

Operational Structural Procedures Policy for

Friends of Urban Agriculture London

1) Purpose of the Document

This document contains the Members' agreed upon description of the organization called Friends of Urban Agriculture London, and a set of procedures for its operation.

2) Name, Status, Contact

- 1) Name: Friends of Urban Agriculture London, known also as FUAL
- 2) Status: Unincorporated Community Association
- 3) Contact:
 - a. Email: urbanaglondon@gmail.com
 - b. Facebook: Friends of Urban Agriculture London

3) Mission

To advocate, educate, promote, and organize urban agriculture projects and collaboration in the City of London, Ontario.

4) Organizational Goals & Objectives:

We will promote resources, education, and opportunities to create community gardens, food forests, co-ops, and home gardens with sustainable solutions, food security and climate resilience. We will advocate for local policy to promote urban agriculture in the city of London.

Some activities undertaken by Members and friends to achieve the goal are:

- Education and training
- Food production
- Mapping
- Network building
- Policy development
- Hosting meetings
- Hosting events
- Agricultural projects
- Organic recovery/ compost/ food waste

5) Values:

- 1) FUAL is a collective, no one Member group speaks for FUAL unless that Member has been empowered by the Membership to do so.
- 2) Members strive for equality in access, kindness and generosity in engagement, consensus when possible, respect for decisions

6) Membership

- 1) A member may be an individual, or the representative of a group,
- 2) Members undertake their activities, form working groups and communicate with their own membership through their own means.
- 3) Members have a responsibility to:
 - a. attend, in person, at least one (1) Membership meeting per year
 - b. attend, in person, at least one (1) FUAL event per year in addition to the Membership meeting
 - c. commit to participating in the positions and tasks of governance at some point
- 4) A Membership may be revoked via a procedure approved by the larger Membership.
- 5) non-Members (public) may attend meetings or access meeting information. Participation in events is also available to those who provide contact information via the contact options.

7) Direction

- 1) By The Membership
 - a. Only FUAL Members participate in direction of the group.
 - b. Members work both independently and collaboratively with the assistance of the FUAL Executive Committee (EC) where possible to advance the goals of the group.
 - c. Matters involving change to or interpretation of this document, and other matters as the EC deems prudent, shall be brought to the Membership for resolution.
 - d. The Membership has the power to revoke a Membership, following a protocol determined and approved by the Membership.
- 2) By The Executive
 - a. An Executive Committee functions as an administrative body to facilitate networking and to help build synergies within the larger group of Members.
 - b. EC Responsibilities are to:
 - i. conduct and accept the vote of the Membership, and act accordingly to implement it,
 - ii. conduct meetings
 - iii. attend meetings of other organization as the Membership requests, to the extent possible,
 - iv. facilitate communications between FUAL members and with relevant outside interests,

- v. represent/educate about the goals of FUAL at meetings and events.
- vi. facilitate FUAL planning and priority setting through research, consultations and education, hold votes.
- vii. implement FUAL plans and priorities,
- viii. facilitate resource acquisition for members if possible,
- ix. manage finances as required by the Membership,
- x. monitor the organization and recommend useful changes to by-laws or governance,
- xi. initiate and carryout the election of the next EC as directed in this document.
- xii. provide an annual report of operations of the Membership and the EC.
- xiii. comply with the privacy policy,
- xiv. monitor the membership list for, accuracy of roster and compliance with membership requirements,
- xv. develop procedures for the operation of the organization, as needed, and
- xvi. make recommendations to the Membership as needed.

c. The Executive Committee is made up of at least four (4) positions, and two (2) Observers position:

- i. Chair,
- ii. Secretary,
- iii. Treasurer/Funds,
- iv. Communications,
- v. Membership, and
- vi. Two (2) non-voting Observers
- vii. The roles of Secretary and Treasurer may be combined as the Secretary/Treasurer.
- viii. The membership may choose to appoint non-voting Ex officio members as it sees fit.

d. Roles and Responsibilities of Positions

- i. Chair: attend meetings, prepare agenda and preside over meetings, represent FUAL as directed, implement resolutions of the Membership as directed, issue call for nominations and elections, prepare a report of activities for the term.
- ii. Secretary: attend meetings, prepare the minutes; attend other meetings as needed, assists with the report of operations for the term, assume the role of Chair as needed.
- iii. Communications/ Education - attend meetings, manage external and internal communications, prepare a social media report of activities for the term, attend events and meetings as required, solicit and facilitate delegate selection for external organizations.
- iv. Treasurer/Funds - attend meetings, execute any action related to money.
- v. Membership: monitors membership and prepares a final list for the term report.
- vi. Observers; attend meetings, stay informed on all FUAL business, fill positions as needed, do not vote.

e. The Executive may rotate positions as needed.

f. EC positions, including Observers, are nominated and elected.

g. The Executive positions will be held for a 2 year term and a maximum of 2 terms.

- h. Executive Committee positions will be elected by a staggered vote such that only half of the positions are elected each year.
- i. Nominations occur between the 2nd meeting of EC prior to the end of term and the last Membership meeting of the term at which time the election is held.
- j. Vacancies on the EC are filled from within the EC, then from the roster of Observers.
- k. Members of the EC must declare any personal financial interest in any FUAL Member projects, and abstain from voting or participation in ways that could appear to be a conflict of interest.

8) **Meetings**

- 1) All meetings are open to all members and the public.
- 2) Rules of procedure are to be adopted by each new EC at the commencement of the term.
- 3) Decorum at meetings is managed by the Chair at the Chair's discretion, such that meetings proceed in a civil and orderly manner.
- 4) Schedule of meetings:
 - a. meeting of the Membership: approximately every four (4) months
 - i. to include brief on activity of EC and status update from Members
 - ii. to take votes as needed
 - iii. to include an educational or entertainment component if possible
 - b. meetings of the Executive Committee: minimum of six (6) per year.
 - c. special meetings: as needed
- 5) Notice of meeting:
 - a. notice giving time, place and agenda of regular meetings of the Executive Committee will be posted on the web page one (1) week in advance.
 - b. two (2) notices of time, place and agenda of Special meetings and meetings of the Membership will be given via the web page and any other means available. The first notice being issued two (2) weeks, and then the second one (1) week in advance of the meeting.
- 6) Minutes of meeting:
 - a. shall be posted to the FUAL website one (1) week after a meeting.
 - b. will be stored on google docs
- 7) Quorum:
 - a. quorum shall be the Members present for the meetings of the Membership.
 - b. 100% of the Executive Committee in physical attendance is a quorum. Observers can fill a position to make quorum but cannot vote.
- 8) Voting:
 - a. each Member shall have a single vote on all matters brought before the Membership by the EC.

- b. consensus will be sought but in its absence 51% of votes cast by Members in person or electronically is considered an affirmative decision.
- c. decisions by the Membership will be implemented by the EC, if possible.
- d. decisions at the Executive Committee should be made by consensus with undecided matters going to the Membership.

9) Privacy and Equity

- 1) FUAL does not collect personal information other than what is provided by Members for contact purposes.
- 2) FUAL does not share personal information provided by Members.
- 3) Members must approve the use of any identifying information in FUAL media releases.
- 4) FUAL cannot be held responsible for breaches of privacy that occur from the use of electronic communications.

10) Dissolution

- 1) FUAL's dissolution shall be decided by a 2/3rds (66%) affirmative vote of the Membership.
- 2) Any assets and records are to be turned over to a similar organization, approved by the Membership.
- 3) Notification of dissolution will be issued to the Membership via the web page and email. A meeting of the Membership will be held to ratify the decision to dissolve, and a final notice of that decision of the Membership will be issued to Members by the web page and email.