

Midtown Farmers Market Committee Guidelines

Approved by the CNO Board on July 7, 2010

The market committee:

- Supports the mission of both the Midtown Farmers Market and the CNO
- Abides by the policies and procedures established by the CNO
- Meets monthly at a regular time and place
- Works with staff to draft goals for the Market every two years, which are then sent to the CNO board for approval
- Helps Market staff meet the goals of the Market especially related to events, publicity, and individual donations. The committee and Market manager will monitor progress on these goals on a regular basis
- Assists the Market manager in establishing vendor rules, creating vendor selection guidelines, and preparing the application packets. The Market manager is responsible for presenting any changes to these rules and guidelines to the CNO Board for approval at least one month prior to vendor applications being sent to potential vendors.
- Assists the Market manager with vendor and sponsorship recruiting when appropriate (e.g., when committee member has a personal contact with potential vendor, if manager asks for assistance)
- Works with the Market manager to draft policies and procedures to guide the Market; all policies and procedures must be sent to the CNO board for approval
- Creates work groups as needed to accomplish specific goals and/or tasks. Each work group must have a well-defined scope and timelines for completion of goals.
- Members function as a group rather than as individuals

The market committee does not:

- Manage Market staff (this includes setting and monitoring work plans, establishing staff priorities, evaluating performance, training, hiring, firing, etc.)
- Enforce vendor rules, select vendors (unless the Market manager asks for input), or assign vendor stalls.
- Arrange the Market site, including placement of market booth, vendor stalls, community tables, stage, seating area, etc.
- Manage the day-to-day administrative work related to the Market operation
- Set policy for the organization

Midtown Farmers' Market Advisory Committee Structure

Approved by the CNO Board on May 5, 2010

16 committee positions:

Co-Chair (even year appointment)

Co-Chair (odd)

Secretary (even)

At-Large member (7 positions will be appointed in the odd year)

At-Large member (6 positions will be appointed in the even year)

Length of term: 2 years

Quorum: Each meeting must meet a quorum. A quorum is calculated by taking the total number of filled seats divided by two and adding one. If all sixteen seats are filled, nine members must be present to vote on an agenda item.

Conflict of interest: Committee members must follow CNO's Conflict of Interest Policy and disclose a potential conflict at the beginning of the meeting where the issue is being discussed.

Criteria of membership: Open to Corcoran and non-Corcoran residents

Chair requirements: One of the two Co-Chairs must be willing to also serve on the CNO board of directors as a liaison between the board and the market AC. The Advisory Committee will send their nomination to the CNO board for confirmation.

Vendor Involvement: Vendors are eligible for any of the sixteen positions. Four seats shall be reserved exclusively for vendors at all times, but there shall be no more than four vendors on the committee at one time.

Appointments: Annually in September. Eight positions will be appointed in the odd years and eight positions will be appointed in the even years. In the odd years, the eight members (less if there are vacant seats) whose terms are not up will vote to appoint new members to the committee and in the even years, the eight members (less if there are vacant seats) whose terms are not up will vote to appoint new members to the committee.

Appointments for co-chair and secretary positions will be made first. If there is only one person running for a particular seat, a motion would be made to appoint the individual. If there are two people interested in the same seat, then a closed ballot system will be used. Each candidate will be given an opportunity to speak and then ballots will be handed out to eligible voters (ie. Committee members whose terms are not up). The person with the most votes will be appointed.

Appointments for the at-large positions will occur next. Candidates who tried for the co-chair or secretary positions but did not get appointed are eligible to try for an at-

large position. If the number of people interested in the at-large seats is the same or less than the number of positions available, then a motion will be made to appoint those individuals. If more people are interested in serving on the committee than seats available, then a closed ballot system will be used. Each candidate will be given an opportunity to speak and then ballots will be handed out to eligible voters. Voters will vote for their top three candidates and the top vote getters will be appointed. If it is not clear who all of the appointees should be after the first round because of a tie amongst the lower vote getters, then those candidates with the lowest votes will be voted on again. Multiple rounds may be necessary to fill all positions.

The market manager will only vote in the event of a tie. New Committee Members will begin their duties at the November committee meeting and in conjunction with the November planning retreat.

The first AC will be appointed by the CNO board.

Nominations Committee: Created every June. The purpose is to find appropriate candidates to fill vacant committee seats at the September meeting. The market manager is a member of the nominations committee along with additional volunteers. The nominations committee will seek candidates who help create a balanced committee in regards to neighborhood and vendor participation, diversity, and skill sets. Advisory committee members should primarily be from the surrounding neighborhoods (Seward, Bancroft, Longfellow, Standish Ericson, Powderhorn, Corcoran and East Phillips) and have a vested interest in the market. The nominations committee should consider local chefs, market musicians, local business owners/staff/management, nonprofit leaders, marketing professionals, graphic designers, vendors and foodies.

Attendance Policy: Missing three committee meetings in a row or four of the last six meetings constitutes grounds for removal from the Advisory Committee. If such an event occurs, the member will be contacted and a motion will automatically appear on the next month's agenda to remove the person from the committee. The member will be given the opportunity to explain why they have missed the meetings and the full committee will vote on the motion.

Removal Policy: Any committee member may be removed at a meeting of the Advisory Committee on a two-thirds (2/3) majority vote by secret ballot. The member shall receive prior notice that such an action is pending and has the right to be heard thereon.

Vacant seats: In the event of resignation, removal or death of any member, the Advisory Committee shall appoint a successor to fill the vacancy for the unexpired term.
