



Terms of Reference

MISSION

Establish an equitable and sustainable food system in Oakland, California.

GOALS

- **Increase food security in Oakland.** We will work to ensure that no Oakland resident experiences hunger.
- **Build greater public health in Oakland.** We will support the development of balanced food environments that empower residents with opportunities to make healthy food choices and reduce environmental causes of obesity, diabetes, heart disease and other diet-related illnesses.
- **Support local agriculture that is economically viable, environmentally sustainable and socially responsible.** We will help make Oakland a market for processing and consuming local food.
- **Promote energy efficiency and reduce energy consumption.** We will promote local, sustainable food production, and help Oakland transition to a locally- and regionally-based food system.
- **Support the protection of environmental resources.** We will promote consumption of locally and sustainably-grown food, particularly food produced using environmentally-benign and energy-efficient growing, processing and distribution practices.
- **Promote a “closed-loop” food system.** We will work for a system that eliminates pollution and use of non-renewable materials, and will promote food scrap composting.
- **Promote community economic development.** We will foster development in the food sector that creates living-wage jobs and local ownership in many sectors of the food system.
- **Increase public “food literacy.”** We will promote the sharing of information that will allow communities to make food-related choices that positively influence public health, social responsibility and environmental sustainability.

OBJECTIVES

- Bring underserved neighborhoods to the food policy table.
- Keep food, hunger, and food systems on the agenda for the City of Oakland and Alameda County, and contribute to the national dialog on food policy.
- Serve as a liaison between different actors in the food system.
- Develop an integrated strategic plan to foster a sustainable food system for the City, including policy and program recommendations.
- Actively advocate for and support implementation of new and existing food policies and programs in the City.
- Convene meetings and lead discussions aligned with the OFPC’s mission and goals.

MEMBERSHIP

The OFPC Development Committee selects representatives for three-year terms as OFPC members. Members are selected based on their individual qualifications in the following areas:

1. Oakland residence and/or employment, or in the case of regional/rural organizations, strong interest/investment in the Oakland food system
2. Attendance at each of the five yearly meetings of the full OFPC
3. Attendance at 80% of workgroup meetings (average of one per month) for your chosen workgroup, and commitment to work between meetings
4. Commitment to transforming the Oakland food system into an equitable and sustainable system
5. Representation of one of the five food system sectors (production, processing, distribution, consumption, waste management) and one of the following “working communities”:
 - a. Business Community
 - b. Labor Representatives
 - c. Community Organizations and Citizens
 - d. Rural and Regional Organizations
 - e. Health and Education Organizations
 - f. Local Governance
6. Respect for the complexity and sensitivity of the OFPC’s work with diverse partners, and appreciation for the need for personal and group skills in diversity management, problem-solving, decision making, and “getting to yes”.
7. Commitment to reaching out to a wide variety of people and entities within your “working community” to ensure you understand their needs and what they have to offer.
8. Commitment to working in the public interest. OFPC members are expected to bring certain expertise to the table for the benefit of the Oakland food system, rather than to directly represent any organizations they may be affiliated with.

The OFPC Development Committee reviews membership applicants to ensure they meet or exceed the above criteria.

TERM

OFPC members are appointed for three-year terms. Missing three meetings a year without prior discussion with the OFPC Coordinator is deemed equivalent to a resignation. The OFPC Development Committee shall appoint new interim members during the year as needed, and shall propose new members to be formally appointed to the full membership of the OFPC annually.

MEETING FREQUENCY

Formal meetings of the full OFPC are held five times per year. Meetings take place in January, March, May, July, and September on the third Thursday of the month, at 5:00 pm.

Less formal workgroup meetings, which review issues in detail and prepare recommendations for the full OFPC meetings, are held on the third Thursday of February, April, June, August, and October at 5:00 pm.

QUORUM

A quorum consists of 51% OFPC members in attendance (eleven members). OFPC members may vote on action items by fax, mail, or email prior a meeting if they are unable to attend.

DECISION-MAKING STRUCTURE

Decisions shall be made by Modified Consensus Building:

1. Hear all viewpoints:
 - a. Hear and address concerns
 - b. Hear reservations
2. Seek consensus.
3. If there is no consensus, take a vote noting:
 - a. Blocking concerns
 - b. Stand aside (Abstain)
4. Decision shall be made by a simple majority
5. When decisions cannot be made by simple majority, distinguish types of disagreement as either:
 - a. Can live with it
 - b. Strong disagreement
6. If more than 1/3 of the group strongly disagrees, reopen for discussion to reach compromise with at least 2/3 majority.

The Coordinator votes only as a tie-breaker, when decisions can be made by simple majority (i.e. there are no blocking concerns).

POLICY SIGN-ON PROTOCOL

When other organizations request the Council's sign-on to policies they are proposing, our approval process shall operate as follows:

1. Any councilmember wishing to propose that we sign on to another group's policy should provide all relevant information to staff for review and circulation.
2. If time allows, staff will announce upcoming approval request at an in-person meeting, and allow for brief initial discussion.
3. The proposed sign-on letter will be circulated via email for review, accompanied by an online poll designed to allow members to vote "yes" or "no" to sending the letter, or provide proposed changes to the letter.
4. One week will be allowed for responses to the poll. Non-response is considered "no objection". If any changes to the letter are proposed, another week will be allowed for councilmembers to vote on a modified letter. Any "no" votes will require the proposal to be discussed in an in-person meeting.

CHAIRS

OFPC members shall elect a chair for each work group. Work groups shall include the following:

Primary work groups

- City Innovations
- Regional and State Innovations
- Neighborhood Innovations

Supporting work groups

- Outreach and Recruitment
- Funding and Fundraising
- Data Management and Research

Other work groups or ad-hoc committees may be added at the OFPC's discretion.

STAFF

Food First/Institute for Food and Development Policy employs a Coordinator and recruits interns to work directly with the OFPC. On behalf of the OFPC, the Coordinator shall manage the development of an annual Strategic Plan, to be presented to Oakland City Council.