

MINNESOTA FOREST RESOURCES COUNCIL

Operating Protocols

October 1999

A. COUNCIL PURPOSE AND MEMBERSHIP

Council purposes, responsibilities and organization are specified in MN Statutes Chapter 89A.03. Membership of the Council is specifically identified in MN Statutes Chapter 89A.03, subd. 1.

B. COUNCIL MEMBER CONDUCT

Council members, officers, employees, and agents have a duty to act in good faith and with complete accuracy, candor, truthfulness and disclosure in all formal or informal discussions, communications or related actions between any member, officer, employee or agent of the Council. Terms, compensation, nomination, appointment and removal of a Council member is governed by MN Statutes Chapter 15.059.

C. COUNCIL OFFICERS AND ORGANIZATION

Chair: The Governor shall appoint a chair. The chair shall preside at meetings of the Council and shall assume other leadership responsibilities agreed to by the Council.

Other Officers: The Council may elect officers it deems necessary in order to carry-out Council responsibilities as agreed to by the Council.

Presiding Officer: In the event the chair is unable to fulfill the responsibilities of the chair, he/she will appoint a member of the Council to fulfill these responsibilities until such time designated by the chair.

Committees and Task Forces: The Council may establish committees, task forces or related entities that are necessary to carry out its responsibilities. The task forces and related entities can include persons who are not members of the Council. The chair, in consultation with the Council, shall appoint the members and the chair of these committees, task forces or related entities.

Alternates: Council members may designate an alternate to participate in Council discussions in their absence. Alternate participation is limited to engaging in Council discussion -- alternates cannot take part in any voting or other decision-making of the Council. Each Council member shall designate to the chair an alternate to serve in his or her absence as soon as practical after being appointed to the Council.

D. COUNCIL MEETINGS

Frequency and Location: The Council shall meet upon the call of the chair or a majority of Council members. The chair shall determine the location and specific times for Council meetings. Meetings shall be held at locations throughout the state.

Notices: Notices of all planned meetings of the Council or its committees and task forces shall be conspicuously posted in the offices of the Council at least 10 days prior to a planned meeting. Notices of all meetings shall also be published in the EQB Monitor.

Agendas: The chair shall establish the agenda for Council meetings. The chair shall provide an opportunity to obtain Council member input at each meeting regarding the substance of future Council agendas. The meeting agenda shall be mailed to members and other interested persons or organizations at least 10 days prior to the planned meeting. With consent of a majority of members, the agenda may be modified the day of the Council meeting, provided any additions to the agenda do not require a formal action of the Council at that meeting.

Accessibility by Public: Meetings of the Council shall be held at facilities that are readily accessible by the public. All Council meetings shall be open to the public. The Chair shall designate a time during each meeting for purposes of seeking input from the public. The Council may hold public information meetings expressly for purposes of obtaining information from or providing information to the public.

E. COUNCIL PROCEDURES

Council Decisions: All formal actions of the Council shall be made at open public meetings. A majority vote of the Council membership is needed to take formal action. The Council shall not vote without having a majority of its membership present.

Parliamentary Procedures: Except as specifically provided under statute or these Operating Protocols, the most current version of Roberts Rules of Order Revised shall govern any issue of procedure that arises before the Council.

Record of Decision: The Council shall use meeting minutes or resolutions to transmit a record of its formal actions. Upon their adoption, copies of the resolutions shall be sent to affected persons and organizations. Resolutions shall be kept on file at the offices of the Council and shall be made available to the public upon request.

Record of Meetings: Full and accurate minutes shall be kept of all Council meetings. The minutes shall record all formal actions of the Council, including a record of Council voting. Minutes shall be kept on file at the offices of the Council and shall be made available to the public upon request.

Sponsored Events: The Council may sponsor meetings, workshops, seminars or related forums that further the accomplishment of the Council's responsibilities.

F. COUNCIL WORK

Plan of Work: The Council shall biennially prepare and adopt a plan of work. The plan shall identify major activities of the Council during this period. For each activity, the plan shall identify: 1) major tasks to be performed; 2) estimated time and resources required; and 3) anticipated outcomes and products.

G. COUNCIL STAFF AND SUPPORT SERVICES

Permanent Staff: The Council's staff shall consist of an executive director and other staff. The Council shall identify the individual who shall serve as the executive director. The Commissioner, Department of Natural Resources, shall appoint the individual as recommended by the Council to serve as the executive director. The executive director shall be responsible to the Council and the Council shall determine this individual's responsibilities and evaluate this individual's performance.

Temporary Support Staff: Additional staff required to accomplish the Council's responsibilities shall be provided by the interests represented on the Council. The Chair shall make the request for additional staff.

H. COUNCIL PER DIEM AND EXPENSES

Authorization of Per Diem and Expenses: MN Statutes § 15.059, Subd. 3 governs compensation to be made to Council members for their participation in Council activities.

Payment of Per Diem and Expenses. The procedure to be used by Council members for requesting and receiving payment of per diem and expenses is identified in the Council's "Per Diem and Expenses Policy".