

**BYLAWS OF THE
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
ACCESSIBILITY ADVISORY COUNCIL**

ARTICLE I – NAME

The name of this entity shall be the Michigan Department of Natural Resources (DNR) Accessibility Advisory Council (Council).

ARTICLE II – PURPOSE

The purpose of this Council is to expand accessibility across all natural and cultural resources by providing advice and guidance to the DNR and outreach to the public.

ARTICLE III – COUNCIL MEMBERSHIP

Section 1. Composition

The voting membership of the Council shall consist of 17 representatives appointed by the Director of the DNR who demonstrate a clear interest in improving accessibility to the natural and cultural resources of the State of Michigan.

The 17 voting members might consist of representatives of the following:

- Advocacy organizations or individual advocates servicing people with disabilities;
- Hunting or trapping groups;
- Outdoor recreation groups;
- Preservation organizations; and
- Governmental agencies.

The Council may include *ex-officio*, non-voting members from other state or local agencies appointed by the Council Chairperson, in consultation with the DNR Sponsor, whose knowledge, experience, and leadership will be an important element for the success of the Council.

Section 2. Compensation and Expenses

Members shall serve without pay. Members of the Council may be reimbursed for their actual and necessary expenses incurred in the performance of their official duties as members of the Council. Expenses will be reimbursed pursuant to the State of Michigan's established rules and travel regulations. Members who are employees of the State of Michigan shall submit their expenses to their employing agency.

Section 3. Terms

Council members other than ex-officio members shall serve for a 3-year term from the date of appointment. The Director of the DNR may consider reappointment of Council members upon completion of a term.

Upon adoption of the 2016 Bylaws amendments, the existing voting members of the Council shall be assigned terms as follows: five (5) will serve for a one-year term, five (5) will serve for a two-year term, and seven (7) will serve for a three-year term. Terms will be assigned utilizing a random selection method.

Ex-officio members will serve until a successor is appointed.

ARTICLE IV – OFFICERS

Section 1. Officers

The officers of the Council shall consist of a Chairperson and Vice-Chairperson who shall be from the voting membership.

The Council shall elect officers from its voting membership at the first meeting of each year. Officers shall be elected for a 1-year term and are not term limited.

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

Should the Chairperson position become vacant, the Vice-Chairperson shall assume the position of Chairperson until such time as an election is held.

Section 2. Officer Duties

The Chairperson shall preside at meetings of the Council, appoint subcommittees, and perform all duties generally pertaining to the office of the Chairperson.

The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.

Section 3. Removal

The Council may remove a member for good cause upon a majority vote of the members.

The Chairperson may remove a member who has two (2) or more unexcused absences per year. An absence shall be considered "excused" if a member notifies the DNR that the member cannot attend a meeting at least 14 days before the meeting date.

Section 4. Vacancies

The Director of the DNR will appoint a representative who meets the requirements of Article III, Section 1 of these Bylaws to fill a Council vacancy. A person so appointed shall serve for the remainder of the term.

ARTICLE V – MEETINGS

Section 1. Frequency of Meetings

The Council shall hold regularly scheduled meetings quarterly each calendar year unless a quorum cannot be established for a quarterly meeting.

Section 2. Meeting Format

A meeting shall be held, in whole or in part, either in-person or electronically by telephonic or video conferencing, or a combination thereof.

A meeting of this Council held electronically must be conducted in a manner that permits two-way communication so that members of the Council can hear and be heard by other members, and so that public participants can hear members and can be heard by members of the Council and other participants during a public comment period.

Section 3. Special Meetings

The Chairperson may call special meetings of the whole; however, the Council shall not exceed six (6) special and regularly scheduled meetings per calendar year.

Section 4. Quorum

Nine (9) or more Council members shall constitute a quorum for the transaction of business at a meeting of the Council. Members participating in-person or electronically via conference call or a virtual meeting platform, or a combination thereof, are deemed to be present at the meeting for the purpose of constituting a quorum.

A majority vote of the Council members considered present under this section constitutes action by the Council.

Section 5. Meeting Notice

Public notice of all meetings of the Council shall be posted on the Council's website at least 24 hours before the meeting begins, to include the date, time, location and format of the meeting, and information as to how the general public can participate in the meeting.

If a quorum is not reached before a regularly scheduled or special meeting, a cancellation notice will be posted at least 24 hours prior to the meeting.

Section 6. Minutes

Minutes of the previous meeting shall be submitted to the Council membership before the next regularly scheduled meeting.

The Council will take action on meeting Minutes at the next regularly scheduled meeting. Once approved by the Council, meeting Minutes will be posted on the Council's website.

Section 7. Conduct

Robert's Rules of Order shall govern the Council, except as provided in the adopted Bylaws or any special rules of order of the Council.

Section 8. Official Records

The Council's official records shall be retained by the DNR in accordance with the DNR's record retention policy. Any writing that is prepared, owned, used, in the possession of, or retained by the Council in the performance of an official function is subject to the Freedom of Information Act, 1976 PA 442.

ARTICLE VI – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Council at a meeting at which a quorum is present, provided that the proposed amendment is circulated to all Council members at least fourteen (14) business days before the regular or special meeting at which the members are to vote.

ARTICLE VII – SUPPORT

Support for the Accessibility Advisory Council will be provided through the DNR designated sponsor and the DNR's Accessibility Advisory Team.

Support will include, but not be limited to, preparing agendas, minutes, meeting arrangements and announcements, facilitation of special work groups, and record keeping.