Bylaws
Food and Fitness Advisory Committee
San Francisco Unified School District (SFUSD)
March 2012

ARTICLE I – NAME AND PURPOSE

Section 1: The name of this advisory committee is the SFUSD Food and Fitness Committee (FFC).

Section 2: The FFC fulfills the follow two requirements of the SFUSD Board of Education resolution and federal Public Law 111-296.

• The SFUSD Board of Education established the “Student Nutrition an Physical Fitness Advisory Committee” in Resolution 211-12A8 “gather information on this issue [the problem of childhood obesity] and bring recommendations to the administration and the Board of Education on possible actions to begin to address the issues of childhood obesity, physical fitness and related health concerns and that the administration and the committee will develop a plan . . . to improve nutrition quality . . . to improve opportunities for physical activity. ( . . . ) Periodic reports will be made to the Board of Education . . . .”

• Subsequent federal law requires school districts “permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy” (P.L. 111-296). It also requires the district report its progress in meeting the goals of the wellness policy to the California Department of Education each year. One person from the district is to be appointed to track compliance with the wellness policy.

Section 3: The purpose of the FFC is to support the SFUSD in the design, implementation and enforcement of its Wellness Policy as authorized and required under the provisions described in the previous section.

The FFC duties fall in four main categories:

1) Writing and revising the SFUSD Wellness Policy, including issue in nutrition and physical education as well as the physical activity and food environment.
2) Communicating wellness issues affecting students to the Board of Education and Superintendent at least twice a year as well as to the broader public.
3) Supporting the administration in reaching its goals for improving the school meal service and meeting state mandated minutes for physical education, including attending relevant board meetings and assisting in assessments, promotions, and fundraising.

4) Supporting school staff (principals, teachers, support staff) in creating a setting that enhances and promotes good nutrition and physical activity during and after school hours. (CG)

5) Evaluating the FFC’s effectiveness in meeting its federal, district and committee goals.

ARTICLE II – Structure

Section 1: The Committee consists of a minimum of seven and maximum of 15 members.

Section 2: The FFC membership has goal of having at least one representative (or their self-appointed alternate as necessary) from Student Nutrition Services (SNS), PE Department (PE), School Health Programs (SHP), school site administration, physical activity professionals, a student representative, and parents of students currently enrolled in SFUSD.

Section 3: A quorum of 50% is necessary to start the meeting and for all votes. For the purpose of a quorum or vote, the administrative departments (ie, SNS, DCYF, DPH, PE) may send a self-appointed alternate as necessary.

Section 4. Permanent positions that must be filled are a chair, vice-chair, and secretary. These are two-year positions and may be renewed upon vote of a majority of the committee members.

Section 5: According to SFUSD board policy, the school board appoints a staff liaison to the committee to provide staff support as needed.

Section 6: Members have a three-year term with a two-term limit. They may reapply for a third term. These limits do not apply to the standing position held for each of SNS, PE, SHP, school site administrators. The limit may be waived by majority vote of the committee.

Section 7: Announcements of and applications for openings will be available in March at the Office of the Board of Education and on the WPC page on the SFUSD web site, as well as circulated in the community. Applications will be received until May 1. New members will be voted on in the last meeting of the school year, which occurs either in May or June.

Section 8: Committee member terms are August 1-June 30 unless a vacancy is filled mid-year.
Section 9: There are no prerequisites for applying for a position but interested parties are encouraged to attend committee meetings and familiarize themselves with the Wellness Policy as well as the school nutrition and physical activity programs in the city.

Section 10: Current committee members will vote on applicants. If there are more eligible applicants than openings, the applicants receiving the highest number of votes will get the seat.

ARTICLE III – MEMBERSHIP

Section 1: Member of the FFC are required to do the following:

1) Attend all committee meetings and be prepared to participate by reading documents distributed with the agenda prior to the meeting.

2) Be familiar with the requirements of the Brown Act (CA Government Code 54950-54961) promoting open government and public input. Members should read the Act and refrain from any communication that is considered a de facto meeting of a quorum of the committee outside the regular public meetings as defined under that law.

3) Participate in developing and moving the agenda of the committee. Agenda items should be sent to the chair one week prior to the meeting.

4) Have a working knowledge of the Wellness Policy and school nutrition and physical education programs in SFUSD.

5) Understand when to speak as a representative of the committee and when to speak independently.

6) Participate in working groups between meetings to advance the committee's agenda.

7) Report to the committee personal work or event of consequence relevant to the committee's work.

Section 2: Absences should be reported in advance to the chair.

Section 3: No member should miss more than one meeting in a row. Members missing two meetings in a row without contacting the chair with a valid excuse will be considered to have resigned from the committee.

Section 4: Committee members may speak freely about their positions on wellness issues in SFUSD. To speak on behalf of the committee, however, the position being
discussed must be in the Wellness Policy, in an official committee report/communication or otherwise voted on by the committee. If this is not the case, the member should seek approval of the statement by the chair. Committee reports must be available for public comment and approved by the committee.

ARTICLE IV - OFFICERS AND THEIR DUTIES

Section 1: The officers shall be a chair, vice-chair and a secretary with other positions added as needed, such as a communications chair and administrative chair.

Section 2: Terms for officers begin on August 1, unless otherwise required, and shall be elected from the current membership.

Section 3: Officer position descriptions

1. CHAIR

a) General: Ensures the effective action of the committee in governing and supporting the organization, and oversees committee affairs. Acts as the representative of the committee as a whole, rather than as an individual supervisor to staff.

b) Community: Speaks to the media and the community on behalf of the organization; represents the agency in the community.

c) Meetings: Develops agendas for meetings in concert with the secretary. Presides at meetings. Determines whether meetings are necessary and convenes them accordingly.

d) Working Groups: Recommends to the committee any sub-group (task forces or subcommittees) that are to be established to carry on committee business. Identifies information or committee recommendations that should be presented to the full board.

e) Committee Affairs: Ensures that committee matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new committee members.

2. VICE CHAIR

a) General: Acts as the chair in his or her absence; provides significant assistance to
the chair on the above or other specified duties.

b) *Special Responsibilities:* Stays in touch with leaders of sub-groups to be sure that their work is carried out and meets determined timelines. Likely to be assigned another special area of responsibility as determined by chair.

3. SECRETARY

a) *General:* Maintains records of the committee and ensures effective management of organization's records with the District. Manages minutes of committee meetings. Ensures minutes are distributed to members shortly after each meeting.

b) *Special Responsibilities:* Assists the chair in setting committee meeting agenda. Is sufficiently familiar with legal documents (articles, by-laws, Brown Act, etc.) to note applicability during meetings. Ensures meetings run on time, according to agenda and keeps track of member attendance.

4. BOARD LIAISON

a) *General:* Acts as primary contact with the school board for facilitating regular communication with the board and the district.

b) *Special Responsibilities:* Works with board to calendar committee business with board committees and full board. Makes requests of school board or district regarding committee business, such as posting committee information on the SFUSD web site. Requests meeting rooms for committee meetings and makes public notice of the meetings, in accordance with Brown Act.

5. COMMUNICATIONS CHAIR

a) *General:* Primarily responsible for communicating with or coordinating the communication with outside groups, coalitions and individuals to gather input on and support for the Wellness Policy.

ARTICLE V – MEETINGS

Section 1. Meetings are held monthly. The schedule for the year is posted on the SFUSD website by August 1. Additional meetings are scheduled as needed.

Section 2: Working groups or subcommittees may be assigned by the chair as needed. Those groups will determine their meeting schedule and ensure compliance with the Brown Act as required.
Section 3: Unless otherwise noticed, meetings are held from 3:30-5:00PM in the Board Room of SFUSD at 555 Franklin Street in San Francisco.

Section 4: Committee meetings are open to the public.

Section 5: The meeting schedule is posted on the committee's page on the district web. Members of the public may contact the chair to be added to an email distribution list to receive notice of the meetings and receive a copy of the agenda and relevant attachments (when available). This information will be distributed at least 72 hours before the meeting.

Section 6: Members of the public are invited and encouraged to provide public testimony during each item on the agenda and before the committee takes a vote on a pertinent issue. Public comment is limited to two minutes per person per agenda item.

Section 7. Anyone unable to attend the meeting is encouraged to submit comments to the chair and they will be made available to the committee members during the meeting.

ARTICLE V – ANNUAL PROGRAM

Section 1. The FFC will plan and operate under an annual program of work. Plans, topics, and goals will be included in the program.

Section B. The program of work for each ensuing year will be discussed during the May meeting.

ARTICLE VI – AMENDMENTS

These bylaws may be amended by at 2/3 majority vote.

ARTICLE VII – RULES OF ORDER

The meetings of the FFC shall be conducted according to Robert’s Rules of Order, unless otherwise agreed to by the committee membership.

ARTICLE VIII – BROWN ACT

The FFC shall comply with all provisions of the Brown Act.