

**Northeastern Area Association of State Foresters
Forest Resource Planning Committee**

CHARTER

Mission/Purpose

The mission of the Forest Resource Planning Committee of the Northeastern Area Association of State Foresters (NAASF) is:

1. To encourage and support forest resource planning and Geographic Information Systems (GIS) technologies.
2. To develop and maintain a working relationship with NAASF, the USDA Forest Service, and other appropriate organizations.
3. To advise and provide technical support to NAASF.

The committee shall be comprised of two subcommittees: (1) Forest Resource Planning; and (2) Geospatial Technologies.

The purpose of the *Forest Resource Planning Subcommittee* is to support and improve the development of State Forest Resource Plans and other plans affecting forest resources; to strengthen skills in planning, resource and policy analysis, and defining and measuring sustainable forest management; and to actively promote the benefits of forest resource planning.

The purpose of the *Geospatial Technologies Subcommittee* is to facilitate the use of GIS and related technologies to support state and federal forest resource programs by providing a forum through which state and federal GIS personnel collaborate to coordinate activities on regionally significant issues.

The subcommittees will work together to capitalize on their strengths and expertise to achieve and advance the committee's mission and support NAASF initiatives.

Operating Guidelines

Roles

The committee is advisory to NAASF, and no actions related to the positions and actions of the committee are considered final until approved by NAASF. Annual committee work plans will be reviewed and approved by NAASF, as per the NAASF bylaws.

The committee will annually make recommendations to NAASF for expenditure of federal program funds for any proposed or ongoing projects. NAASF is the decision-making body with regard to decisions about such funds.

Leadership Team

The committee will include a Leadership Team composed of a Chair, Vice Chair, Immediate Vice Chair, Secretary, Planning Subcommittee Representative, and Geospatial Subcommittee Representative. Only state staff can serve on the Leadership Team.

The terms of office for the Chair, Vice Chair, Immediate past Chair, Planning Subcommittee Representative, and Geospatial Subcommittee Representative shall be for one (1) year. To lend continuity to the committee, the Vice Chair will succeed the Chair.

The Leadership Team members shall be elected at the annual meeting, and shall serve until their successors have been duly elected.

The responsibilities of the Leadership Team include:

- (1) To act on behalf of the committee;
- (2) To arrange for the annual meeting;
- (3) To organize and conduct a business meeting as part of the annual meeting;
- (4) To request and screen Charter amendments, resolutions, annual objectives, and business meeting agenda items;
- (5) To appoint a replacement for a vacated office for the unexpired term; and
- (6) To communicate and coordinate the completion of projects as requested by NAASF.

The Chair shall be responsible for developing and continuing the committee's activities during his/her term of office and for organizing the membership toward meeting the stated goals. The Chair shall preside at meetings of the committee, serve as Chair of the Leadership Team, and serve as an ex-officio member of all subcommittees; appoint other special committees or ad hoc teams as authorized with the approval of the NAASF Executive Committee; act as the official representative and spokesperson of the committee; and perform all other duties commonly incident to such office.

The Vice Chair, in the absence of the Chair, shall preside at committee meetings and act for and assist the Chair in conducting the committee's affairs as may be requested by the Chair. The Vice Chair shall lead an ad hoc Program Team for

the annual meeting. In the absence or disability of the Chair, the Vice Chair shall have all the power and authority of the Chair.

The Secretary shall be responsible for organization and distribution of minutes of committee business meetings, and proceedings of the annual meeting and committee newsletters. The Secretary shall be responsible for drafting and distributing any final resolutions passed by the membership vote, and any final Charter amendments passed by membership vote. The Secretary shall perform all other duties commonly incident to such office.

The Planning and Geospatial Subcommittee Representatives shall each be responsible for developing and continuing the subcommittee's activities during his/her term of office and for organizing the membership toward meeting the stated goals. The representatives shall preside at meetings of each of the subcommittees; serve as a member of the Leadership Team; serve as ex-officio member of all other subcommittee workgroups; appoint other special workgroups as authorized with the approval of the NAASF Executive Committee; act as the official representative of the subcommittee; and perform all other duties commonly incident to such office.

Annual Meeting

The Annual Meeting Program Team shall consist of the Leadership Team and others appointed by the Vice Chair.

At least one meeting will be held biennially. The host state meeting sites will be rotated to different states and regions. The host state for the annual meeting shall be selected at the prior annual meeting. If more than one state volunteers to host the meeting and one state is not willing to defer to the other state, the meeting location will be determined by a majority vote of the membership at the annual business meeting.

An announcement of each annual meeting shall be mailed by the Vice Chair to each member of the Committee at least four (4) months preceding the meeting. The announcement shall give the dates, times, place of conference, and agenda.

Subcommittees

The Leadership Team shall manage the affairs of the committee and shall have full power to control and regulate all matters not specifically provided for in the Charter. The agreement of three (3) members by vote on any matter considered at a meeting or by correspondence or conference phone call shall be considered an act of the Leadership Team, providing all Leadership Team members have been alerted to the vote.

The Chair shall appoint additional subcommittees as are necessary for the functioning of the committee. Members of such subcommittees shall serve at the pleasure of the Chair, and members' terms shall expire concurrently with that of the Chair.

The Chair of the committee will be available, if requested, to attend the NAASF annual meeting.

Regional sections of the Forest Resource Planning Committee may be established by groups of member states.

Quorum

A simple majority of the state representatives at any duly called meeting shall constitute a quorum.

Rules of Order

The Chair will determine rules of order.

Amendments

Members may propose Charter amendments, resolutions, and business items throughout the year to the Leadership Team or from the floor during the annual meeting.

Proposed amendments, resolutions, and business items shall be voted on at the next annual meeting during the business session. An affirmative vote of the majority shall be required to recommend amendment, repeal, or in any way alter the Charter or adopt resolutions. Recommendations for changes to the Charter shall be submitted to NAASF for final approval.

Membership & Liaisons

Membership

Members will be appointed by each of the State Foresters. Membership will be comprised of one (1) planning and one (1) geospatial state agency staff person from each of the twenty (20) northeastern states (Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, West Virginia, Pennsylvania, Ohio, Indiana, Michigan, Illinois, Minnesota, Wisconsin, Iowa, and Missouri). Membership will also include a State Forester Liaison and a Northeastern Area Representative.

Voting and Elections

The only committee members eligible to vote are state staff. The State Forester Liaison is considered an ex officio member and is therefore not eligible to vote. and the State Forester Representative. Any other committee members will be considered ex-officio (non-voting), unless otherwise approved by NAASF. For matters requiring a vote, each of the twenty (20) northeastern states will have one (1) vote.

The Chair shall have the responsibility for election proceedings. The Chair shall declare elected the candidate who has received the majority of votes cast, as long as a quorum is present.

Candidates for the Vice Chair and Secretary will be nominated from the floor at the annual meeting. Nominations will be solicited from those organization members present at the annual meeting before the election is held.

Candidates for the Planning and GIS Subcommittee Representatives will be nominated from the floor during their respective business meetings at the annual meeting. Nominations will be solicited from those committee members present at the annual meeting before the election is held.

The Leadership Team may propose a slate of candidates to be approved by the membership, allowing that additional candidates may be nominated from the floor.

APPROVED:

President, NAASF

Date