

# **BYLAWS OF THE FOREST MANAGEMENT ADVISORY COMMITTEE**

## **ARTICLE I - NAME**

The name of this organization shall be the Forest Management Advisory Committee (FMAC), herein referred to as Committee.

## **ARTICLE II - PURPOSE**

The purpose of this Committee is to:

- A. Assist the Michigan Department of Natural Resources (MDNR) in balancing environmental, social and economic issues in implementing forest resource responsibilities.
- B. Provide a mechanism by which interested persons can play an advisory role in the formation of MDNR priorities and practices related to forest resource, including:
  - renewable and non-renewable resource use opportunities
  - timber related activities
  - forest health
  - recreation
  - biological diversity
  - habitat
- C. Identify potential long-term threats to forest resources in the State.
- D. Describe economic and environmental opportunities that are linked with forest resources.
- E. Address management problems, opportunities, and challenges related to public and private forest ownership.
- F. Provide active participation in the MDNR's forest resource planning activities, including forest certification efforts.
- G. Identify appropriate partnerships with other agencies that impact Michigan's resources.

## **ARTICLE III - COMMITTEE MEMBERSHIP**

### Section 1: Composition

The Committee shall consist of individuals appointed by the Director of the MDNR.

### Section 2: Substitutes

A Committee member may send a substitute (delegate) who shall have the voting power of the member. A Committee member shall be considered absent even if a substitute (delegate) is present.

### Section 3: Compensation

Members shall serve without pay. Members will not be compensated or reimbursed for their actual and necessary travel expenses incurred in the performance of their official duties as member of the Committee pursuant to established guidelines.

### Section 4: Terms

Committee members shall serve for terms of four years or until a successor is appointed, whichever is later.

## **ARTICLE IV - OFFICERS**

### Section 1: Title and Number

The elective officers of the Committee shall be a Chairperson and Vice-Chairperson.

### Section 2: Election

Every other year, at the first meeting of the year, the members of the Committee shall elect officers from its membership. Officers shall be elected for a two-year term.

### Section 3: Chairperson

The Chairperson shall preside at meetings of the Committee, appoint sub-committees and perform all duties generally pertaining to the office of the Chairperson.

### Section 4: Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

### Section 5: Removal

Committee officers may be removed from office by a vote of the majority of the members of the Committee.

### Section 6: Vacancies

The Committee may elect a person to fill any vacancy among the elective officers. A person so elected shall serve for the remainder of the term.

## **ARTICLE V – MEETINGS**

### Section 1: Number

The Committee shall meet at least four times per calendar year.

### Section 2: Special Meetings

Special meetings may be called by the Chairperson or, if requested, by 9 or more members.

### Section 3: Quorum

One over one-half of the Committee constitutes a quorum for the transaction of business at a meeting of the Committee. Those members who vote against a decision can provide concerns/issues to accompany the decision. A majority of the members present, and voting are required for official action of the Committee.

### Section 4: Policy Position

All proposed policy positions shall be sent to the Committee members at least one week in advance of the next scheduled meeting. Electronic mailings are acceptable.

### Section 5: Emergency Resolutions

The adoption of emergency resolutions - those not sent out one week prior to the meeting - shall require the approval of three-fourths of those present at a meeting at which there is a quorum.

### Section 6: Official Records.

The official records of the Committee shall be kept by and at the offices of the MDNR. A writing prepared, owned, used, in the possession of or retained by the Committee in the performance of an official function, is subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

A MDNR staff member will take minutes during the Committee meeting. A draft of the meeting minutes will be emailed to the Chief of the Forest Resources Division (MDNR) and the Committee Chair for review and editing if needed. Committee members will receive a copy of the meeting minutes with the packet of the upcoming Committee meeting materials and will have one (1) week to provide comments. If no comments are received, the meeting minutes will be put forth for adoption at the next Committee meeting.

### Section 7: Notice

Notice of all meetings of the Committee shall be given electronically at least 7 days before the meeting. Minutes of the previous meeting shall be submitted to the Committee members prior to the next meeting.

### Section 8: Open Meetings

Business that the Committee may perform shall be conducted at a public meeting of the Committee.

### Section 9: Conduct

Robert's Rules of Order shall govern the Committee in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt, and any statute applicable to this organization.

### Section 10: Public Comment

Public citizens can ask to be placed on the agenda to provide comment on an issue for an upcoming FMAC meeting up to one week prior to the meeting. If public citizens are placed on the agenda, they will have a maximum of 5 minutes to provide comment. Public citizens may also provide comment on the day of the FMAC meeting by filling out a public comment card; they will receive a maximum of 3 minutes to provide comment. The public comment period will be during the meeting, prior to any decisions the Committee is scheduled to make.

## **ARTICLE VI - REMOVAL OF COMMITTEE MEMBERS**

### Section 1: Removal

The Committee may remove a member for incompetence, dereliction of duty, malfeasance, misfeasance, or nonfeasance in office, or any other good cause upon a majority vote of the members.

### Section 2: Non-Attendance of Meetings

An individual shall be removed from the Committee if he or she misses four consecutive meetings of the Committee. A Committee member shall be considered absent even if a substitute (delegate) is present. Participation via conference call or other means constitutes attendance for purposes of this section.

## **ARTICLE VII - AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the Committee at a meeting at which a quorum is present, provided that the proposed amendment is circulated to the members at least ten days in advance of the regular or special meeting at which the members are to vote.