

Forest Advisory Board Bylaws

ARTICLE I

NAME. The name of the organization shall be the Forest Advisory Board (FAB).

ARTICLE II

BOUNDARIES. The boundaries of the FAB shall be the same as those established by Clackamas County. These boundaries take into account natural boundaries, commercial patterns, community organizations and historic factors.

ARTICLE III

PURPOSE. The purpose of the FAB is to advise the County Forester, County Parks & Forest Manager and Board of County Commissioners on all matters pertaining to the County Forest Management Program.

GOALS. The goals of the FAB are as follows:

- a. In conjunction with the County Forester, advise and participate in the planning of forest management activities (i.e. Forest Management Plan, sustained yield harvest levels, road construction plans & standards, stand improvement activities, and harvest activities) to meet the goals as directed by the Board of Commissioners.
- b. Participate in the Timber Sale Advisory Committee (TSAC) meetings, reviewing Public input concerning proposed timber sale activities (2 members of the FAB are members of the TSAC).
- c. Meet on a quarterly basis to review the Forest Management activities for the past 3 months, and the plans for the new quarters' activities.
- d. Conduct on site visits to tracts and projects as proposed by the County Forester.

ARTICLE IV

MEMBERSHIP. The FAB shall consist of seven (7) regular voting members appointed by the Board of County Commissioners.

- a. The members shall be residents of Clackamas County and consist of Foresters, or persons that have professional forestry experience in the forest industry, forest consulting or governmental employment. Professional Forestry education in a Society of American Foresters accredited institution is desired.

- b. Forest Management disciplines to be represented are:
 - 1. Governmental
 - 2. Private forest industry
 - 3. Consulting forestry
 - 4. Forestry education
 - 5. Small woodlands
 - 6. Public member with forestry background
- c. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income.
- d. Members shall have an appointment term of three (3) years, but are eligible to apply for additional terms due to the technical nature and expertise required in order to serve as a member of this board

ARTICLE V

OFFICERS. The officers of the FAB shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the FAB and shall appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all committees.
- b. **Vice-Chairperson:** The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.
- c. **Secretary:** The Secretary responsibilities will be performed by a county staff member. The Secretary shall keep accurate records of all meetings of the FAB. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the FAB.

The FAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the FAB membership by simple majority vote. Elections shall be annually as the first order of business at the first FAB meeting of the calendar year. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by recommendation by the FAB and appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term.

ARTICLE VI

MEETINGS. Meetings of the FAB shall be held on a quarterly basis and in accordance with the Oregon Public Meetings Laws. Meetings will be held to review the County Forest Management program activities and help plan for upcoming forest activities. Meetings shall be held no less than once per year for the purpose of an annual meeting to elect officers and such other business as deemed necessary.

The Chairperson may call special meetings at any time upon the request of two (2) of the officers of the FAB. The time and location shall be determined by the FAB. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the FAB to transact business. A quorum consists of a majority of the FAB members, not just those present. A vacancy on the board does not affect the quorum requirements. The FAB can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the FAB shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the FAB. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The FAB may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

COMMITTEES. The Chair may appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE IX

AMENDMENTS. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the FAB. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the FAB.