

# **Arizona Prescribed Fire Council**

## **By-Laws**

### **Adopted by Unanimous Council Approval on 11/14/2013**

*The mission of the Arizona 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 promote, protect, conserve, and expand the responsible use of prescribed fire in Arizona's fire-dependent ecosystems.*

#### **Article One: Name**

##### **1.1 Name**

The name of this organization shall be Arizona Prescribed Fire Council, hereafter referred to as the "Council".

#### **Article Two: Purpose**

##### **2.1 Purpose**

The purposes of the Council are:

- a) To provide an opportunity to discuss issues and concerns regarding prescribed fire use in Arizona.
- b) To facilitate communication and the exchange of information regarding the benefits and challenges of prescribed fire use.
- c) To provide a forum where all interested parties may participate and share in the benefits of information generated by the Council.
- d) To promote a general public understanding of the benefits of prescribed fire use and the role of fire in our diverse fire-dependent ecosystems.
- e) To promote safety, training, and research in the art and science of prescribed fire.
- f) To provide a forum for discussions on prescribed fire best practices, regulations, and policies; and a means to ensure the continued use of prescribed fire.
- g) To promote and facilitate an increase in the safe, responsible, and appropriate use of prescribed fire as a management tool in Arizona.
- h) To facilitate communication and the exchange of information regarding the need for environmentally and ecologically sound fuel reduction treatments to expand the use of prescribed fire.

#### **Article Three: Membership**

##### **3.1 Structure**

Membership of the Council is comprised of any governmental agency, organization, corporation, institution, tribe, coalition, or individual interested in the safe and responsible use of prescribed fire in Arizona's fire dependent ecosystems. The council will consist of a Chair, Vice-Chair, Secretary, and Steering Committee.

### **3.2 Council Participation**

Members shall attend two out of three consecutive meetings to maintain voting membership in the Council, whether via teleconference or in-person. Active membership will entitle members to have voting privileges. Participation shall be tracked by attendance noted in each meetings minutes.

### **3.3 Membership Fees**

No formal membership fees are required to participate on the Council. Council activities will be funded by in-kind member contributions, grants, donations or other funding sources.

### **3.4 Proxies**

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

### **3.5 Working Groups**

Working groups may be formed ad-hoc to address specific issues. Working groups will be absolved when purpose has been concluded.

### **3.6 Positions and Representations**

Once a formal communication is drafted, discussed, and edited through a working group and supported by two-thirds of the voting Council members (given at least two weeks' notice), it will be adopted. All partner organizations and interested parties then have an opportunity to read the document and decide whether or not to sign on. All supporting organizations may be listed in the final document, upon request. It is acceptable for an organization to elect to sign on to one Council paper and not another.

**3.7 Voting Member:** A person who attends Steering Committee meetings and actively engages the meetings whether via teleconference or in-person. Voting Members are those who participate in a minimum of two-thirds of the meetings annually, whether via teleconference or in-person.

**3.8 Participating Member:** A member who has acknowledged support or membership in the Council via enrollment in the Council mailing list or informational updates list, in-person activities, demonstrations.

**3.9 Steering Committee:** The Steering Committee is composed of any voting members who are actively engaged in the meeting under consideration, and can participate in voting on items of the meeting agenda. Any decisions, direction, guidance, activity planning, and voting activities of the council shall be performed within the Steering Committee.

## **Article Four: Organizational Leadership**

### **4.1 Elected Officers**

The Council shall have the following elected positions: Chairperson, Vice-Chair, and Secretary.

### **4.2 Officer Term**

The Chair, Vice-Chair, and Secretary terms of office will be for a one-year term. An election will be held annually, by all members of the AZPFC, for Chairperson, Vice-Chair and Secretary. The Officers of the Council are also members of the Steering Committee.

### **4.3 Appointment**

The members of the Council, present at a regularly scheduled Council meeting, shall select the officers by two-thirds agreement of the active member roster.

### **4.4 Resignations and Removal**

4.4 (a) Any officer may resign by presenting written notice to the Council. An officer may be removed from office by two-thirds agreement of the voting member roster.

4.4 (b) Participation and attendance of officers: Officers will be held to the same two-thirds annual attendance, as are other voting members.

4.4 (c) Removal of Officers: The intent of the two-thirds requirement for participation by an officer is to be considered in terms of their date of installation and will consider other extenuating situations before removal from office.

### **4.5 Vacancies**

If an officer position becomes vacant for any reason during the office's term, and previous rules of succession are not applicable, the Council shall, by two-thirds agreement of the voting member roster, appoint a replacement to complete the remainder of that office's term.

### **4.6 Duties**

The Chair is responsible for setting agendas for Council meetings, running said meetings, and communicating with working groups in the interim between meetings. The Vice-Chair shall fill in for the Chair if needed and shall support the Chair. The Secretary shall track participation in the Council, maintain a voting member roster, record the minutes of Council meetings, and distribute those minutes to the Council.

**4.7 Election Cycles:** Nominations will be called for in October, voting for Officers will be in November, with the election results for officers to take effect January 1<sup>st</sup> of the following year, in effect for the calendar year.

## **Article Five: Meetings**

### **5.1 Meetings**

Council meetings will be held annually, with additional meetings held if Council business warrants additional meetings.

### **5.2 Scheduling**

Meetings will be scheduled approximately prior to or after “burning season” (spring and fall).

### **5.3 Notice**

Notices of Council meetings shall be sent to members *at least* one month prior to all such meetings. Both e-mail and written notices may be used.

### **5.4 Voting**

Voting for a motion to be passed will require two-thirds of the active member roster.

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

Council 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.

### **5.6 Meeting Guidance**

All meetings will be guided by Roberts Rules of Order.

## **Article Six: Amendments**

### **6.1 Amendments**

By-law amendments will be proposed by a two-thirds vote of the voting Council membership and then approved at the next meeting.