nominating Committee consisting of three Board members, including a chair and two additional Directors. The Nominating Committee shall have two responsibilities:

- 1) Nomination of candidates to be approved by the Board and forwarded to the Governor to fill board positions on an annual basis just prior to the beginning of the fiscal year
- 2) Nomination of a slate of Officers to be forwarded to the Board for approval on an annual basis just prior to the beginning of the fiscal year

**Section D: Special Committees:** The Board may establish or dissolve special committees as needed. Such committees may include but not be limited to special topical, research, regional or local geographic committees. The duties and responsibilities of these committees shall be determined by the Board. These special committees, like all committees, shall be responsible to report to the Board on a regular basis.

**Section E: Committee Quorums:** Unless otherwise provided by the Board, a simple majority of committee members shall constitute a quorum and the act of a simple majority of committee members when quorum is present shall be the act of the committee unless otherwise stated in these By-Laws.

## **ARTICLE 6—FISCAL POLICIES**

**Section A: Authority:** No Officer, Director, regular or organizational member, or staff of the Council shall have power or authority to bind the Board by any contract or engagement, pledge its credit, or render it financially liable for any purpose or in any amount unless authorized by a resolution of the Board or Executive Committee.

**Section B: Fiscal Year:** The Council's fiscal year shall begin on the first day of January, and shall end on the thirty-first day of December.

**Section C: Administration:** The Board is empowered to administer the funds of the Council and to make investments for the Council.

**Section D: Audits:** Financial records of the Council shall be audited at minimum once per year by a Board-approved Certified Public Accountant. The auditor's report shall be presented to the Board for discussion and approval.

**Section E: Contracts:** Under normal circumstances two of the following: President(s), Vice-President, Treasurer, Secretary, or Executive Director may in the name of and on behalf of the Board enter into contracts or execute instruments that are specifically authorized by resolution of the Board. If, however, the project or circumstance does not provide sufficient time to secure Board approval or the signature of an Officer, the Executive Director may be the sole signatory

to such contracts that are consistent with these By-Laws. If this should occur, the Executive Director shall notify the Board of the execution of this contract within two working days of it being signed.

**Section F: Checks, Drafts:** All checks, drafts, other orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Council shall be signed by Officer(s) or agent(s) of the Board in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President(s) or Vice President.

**Section G: Deposits:** All funds of the Council shall be deposited from time to time to the credit of the Council in such banks, trust companies, or other depositories as the Board may select.

**Section H: Gifts:** The Board may accept on behalf of the Council any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Council.

### **ARTICLE 7--ORGANIZATION MEMBERS**

**Section A: Eligibility for Membership:** Any person or organization shall be eligible for non-Director membership in the Council who believes in and is committed to participating actively in its purpose as set forth in the purpose statement of these By-Laws.

**Section B: Categories of Membership:** Members may include: 1) state and local agencies and institutions, including but not limited to those state agencies and institutions named in PA 96-579; 2) businesses and organizations, including but not limited to those named in PA 96-579; and, 3) individuals, including but not limited to consumers and students. The Board may by simple majority vote define, redefine, and modify membership categories not specifically contrary to these By-Laws.

**Section C: Dues:** The Board shall have authority to set and adjust dues for any and all categories of membership by simple majority vote.

**Section D: Membership Rights and Privileges:** All members certified by the Secretary shall have the following rights and privileges:

1. Right to attend and vote at all annual membership meetings on issues as determined by the Board
2. Privilege to participate as committee members on all committees as appointed by the Board
3. Privilege to be informed of and to participate in projects and initiatives of the Council

**Section E: Annual Membership Meeting:** An annual Membership Meeting will be held during the fourth quarter of the fiscal year with the date, time, and place determined by the Board. All

members will be given one month written notice regarding these details as well as a written notice of the cost, agenda, and business items to come before the membership.

### **ARTICLE 8—AMENDMENTS TO THE BY-LAWS**

**Section A: Procedures:** These By-Laws may be amended by the Board through the following procedure:

1. A proposed amendment to the By-Laws may be introduced at any regularly scheduled meeting of the Board. After discussion, the proposed amendment must receive an initial approval of a simple majority of the Directors present who are voting on the proposal
2. At least 30 days prior to the next regularly scheduled meeting of the Board a text of the proposed amendment(s) must be provided to each Director
3. At the next regularly scheduled Board meeting the proposed amendment will be discussed
4. The amendment shall become effective upon a two-thirds vote for approval by the Board

### **ARTICLE 9—OFFICE(S) AND AGENT**

The Council shall maintain an office in the City of Springfield, State of Illinois, at a location to be determined by the Board and may maintain other offices as established by the Board within the State of Illinois. The Board from time to time shall designate a registered agent and so notify the Illinois Secretary of State in accordance with state law.

### **ARTICLE 10—RECORDS**

The Council shall keep at its registered or principal office correct and complete books and records of accounts, minutes of the proceedings of its meetings, names and addresses of its Directors and members, names of committee members possessing any of the authority of the Board, and a record containing the names and addresses of members entitled to vote. All books and records of the Council may be inspected by any Director or member, his or her agent, or attorney for any proper purpose at any reasonable time.

### **ARTICLE 11—CONFLICT OF INTEREST**

No Director or staff of the Council shall have direct or indirect interest in any contract relating to its operations or be in any contract for the furnishing of services or supplies to the Council unless:

1. The facts and nature of such interest shall first have been fully disclosed to the Directors present at the meeting at which the contract is authorized

2. Such contract is authorized by a simple majority of the Directors present and voting at a meeting at which the presence of such Director is not necessary to constitute a quorum and the vote of such Director is not necessary for authorization

## **ARTICLE 12—INDEMNIFICATION OF DIRECTORS AND OFFICERS**

**Section A: Indemnification:** The Officers and Directors of the Council shall not be personally liable for its debts, liabilities, or other obligations. The Council shall indemnify any person who was, is, or will be an Officer or Director and any such person’s personal representative against all costs and expenses reasonably incurred by or imposed upon such Director or personal representative in connection with or resulting from any action, suit, or proceeding to which the Director or the Director’s personal representative may be a party by reason of directorship on the Council. The Council shall not provide such indemnification if the Director or the Director’s personal representative is finally adjudicated in the above-described action, suit, or proceeding to have acted in bad faith or to have been liable by reason of willful misconduct in the performance of duties as an Officer or Director of the Council. Costs and expenses shall include but not be limited to attorney fees, damages, and reasonable amounts paid in settlement.

**Section B: Insurance:** The Board shall have the power to 1) purchase and maintain at Council expense insurance on behalf of the Council and on behalf of others, including Officers, Directors, and Directors’ representatives to the extent that power to do so has been or may be granted by statute, and 2) give other indemnification to the extent permitted by law.

## **ARTICLE 13—RULES OF ORDER**

The rules of parliamentary procedure as presented in “*Robert’s Rules of Order, Newly Revised*” shall govern meetings of the Council in all cases in which they are applicable and not inconsistent with these By-Laws.

## **ARTICLE 14—DISSOLUTION**

In the event of dissolution, all assets in excess of liabilities remaining at such time shall be distributed to another organization formed and operated for purposes similar to those of the Council.



# The Illinois Local Food, Farms, and Jobs Council Strategic Plan Synopsis by Committee

## **1. DATA AND RESEARCH COMMITTEE:**

Responsible for identifying, compiling, facilitating, and distributing data and research required and requested by the Council and its committees to further its work and mission.

*The Data Sub Committee* identifies data needs to promote the Council's mission and procure, compile, and distribute data requested from across all committees to enhance committee and cross-committee work.

*The Research Sub Committee* works with internal and external partners to recommend and fill needed gaps in data and continue research as identified and needed for group programs and projects.

## **2. FUNDRAISING, FINANCE, AND INVESTMENT COMMITTEE:**

Responsible for overseeing the development of the Council budget, annual, and Long range fundraising plans; ensuring accurate tracking, monitoring, and accountability for funds; identifying and soliciting funds from external sources of support; ensuring adequate financial controls; researching and submitting grants; assist in facilitating dialogue among private, public and civic sectors, and stakeholders about how to capitalize the local food system's market sector.

*The Finance Sub Committee* is responsible for financial oversight of and reporting on IFFJC finances.

*The Investment Sub Committee* manages the coordination and solidification of investment relationships and opportunities to grow IFFJC programs and mission.

*The Fundraising Sub Committee* organizes fundraising opportunities, including, but not limited to grant writing, major gifts, endowment, annual campaign, special events, and planned giving.

## **3. PROGRAMS AND EDUCATION COMMITTEE:**

Responsible for supporting and expanding training and educational programs that recruit and provide technical assistance to Illinois farmers and residents in non-commodity food production. The work of this committee is aimed at facilitating and encouraging increased production of local farm and food products and supporting and developing local food entrepreneurs.

*The Programs Sub Committee* is to support and expand programs that recruit, train and provide technical assistance to Illinois farmers and residents to facilitate and encourage increased production of local farm/food products and support and develop local food entrepreneurs. This

Sub Committee also guides in the development and expansion of, as well as the recommending of, programs that enhance farmer education, training, entrepreneurship, and farm start-up and expansion.

*The Education Sub Committee* implements an education plan for farmer/resident training in non-commodity food production. This Sub Committee also links such training and education to existing and new programs to strengthen overall cultivation and fostering of farmers, farms, job creation, and a local foods economy.

#### **4. LEGAL, REGULATORY AND POLICY COMMITTEE:**

Responsible for facilitating communication, cooperation, and convening among farm and food stakeholders around policy and regulatory issues at the local, municipal, state, and federal levels. The work of this Committee will create a unified voice to local, municipal, state, and federal legislators regarding local foods and farm issues. There are currently no sub committees.

#### **5. INTER-AGENCY COORDINATION COMMITTEE:**

Responsible for fostering and enhancing communications and work between various state and federal agencies that are and should be involved in the work of the Council. This committee liaises regularly with other Council committees to ensure strong linkages between Council work and state and federal agency assistance, especially regarding communications, identification of potential funding sources, data collection and research, and legal and policy matters. There are currently no sub committees.

#### ***Membership:***

Current agency members for this Committee are the Council representatives from:

- **Illinois Department of Commerce and Economic Opportunity**
- **Illinois Department of Agriculture**
- **Illinois Department of Public Health**
- **Illinois Department of Human Services** (interim chair is Penny Roth)

Additional future committee members that have been identified as representatives are:

- Illinois Department of Corrections
- Veterans Affairs
- Central Management Services.

#### **6. INFRASTRUCTURE AND MARKET DEVELOPMENT COMMITTEE:**

Responsible for developing a holistic Illinois farm and foods systems approach to getting Illinois grown and produced products to Illinois consumers. Work with the Fundraising Subcommittee and the Investment Subcommittee to maximize access to capital to support infrastructure and market development initiatives.

***The Infrastructure Sub Committee*** will develop plans, programs, and methods for creating a “pre-growing” support system that helps farmers connect with supplies, suppliers, and labor networks and cultivate the development of large scale and regional aggregation facilities and systems that support a local foods and farm network.

***The Market Development Sub Committee*** supports the development of processing plants specializing in local foods.

## **7. MEMBERSHIP, COMMUNICATIONS AND OUTREACH COMMITTEE:**

Responsible for creating and implementing plans for the growth and development of IFFJC’s membership including the development of a Marketing & Communications Plan; fostering communications internally and externally with the Council; representing the Council to the community; enhancing the organization’s image; and communicating with the media.

***The Communications Sub Committee*** fosters communications with the Council internally and facilitates and leads external communications (i.e., to membership, to the media, to partners, etc.)  
***The Membership Sub Committee*** fosters the creation of partnerships among agencies, organizations, and individuals across Illinois.

***The Outreach Sub Committee*** is responsible for proactive interactions with the public, the media, and others to inform, excite, and engage on IFFJC issues and promoting and enhancing the overall image of the Council.

