

# BY-LAWS

## TANANA VALLEY STATE FOREST CITIZEN'S ADVISORY COMMITTEE

### I. PURPOSES

The purposes for which this Committee is organized are as follows:

1. To provide a forum for the collection and expression of opinions and recommendations on matters relating to the management and use of the Tanana Valley State Forest (TVSF);
2. To inquire into matters of community interest relating to the Forest and to bring these matters to the attention of the public;
3. To make recommendations to the Director and forest managers of the Division of Forestry (DOF) concerning, among other things, the following:
  - a. TVSF Five Year Schedules of Timber Sales (FYSTS).
  - b. TVSF Management Plan amendments and updates.
  - c. TVSF policies and management guidelines, including Forest Land Use Plans (FLUPs).
  - d. Budget and capital improvement project requests for the Forest.
  - e. Provide a forum for gathering public opinion and developing a regional consensus on forest management.
4. To comment on or make recommendations to the Director, DOF, on issues and activities on state lands outside the TVSF. Such comment or recommendations will address issues similar to those identified in Article I Paragraph 3

## II. MEMBERSHIP

1. The Citizens' Advisory Committee (CAC) shall consist of 12 (twelve) members.
2. Committee membership shall be appointed by the Director, DOF. Representation is desired from all interest groups as specified in the TVSF Management Plan. All Committee members carry the responsibility to represent the broad public interest and shall not consider themselves merely representatives of a particular group.
3. All terms, with the exception of initial (1996) appointments, shall be for 3 (three) years, ending on December 31.
4. Upon a notice of resignation, or at least four months prior to the expiration of the term of office of an incumbent members of the CAC, the Director, DOF, shall solicit nominations from the public, to fill the anticipated vacancy. The Director shall review the nominations, and no later than one month prior to the expiration of the term of office, shall appoint a new member for each vacancy. The new appointment by the Director shall be effective upon the resignation or expiration of the term of office of the incumbent. A member may be reappointed.
5. All members shall serve without remuneration. Expenses other than mileage expenses will be reviewed prior to Committee meetings.
6. Vacancies on the CAC may be filled at any regular or special meeting of the Committee by the Director, DOF. A vacancy may be declared to exist by the Director if a members has, without providing notification, failed to attend two regular meetings of the Committee in any 12 month period. Notification must be made to DOF. An alternate may be named.
7. The CAC may appoint standing and special committees. Each committee shall have at least one member from the CAC.
8. From time to time, the CAC may designate one or more persons to attend and report on meetings held by other government agencies, by private enterprise, or by other groups. The committee shall designate that person as the representative of the TVSF CAC. No person shall represent the position of the Committee except when so designated by a vote of the majority of the members present.
9. Ex-officio members may be appointed as non-voting members.

### III. OFFICERS

1. Officers of the CAC shall be a Chairperson, and one or more Vice Chairperson(s). Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Committee.
2. Chairpersons shall preside at meetings of the Committee and supervise the affairs of the Committee. A Vice Chairperson shall preside at Committee meetings when the Chairperson is absent and assist the Chairperson as needed. DOF staff will record and prepare draft minutes for review by the Committee at the next meeting.
3. The officers shall be elected annually by the CAC. Elections will be held during the first meeting of the calendar year. The term of office shall be for one year and Committee members may be re-elected to an office.
4. Any officer or agent elected or appointed by the CAC may be removed by a majority of the full Committee whenever, in its judgment, the best interest of the public would be served by such action.

### IV. MEETINGS

1. All meetings of the CAC are open to the public in accordance with the Alaska Administrative Code. Meetings shall be conducted in such manner as to lead to a consensus decision, whenever possible, on all issues presented to the committee for decision. To that end the following procedures shall apply:
  - a. All issues shall be presented to the committee by motion, which shall not require a second.
  - b. In the absence of objection, all motions shall be deemed passed unanimously.
  - c. In the event of objection, debate shall ensue with each speaker to address the chair only. Points raised by the objector shall be addressed in a positive manner, with a serious effort to reach consensus by both sides of the issue.

d. In the event that consensus is not reached within 30 minutes of the commencement of debate, the chair will obtain the sense of the committee to assist in determining disposition of the issue. Options include:

- continuing discussion if the group believes consensus is possible,
- assigning the issue to a subcommittee to develop a proposal for consideration by the full committee at the next meeting, or
- voting and recording the majority and minority opinions.

2. Special meetings may be called by the Chairperson or any seven members of the CAC or the Director, DOF. Written notice of all special meetings shall be furnished by DOF to each members 5 (five) days before the date thereof. All notices of special meetings shall state the purpose of the meeting.

3. A quorum shall consist of a majority of the members of the CAC. If a quorum is not present, then those members who are present at a duly called meeting may postpone the time and place of the meeting.

#### V. AMENDMENTS

1. Power to adopt, alter, amend or repeal the by-laws is vested in the CAC, subject to approval by the Director, DOF.

#### VI. SUPPORT

1. DOF shall furnish the following staff and services to the CAC:

- a. A meeting room
- b. Public notice of meetings (including notice to members).
- c. Preparation and circulation of minutes of the meetings as taken.
- d. Necessary maps, plans, data for agenda items and other supplies as may be agreed upon from time to time.

e. Staff support to perform routine clerk typist duties and liaison with DOF and other agencies.

2. DOF shall without special CAC request, consult with the CAC regarding any of the items listed in Article I, Paragraph 3.

3. DOF agrees to review and consider all recommendations of the CAC and to report to the Committee decisions related to such recommendations together with an explanation of the decision.

Adopted this 12 day of September, 1997, by the following members of the Tanana Valley State Forest Citizens' Advisory Committee:

Tricia Wuntz  
Cheryl A. Stephens  
[Signature]  
[Signature]  
Mike Musick  
Ray Bauer

Audrey J. Magoun  
Tom DeLong 27 Aug 97  
Sylvia W. [Signature]  
[Signature]  
[Signature]  
[Signature]

Reviewed and approved as to form and content:

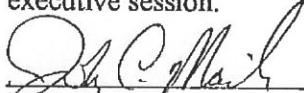
[Signature]  
Jeff Jahnke, State Forester

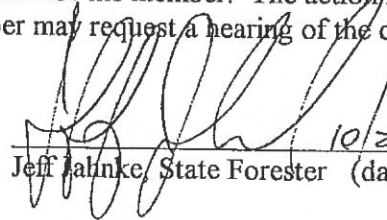
9/12/97  
Date

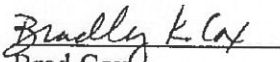
## Tanana Valley State Forest Citizens' Advisory Committee By-Law Amendment

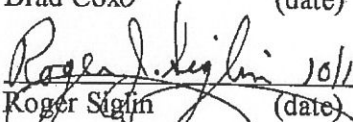
New item (4) in Section IV. Meetings.


4. The committee has a zero tolerance alcohol and drug policy for meetings. A member who attends a meeting under the influence of alcohol or other controlled substances will receive a written notice from the chair acknowledging the incident, and stating that the member has been removed from the committee. The notice will inform the member that the State Forester has been notified to begin the process of selecting a replacement for the member. The action is subject to appeal by the member to the committee. The member may request a hearing of the charge in executive session.

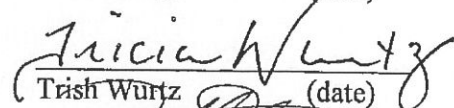
  
Chris Maisch (date) 10/14/98

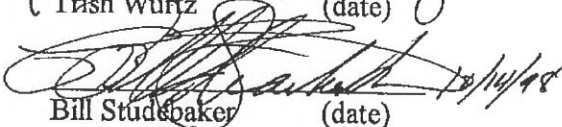
  
Jeff Mahunko, State Forester (date) 10/27/98

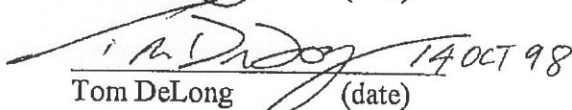
  
Brad Cox (date) 10/14/98

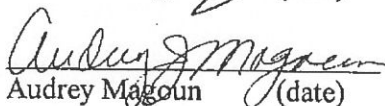
  
Roger Siglin (date) 10/14/98

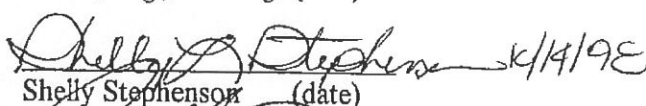
  
Ron Ricketts (date) 10-29-98

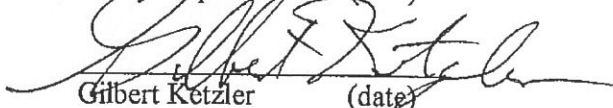
  
Trish Wurtz (date)

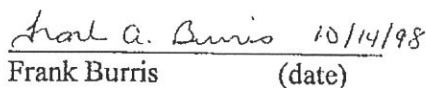
  
Bill Studebaker (date) 10/14/98

  
Tom DeLong (date) 14 OCT 98

  
Audrey Magoun (date)

  
Shelly Stephenson (date) 10/14/98

  
Gilbert Ketzler (date)

  
Frank Burris (date) 10/14/98