

**Healthy Roots Collaborative Advisory Committee Meeting
June 11, 2024 – 1:00pm to 2:00pm**

Zoom link: <https://us02web.zoom.us/j/83260529479?pwd=AOPfFajCwYN1vWPU0IVoBQCi2iH924.1>

Meeting ID: 832 6052 9479
Passcode: 714967
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+16469313860,,83260529479# US

Attendance:

Goals: Make any edits/additions to HRC Rules of Procedure for presentation to CVOEO

Times	Agenda Item	Action
1:00 to 2:00	HRC Rules of Procedure Discussion	

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or aadams@nrpcvt.com, no later than 3 business days prior to the meeting for which services are requested.

Approved by the Healthy Roots Advisory Committee on 11/14/2019. Adoption by NRPC Board of Commissioners scheduled for 1/29/2020.

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**HEALTHY ROOTS COLLABORATIVE
ADVISORY COMMITTEE**

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RULES OF PROCEDURE

PURPOSE: To oversee the Healthy Roots Collaborative (HRC), maintain the collective impact process and implement the mission *to strengthen the local food system of Northwest Vermont for the health and vitality of our community*. The HRC Advisory Committee serves in an advisory capacity to the [Board of Commissioners Champlain Valley Office of Economic Opportunity](#).

GENERAL RESPONSIBILITIES:

- Commit to collective impact vision and building partnerships support to HRC.
- Identify and guide strategy, and complete long-term planning for the structure and direction of HRC.
- Provide advice and input into budget development for annual the HRC work program.
- Represent HRC at the state and local level.
- Identify funding opportunities for HRC initiatives and contribute to grant applications.
- Reevaluate the HRC mission periodically and maintain program focus on the mission.

ADVISORY ROLE: The HRC Advisory Committee shall be advisory to [Champlain Valley Office of Economic Opportunity](#) ~~the Board of Commissioners~~. The HRC Advisory Committee will offer advice, input, and opinions to other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the ~~the~~ [Board of Commissioners](#).

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MEMBERSHIP: The HRC Advisory Committee shall consist of representatives from Franklin County Industrial Development Corporation, South Hero Land Trust, [Northwestern Medical Center](#), Champlain Valley Office of Economic Opportunity, Northwest Regional Planning Commission Board of ~~Commissioners~~, Franklin County [Natural Resources](#) Conservation District, [The Abbey Group](#), [Lake Champlain Basin Program](#), [Franklin and Grand Isle Workforce Investment](#) ~~Board~~ and up to three members representing private producers or purchasers. NRPC/HRC staff will be ~~ex-officio~~ ex-officio members.

The organizations participating the HRC Advisory Committee shall appoint one representative. Individuals representing private producers or purchasers shall be appointed by the HRC Advisory Committee upon unanimous vote at a HRC Advisory Committee meeting.

OFFICERS/ELECTIONS: The HRC Advisory Committee will elect a Chair and Vice-Chair annually at the June meeting. The Chair will be responsible for assisting HRC staff in running meetings, setting agendas, reviewing and signing correspondence on behalf of the HRC Advisory Committee, and representing the HRC Advisory Committee at various meetings as needed. The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before the Chair's term has expired, the Vice Chair shall serve as Chair until elections are held in June. No term limits for officers will be

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ATTENDANCE AND QUORUMS: As the HRC Committee is advisory, a quorum shall consist of a majority of members in attendance at the HRC meeting or a minimum of five members, whichever is greater. Ex-officio members are not counted towards quorum. The HRC Advisory Committee shall meet bi monthly, or as needed to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- ◆ Notices of all regular meetings shall be sent to HRC Advisory Committee members and interested persons at least seven days before the scheduled meeting.
- ◆ Notices of all regular meetings shall be posted on the [NRPC website \(www.nrpevt.com\)](http://www.nrpevt.com) and three other locations 48 hours before the meeting in accordance with state open meeting law.
- ◆ Meetings shall be noticed and held in accordance with state open meeting law.
- ◆ Draft policies and resolutions shall be forwarded to HRC Advisory Committee and interested/affected parties for comment before action by the HRC Advisory Committee, or final action/approval [by the Board of Commissioners.](#)
- ◆ Minutes of all regular and special meetings will be prepared by HRC staff, distributed to HRC Advisory Committee members and interested parties, and made available to the public in accordance with public records law.

CONFLICT OF INTEREST: In the event any HRC Advisory Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the NRPC, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the HRC Advisory Committee, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with the member's ability to be objective, the member shall not participate in any discussions or vote on any related motion.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The HRC Advisory Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to HRC Advisory Committee members and interested parties before consideration at a regular HRC Advisory Committee meeting. Amendments will then be forwarded to [the Board](#) for ratification.

~~The HRC Advisory Committee is not a standing or special committee of the Regional Planning Commission, and is therefore not subject to the Commission's bylaws. These rules of procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the HRC Advisory Committee.~~

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