

# Wyoming Prescribed Fire Council

## By-Laws

### ARTICLE I: Mission Statement

- 1.1** The mission of the Wyoming Prescribed Fire Council is to serve as a forum for prescribed fire practitioners at all levels of government, academic institutions, tribes, coalitions, and interested individuals to work collaboratively to educate, promote, protect, conserve, and expand the responsible use of prescribed fire across Wyoming's landscape to meet both private and public land management objectives.

### ARTICLE II: Name

- 2.1** The name of this organization shall be Wyoming Prescribed Fire Council, hereafter referred to as the "Council."

### ARTICLE III: Objectives

- 3.1** The Council will serve as a venue for land managers, stakeholders, and others interested in prescribed fire and smoke management so they may work together to:
- a. Provide a forum for discussion on prescribed fire practices, regulations, and policy to inform and promote the safe and responsible use of prescribed fire in Wyoming.
  - b. Promote public understanding and awareness of the benefits of prescribed fire and the role of fire in Wyoming ecosystems.
  - c. Protect, promote, and enhance the ability to use prescribed fire safely and responsibly as a land management tool.
  - d. Support development of expanded resources and expertise in prescribed fire and smoke management by sharing technical and ecological information.
  - e. Promote safety, training, and research in the art and science of prescribed fire.
  - f. Anticipate prescribed fire issues and concerns and suggest courses of action.
  - g. Aid in developing policy and regulations at the national, state, and local levels as they relate to prescribed fire in Wyoming.

### ARTICLE IV: Geographic Region

- 4.1** State of Wyoming

## **ARTICLE V: Structure, Leadership, and Participation**

### **5.1 Structure**

The Council is organized and led by an Advisory Board. Except for the Advisory Board, there are no membership, voting, or electoral requirements in the Council's decision-making process, and participating organizations and individuals speak for themselves.

### **5.2 Participation**

The council shall be open to all tribes; federal, state, county, and local agencies; private entities, organizations, and companies; private landowners and land managers; and other interested individuals in the state of Wyoming. Interested organizations and individuals participate in the Council through attendance at open meetings, involvement in working groups and sub-committees, and participation in other Council activities.

### **5.3 Advisory Board**

An Advisory Board is established to guide the organization, develop positions, and coordinate meetings. The Advisory Board shall be composed of representatives from the following stakeholder categories.

- 1. Private Landowner**
- 2. Non-Government organizations (NGO)**
- 3. Education and Research**
- 4. Tribes**
- 5. Local Government**
- 6. State agencies**
- 7. USDOI Bureau of Land Management**
- 8. USDA Forest Service**
- 9. USDOI National Park Service**
- 10. Wyoming Game and Fish**
- 11. Industry**

### **5.4 Proxies**

In the event that an Advisory Board member must be absent from a meeting, he/she may designate an alternate representative.

### **5.5 Working Groups**

Working groups, composed of Advisory Board members and/or Council participants, may be formed ad-hoc to address specific Council work.

## **5.6 Executive Committee Decisions & Positions**

Formal Council communications and positions must be supported by a majority vote of the Executive Committee forming a quorum (minimum of 3 members) at an official Council meeting. Members abstaining from voting will not count toward the quorum. Communications and positions may be drafted, discussed, and edited through a working group, or proposed by the Advisory Board.

## **ARTICLE VI: Organizational Leadership**

### **6.1 Appointed Officers/Executive Committee**

At a minimum, appointed officers shall include a Council Chair, Chair Elect, Secretary, Treasurer and Outreach Coordinator.

### **6.2 Term**

The term of office for the Council Chair and Chair Elect will be for one year beginning January 1. The term for the Secretary, Treasurer and Outreach Coordinator will serve 3 years.

### **6.3 Appointment**

The officers shall be nominated and approved by participants at the annual meeting by two-thirds agreement.

### **6.4 Resignation and Removal**

Any officer may resign by presenting written notice to the Advisory Board. An officer may be removed from office by two-thirds Advisory Board agreement.

### **6.5 Absent Chair**

In the event that the Chair must be absent for a meeting, the Chair Elect shall act as Chair.

### **6.6 Vacancies**

If an officer position becomes vacant for any reason during the office's term, participants will be convened to appoint a replacement to complete the remainder of that office's term.

### **6.7 Duties**

- a. The Chair of the Council is responsible for setting agendas for Advisory Board and general participant meetings, running said meetings, and communicating with working groups and other like councils in the interim between meetings.

- b. Chair Elect will fill in for Chair as necessary.
- c. The Secretary shall see that the minutes of each meeting are kept and that a copy is provided to each representative soon after the meeting. Additionally, the secretary will keep the Council's contact list up to date.
- d. Treasurer will track financial assets for the Council.
- e. Outreach Coordinator will be responsible for coordinating outreach efforts.

## **ARTICLE VII: Meetings**

### **7.1 Scheduling and Frequency**

A minimum of one Council meeting will be held annually including all participants. Additionally, the Executive Committee and Advisory Board will have quarterly calls. Scheduling will be coordinated among members to maximize participation.

### **7.2 Notice**

Written notices of meetings shall be distributed to the Council and posted on the Council website prior to meeting dates.

### **7.3 Meeting Content**

The Advisory Board will assist the Chair in developing meeting content. The Chair and Chair Elect will take the lead in organizing meetings, and request assistance from the Advisory Board as needed.

### **7.4 Quorum at Annual Council Meetings**

At the annual meeting of the Council, a quorum will be a majority of the participants present at the meeting.

### **7.5 Telephone, Web-based, and Similar Meetings**

Advisory Board members may participate in and hold a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear and/or actively communicate with each other. Participation in such a meeting shall constitute presence in person at the meeting.

## **ARTICLE VIII: Amendments**

### **8.1 Amendments**

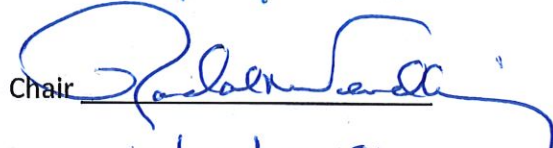
By-law amendments will be proposed in advance of meetings, and amendments will require a majority agreement of those present at an official Council meeting.

**CERTIFICATE OF ADPOTION OF BYLAWS**

I do hereby certify that above stated Bylaws of the Wyoming Prescribed Fire Council were approved by the Council on Wednesday, December 12, 2018 and constitute a complete copy of the Bylaws of the Council.

Secretary 

Date: 12/12/2018

Chair 

Date: 12/12/2018