

The Ohio State University Panel on Food Sustainability Organizational Bylaws

Adopted June 2017

I. Preamble

In April 2016, the Executive Vice President and Provost and the Senior Vice President for Student Life charged the University Panel on Food Sustainability (the Panel) with delivering a “full accounting of accomplishments related to food sustainability across the institution” and the development “of a strategic plan to accomplish our 2025 goal to increase the production and purchase of locally and sustainably sourced food to 40% by 2025.” To effectively and efficiently carry out this charge, the Panel has adopted the following organizational bylaws governing how it will operate:

II. Membership

A. Panel Composition

1. The University Panel on Food Sustainability shall strive for balanced representation of food system stakeholders in the campus community through Panel membership.
2. The Panel shall be comprised of not more than twenty (20) members, including at least five (5) faculty members, five (5) staff members, five (5) student representatives, and no more than five (5) external partners, described as follows:
 - a. Faculty
 - i. Faculty representatives shall be of diverse academic and research interests.
 - ii. Faculty members with interests in institutional purchasing, agriculture, planning, economics, sustainability, and food system work.
 - b. Students
 - i. Students from governing organizations including but not limited to: Undergraduate Student Government, Residence Halls Advisory Council, and the Council of Graduate Students shall be given preference.
 - ii. Students with an interest in food system planning may also be seated on the Panel.
 - c. Staff
 - i. Staff with job directives in sustainability and food shall be given preference.
 - ii. Staff with an interest in food system planning may also be seated on the Panel.
 - d. External Partners
 - i. External partners unaffiliated with the university may obtain a seat on the Panel.
 - ii. External partners seated on the Panel shall not be in a position to financially benefit from decisions or recommendations made by the Panel.



- B. Attendance
 - 1. A member of the Panel may not miss more than three (3) consecutive all-Panel meetings.
 - 2. Panelists may send an alternate in their place.
 - a. An alternate must be of the same membership category as the seated member (i.e. faculty, staff, student or external partner)
 - b. Panelists sending an alternate will not be considered absent.
 - 3. Panelists may use video conferencing, teleconferencing, or other means of digital connection to attend the meeting without attendance penalty.
 - 4. A panelist missing more than three (3) meetings in a row without sending an alternate will be replaced.
 - a. The Panel Co-Chairs may choose to waive this requirement for extraordinary circumstances.
- C. Quorum
 - 1. Quorum shall be defined as a minimum of three (3) faculty, three (3) students, and three (3) staff members.
 - 2. No decision or recommendation may be advanced without a quorum present.
- D. Leadership Team
 - 1. Leadership for the Panel shall be provided by a 3-member team comprised of the director of Student Life Dining Services, either the faculty or executive director of InFACT, and one student assigned by either USG or CGS.

III. Decision Structure

- A. Consensus
 - 1. The Panel shall make decisions or recommendations by reaching consensus, which is determined at the discretion of the three (3) Co-Chairs in the context of a duly called meeting.
 - 2. Members of the Panel who do not agree with a decision or recommendation reached by consensus may indicate as such by following the process outlined in section III.B.
 - 3. Consensus is not inherently unanimous.
- B. Dissenting Opinions
 - 1. Should a Panel member disagree with consensus reached by the Panel, he or she may submit a statement of dissent for the record.
- C. Recommendation Submissions
 - 1. The Panel shall be open to potentially including agenda topics from the university community and/or external stakeholders.
 - 2. Agenda topics are to be submitted to the Panel leadership or their designee for potential inclusion.
 - 3. Agenda topics may include, but not be limited to, time at a meeting to share ideas, thoughts, feedback, or to present a formal proposal or recommendation.

IV. Record-Keeping Requirements

- A. The Panel shall strive for transparency in all meeting records.
- B. Minutes, articles of dissent, and presentations given to the Panel must be made public on the Panel website within five (5) working days of a full Panel meeting.
- C. Agendas must be sent to Panel members at least 48 hours in advance of a full Panel meeting. Articles of dissent must be posted with their corresponding minutes.



V. Working Groups

- A. Purpose – To allow the Panel to more quickly and efficiently advance the work of the Panel, further engage diverse voices into the conversation, and allow for individuals to work closely on areas of intense interest.
- B. Role – To develop recommendations and/or suggested courses of action to the larger body for consideration.
- C. Working Groups will spend time on details, research and identifying pros and cons to their recommendations.
- D. Working groups will present their findings to the full Panel for consideration.
- E. Panel meetings shall not be used to do (or re-do) the work of a Working Group, but rather to react to the overall proposal, accept as is, accept with minor modifications, or ask for additional work to address issues or opportunities that have been raised by the membership.

VI. Adoption and Amendment of Bylaws

Bylaws may be adopted or amended by a two-thirds vote of Panel members present at any duly called meeting where a quorum is achieved and drafts have been shared the day before the meeting or earlier. Amendments to the drafts that are, in the opinion of the Co-Chairs present, considered minor may occur within the context of such a meeting before a vote is taken.

