

CONSTITUTION OF THE BRIGHTON AND HOVE FOOD PARTNERSHIP

Name and objectives

1. The name of the association is **The Brighton and Hove Food Partnership**.
2. The association with work across the City of Brighton and Hove.
3. The aims of the organisation are:
 - I. support educational initiatives across all sectors of the community to raise awareness of the production of food and its role in supporting health, the economy and the environment, in a local and global context;
 - II. provide networking opportunities and the exchange of information, support and advice for individuals and organisations working on food initiatives across the City and beyond, in order to build skills and capacity, and to encourage linkage between diverse sectors;
 - III. lobby Governmental agencies at local, regional and national levels, run local campaigns within the City and influence policy and planning decisions, in order to further the aims of the Partnership;
 - IV. increase access for *all* residents within the City to nutritious, safe, affordable food in culturally and socially acceptable ways;
 - V. promote food production systems which conserve and enhance the environment;
 - VI. encourage the development of a vibrant local food economy, expand local¹ food production and create opportunities for City residents to access locally produced food;
 - VII. introduce procurement policies within public institutions such as schools, hospitals, etc. which favour the use of regional and locally produced healthy food, and which strive to support environmental sustainability, animal welfare and fairtrade;
 - VIII. reduce, re-use and recycle waste generated by the food system, e.g. reduce packaging, compost organic waste to improve soil fertility;
 - IX. provide a policy forum to initiate research, publications and activities that encourage the exchange of ideas both within the City and beyond, and to inform, and be kept informed, of emerging trends in local and global food policy;
 - X. be accountable to and rooted in the participation of *all* sectors of the community, give voice to those not normally heard, to reflect the social diversity of the City, and to celebrate the part food plays in the community and culture of the City.

Membership

4. Any individual or organisation supporting the aims of the Brighton and Hove Food Partnership can become a member of the association.
5. There is no membership fee to support the Partnership.
6. Members must sign an agreement to support the mission statement and aims of the Partnership.
7. Only members can participate in the election of the association's Organising Committee and vote at general meetings or the Annual General Meeting

Meetings

¹ In this context 'local' includes growers and producers in the immediate feeder areas to Brighton and Hove City.

8. The Partnership will have at least two general meetings a year. Members will be given reasonable notice of all meetings. A general meeting is the forum at which major activities/policy of the Partnership will be decided and at which the Organising Committee will report back to the membership.
9. An Annual General Meeting will be held every year at which elections for the Organising Committee will take place.
10. A general meeting/AGM shall have a quorum of ten members or a third of the membership of the Partnership, whichever is greater. Votes can have been received electronically/by fax/or by letter prior to the meeting, or by proxy at the meeting.
11. The membership will elect 8 members to sit on the Organising Committee. The Organising Committee will consist of 8 elected members, 1 representative of each of the working groups, 1 councillor, and 2 workers from the sponsoring organisations (B & H PCT and B & H C C).
12. The officers of the association will be
 - A Chair
 - A Secretary
 - A Treasurer.

Organising Committee

12. The operating guidelines for the OC are as follows:
 1. The Organising Committee is responsible for:
 - internal and external communication (i.e. e-group, website, newsletter)
 - attracting funding for the partnership and food initiatives
 - promoting the work of the partnership
 - management of partnership funds, workers and other resources
 - organising partnership events
 - facilitating the development and monitoring of a food strategy
 - overall co-ordination of partnership activities
 2. The Organising Committee (OC) shall be made up of:
 - 8 members of the Partnership elected by the Partnership
 - 1 representative of each working group
 - 1 Councillor
 - 2 workers (one each) from the sponsoring organisations (i.e Brighton and Hove City Council and Hove Primary Care Trust)
 3. Membership of the Partnership will be invited annually to nominate one of the eight positions on the organising committee. If there are more nominations than places the nominations will be put to a majority vote. Nominations and voting will be via postal or electronic means. Nominees will be asked to provide a short outline of their skills, experience and reasons for joining the OC.
 4. The OC can co-opt experts and other interested parties to attend OC meetings for a period of time as appropriate. These will be awarded observer status only and have no voting rights. Only a third of the OC may be co-opted members at any one time
 5. Members of the Partnership can request, through the Chair, for an item to be put on the agenda of the OC meetings up to three days before the meeting.
 6. All members of the OC will be expected to:
 - be concerned with all the work of the Partnership (not just their area)
 - promote food issues within their networks

- attend two-hour committee meetings every two months (minimum)
 - have knowledge and experience of at least one aspect of the food system
 - declare any potential conflicts of interest
 - serve for at least a year
7. Members of the Partnership can request, through the Chair, for an item to be put on the agenda of the OC meetings up to three days before the meeting.
 8. OC members who have not attended four consecutive meetings will be assumed to have resigned from the OC, unless, on the basis of information, the Committee decides otherwise.
 9. The OC has the power to ask a member to leave the OC by a two-thirds majority of the OC, at a special meeting.
 10. OC members will elect a Chair from committee members on a six-month rotation.
 11. The quorum for voting at OC meetings will be 50% of the OC, with full voting rights, which can have been received electronically/by fax/or letter prior to the meeting, or by proxy at the meeting.
 12. A member of the OC must identify any areas of personal or pecuniary interest before discussion on that item and if deemed necessary will leave the room for discussion on that item.
 13. Minutes of meetings shall be held and, once agreed, signed as a correct record by the Chair
 14. Agendas and minutes of the OC will be posted on the website for full Partnership access as well as being sent directly to members of the Committee.
 15. All papers and paperwork produced by, and submitted to the OC will be jargon-free and in plain English.
 16. Any public statements ie press releases etc. in the name of the Food Partnership must be cleared by a minimum of two members of the Organising Committee. All statements must be support the overall mission statement and aims of the Partnership, for issues falling outside of this the full Partnership will need to be consulted electronically or in person.

Finances

13. An account will be maintained on behalf of the association. Signatories to the account will be members of the Organising Committee. Each cheque will require two signatories.
14. Records of income and expenditure will be maintained and a financial statement given at each meeting.
15. All money raised by the association will be spent solely on the objects laid out above.

Agreed and signed on 13th September 2004.

Name:

Address:

Signature:

Office:

Witness:

Name:

Address:

Signature:

Office:

Witness: