

# **FARMERS OF ORANGE NC POLICIES AND PROCEDURES (2015)**

## **PURPOSE**

The purpose of these policies and procedures are to give guidance to the Board of Directors (hereinafter “BoD”) and the market manager so they can fulfill their duties effectively and consistently. These policies and procedures of Farmers of Orange (FO) are adopted by the BoD in compliance with the Bylaws and the Market Rules and Regulations. They may be adopted and changed at any time by a majority vote.

## **OPERATIONS OF THE BOARD OF DIRECTORS**

### **Farmers of Orange Board of Directors’ Etiquette Policy**

The BoD desires to conduct its business and interpersonal interactions in a professional, respectful, and courteous manner. Thus, it is expected that all Directors conducting FO business do so with civility at all times. This expectation extends to all present at BoD meetings and to the Directors’ communications with one another and all others within and outside of BoD meetings, whether in person or in writing or by electronic means (telephone, e-mail, text, etc.). If a majority of BoD Members believe that communications and/or behavior of a Director or other person present at a BoD meeting is not professional or civil that person will be asked to leave the meeting. (adopted July 26, 2012)

### **Petty Cash**

In the absence of a Board-approved budget for a particular item or expense, officers are authorized to spend and be reimbursed on behalf of FO up to \$50.00 between Board meetings without prior authorization. (adopted November 10, 2008)

### **Inspection Mileage Reimbursement**

The BoD, the Market Manager, or anyone who travels to inspect the operations of market Members or applicants may be reimbursed for mileage.

### **Email Voting**

Matters that require a vote by the BoD can be handled by email absent an objection by two Members. Responses will be tabulated 48 hours after the sending of the initial message. In order for the email vote to be valid and authorize the action at issue, there must be unanimous written consent by the BoD. (adopted November 9, 2009)

### **Videoconferencing**

A Director may attend a board meeting via videoconference given extenuating circumstances. If a Director attends via videoconferencing, that Director may vote via videoconference. (adopted December 12, 2012)

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### **Timeline of New Member Admittance**

Once an applicant is accepted as a Member, he can start selling at the next market. However, seniority accrual does not begin until the start of the market season.

## **OPERATIONS OF THE MARKET**

### **Outside Organizations**

Activities not directly related to FO's mission and goals will not be allowed within the market. Only activities directly related to promoting sustainable local foods and farmers will be allowed. Fundraising is not allowed under any circumstances. All allowed activities must be confined to the space allotted and that group/activity and must not interfere with customers' business at the market. (adopted November 10, 2008)

### **Severe Weather Policy**

The market will be open in the event of rain. It is up to individual Members to decide whether to attend market. (adopted November 10, 2008)

### **Vendor Composition and Cap**

The market will not exceed 36 Members, comprised of at least 70% farmers. (adopted November 10, 2008; amended Mar. 2012)

## **BYLAWS AND RULES VIOLATION POLICY**

(adopted Nov. 12, 2012)

Violations of Farmers of Orange bylaws and/or Market Rules and Regulations may come to the attention of the BoD through complaints made by market customers, Members, the CHFM Market Manager, or Members of the BoD. Complaints must be submitted in writing to the Market Manager or to a Member of the BoD, to be formally considered by the BoD. Contact information must be provided for written complaints to be formally addressed by the Market Manager and/or the BoD. The Market Manager will maintain a written record of all complaints received and report any complaints deemed minor or major infractions to the Board.

**Minor Infractions** relate to the logistics and operations of the day-to-day market such as arriving on time, posting prices, no smoking, etc. The majority of infractions fall in this category. Most minor infractions are a one-time occurrence. However, infractions repeated multiple times will be treated as major infractions.

**Major Infractions** include, but are not limited to, non-adherence to basic premises of the market such as the buying and reselling of produce at market and repeat minor infractions.

When the Market Manager or a Member of the BoD receives a complaint, s/he will first determine whether it qualifies as a minor or major infraction of FO bylaws or CHFM rules. Complaints that do not qualify as a minor infraction or a major infraction will be handled directly by the Market Manager as they arise. If a Member of the BoD receives a complaint that s/he determines qualifies as a minor infraction, s/he will communicate the complaint to the Market Manager. If the Market Manager or a

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BoD Member determines that a complaint qualifies as a major infraction, s/he will immediately notify the President of the BoD in writing.

### **MINOR INFRACTIONS POLICY**

**First incidents** will warrant a verbal warning by the Market Manager. The warning is to include reference to the specific bylaw or market rule violation. As confirmation of the warning, the Member and Market Manager will both sign the daily fee sheet.

**Second incidents** violating the same bylaw/rule will be penalized with a \$20.00 fine. This fine will be paid with the stall fee at market. As confirmation of the fine payment, the Member and Market Manager will both sign the daily fee sheet. The Market Manager will follow up with the Member in writing describing the violation and requesting the Member to provide a written response explaining how the issue will be prevented in the future.

**Third incidents** violating the same bylaw/rule will be referred to the President of the BoD by the Market Manager. Third incidents will be considered major infractions. The Market Manager and Member will both sign the daily fee sheet to confirm the violation occurred.

### **MAJOR INFRACTIONS POLICY**

Major infractions, whether arising as an initial major infraction or as a repeat minor infraction, will be handled as follows:

The Market Manager or BoD Member who first becomes aware of the major infraction will immediately notify the President of the BoD in writing.

The President will notify the Member who is the subject of the complaint, the rest of the BoD, and the Market Manager as soon as possible. The President will also notify the complainant of receipt of the complaint.

The BoD will discuss the infraction at its next meeting to determine the course of action in accordance with the bylaws, market rules, and associated policies and procedures.

The President will notify the market Member and the complainant of all decisions reached by the BoD within one week after the decisions are reached.