

Idaho Prescribed Fire Council

By-Laws

ARTICLE I: Name

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

ARTICLE II: Mission Statement

- 2.1** The mission of the Idaho Prescribed Fire Council is to serve as a forum to advance the safe and effective use of prescribed fire across Idaho.

ARTICLE III: Objectives

- 3.1** The Council will serve as a venue for all stakeholders interested in prescribed fire and smoke management so they may work together to:
- a. Advance public awareness, understanding, and acceptance of the uses and benefits of prescribed fire and the role of fire in Idaho.
 - b. Promote fire-adapted and smoke-ready communities.
 - c. Protect, promote, enhance, and expand the ability to use prescribed fire safely and responsibly as a land management tool.
 - d. Share information, expertise, and resources to increase the capacity to implement prescribed fire.
 - e. Advance safety, training, education, and research in the art and science of prescribed fire.
 - f. Analyze barriers of prescribed fire in Idaho and suggest courses of action as needed.
 - g. Aid in developing policy, regulations, and programs at the national, state, and local levels as they relate to prescribed fire in Idaho.

ARTICLE IV: Members

- 4.1** 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 Idaho. Interested organizations and individuals participate in the Council through attendance at open meetings, involvement in working groups and subcommittees, and participation in other Council activities.

There are no membership, voting, participation, or electoral requirements of Council members.

ARTICLE V: Advisory Board

5.1 Duties

An Advisory Board is established to inform the decisions of the Executive Committee. The Advisory Board members are responsible for contributing expertise in their field, to serve as a liaison to communicate information to and from their organization or constituencies, and act in a manner that will enhance trust among all partners and interested parties. Members are responsible for reviewing the material in advance and being prepared to engage in substantive discussions during meetings. An Advisory Board member is also tasked with promoting the mission and objectives of the Council by promoting the Council's activities and actively engaging in the distribution of information on the Council's behalf.

5.2 Composition

The Advisory Board will be composed of individuals from various interests across Idaho. We will attempt to fill the following categories with a minimum of 1 person for each category.

1. Elected official
2. Idaho Department of Fish and Game
3. United States Forest Service
4. Conservation districts
5. Fire warden and fire chiefs
6. Private landowner
7. Fire Protection Associations
8. Non-Government Organizations (NGO)
9. University
10. Tribal
11. Idaho Department of Environmental Quality
12. Idaho Department of Lands
13. Bureau of Land Management
14. United States Fish and Wildlife Service
15. Industry
16. Contractors
17. Idaho Office of Emergency Management
18. FEMA Region 10

5.3 Quorum and Voting

At least two-thirds of the existing advisory board members must be present to reach a quorum. If the primary Advisory Board member must be absent from a meeting, they may designate an alternate representative. Members abstaining from voting will not count toward the quorum. Voting will take place at Advisory Board meetings. Decisions will require a two-thirds majority vote from an Advisory Board quorum.

5.4 Appointment

Advisory Board nominees are proposed by existing Advisory Board members and must be supported by a two-thirds vote of the Advisory Board forming a quorum.

5.5 Term

3-year term limit. If the Advisory Board member wishes to stay on the board, they may be voted back on by the Advisory Board.

5.6 Resignation and Removal

Advisory Board members may resign by presenting written notice to the Advisory Board. An Advisory Board member may be removed from office by a two-thirds vote of the Advisory Board.

5.7 Working Groups

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

ARTICLE VI: Executive Committee

6.1 Duties

An Executive Committee is established to enact the directives of the Advisory Board, guide the organization, and coordinate meetings. Executive Committee members can be council members and/or advisory board members. Executive Committee members are included in the Advisory Board and are voting members.

6.2 Positions

Roles and responsibilities can be shared between executive committee members as necessitated by skill, interest, and time.

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

- b. Vice-Chair will oversee the maintenance of the website, fill in for Chair as necessary and fill in other duties as assigned.
- c. The Secretary will manage the council email including managing council and advisory board email lists, and checking the email. They will record and make available the meeting minutes and keep the Council's contact list up to date. Additionally, the secretary will coordinate the establishment and maintenance of a diverse Advisory Board.
- d. Treasurer will track financial assets for the Council and seek out additional funding sources.
- e. Outreach Coordinator will be responsible for coordinating outreach efforts to the Council, the public, and other prescribed fire councils through social media and live events. Additionally, the outreach coordinator will oversee the development and distribution of Council merchandise.

6.3 Appointment

The Executive Committee shall be nominated and approved by the advisory board by two-thirds agreement at the December Advisory Board meeting. The Chair must be nominated from the existing Advisory Board or Executive Committee.

6.4 Term

The term of office for the elected officers will be a minimum of two years beginning January 1. Transition of leadership will occur on alternate years.

6.5 Resignation and Removal

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

6.6 Absent Chair

If the Chair must be absent from a meeting, the Vice-Chair shall act as Chair.

6.7 Vacancies

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

ARTICLE VII: Meetings

7.1 Scheduling and Frequency

A minimum of one Council meeting will be held annually including all participants. The Executive Committee will meet bi-monthly or as needed. The Advisory Board will meet

twice a year or as needed. Scheduling will be coordinated amongst members to maximize participation.

7.2 Notice

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

7.3 Meeting Content

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

ARTICLE VIII: Amendments

8.1 Amendments

By-law amendments will be proposed in advance of Advisory Board meetings, and amendments will require a two-thirds agreement of a quorum.

CERTIFICATE OF ADOPTION OF BY-LAWS

I do hereby certify that the above stated By-laws of the Idaho Prescribed Fire Council were approved by the Advisory Board and constitute a complete copy of the By-laws of the Council.

List of names include all those that approved the By-laws at the meeting

- a. Heather Heward - University of Idaho
- b. Brendan Brazee - USDA Natural Resource Conservation Service
- c. Lonnie Newton - USDI Bureau of Land Management
- d. Kirk David - Idaho Forest Owners Association
- e. Kyle McCormick - Federal Emergency Management Agency
- f. Susan Clevelery - Idaho Office of Emergency Management
- g. Sal Palazzolo - Idaho Fish & Game
- h. Sally Hunter - Idaho Department of Environmental Quality
- i. Mark Boyle - Idaho Department of Environmental Quality
- j. Michael Johnston - USDA Forest Service
- k. Jon White - USDA Forest Service
- l. Ken Meinhart - US Fish & Wildlife Service
- m. Brett Miller - Post Doctoral Researcher at the University of Montana
- n. Jennifer Russell - Idaho Department of Lands
- o. Matthew Ward - The Nature Conservancy
- p. Brad Tucker - Northwest Management, Inc.