

**Northeastern Area Association of State Foresters
Forest Utilization Committee**

CHARTER

Mission/Purpose

The Forest Utilization Committee of the Northeastern Area Association of State Foresters (NAASF) is established to address a wide scope of forest utilization issues of regional significance. In particular, the committee will work to support sustainable forest management and other forest-based benefits by working with NAASF to maintain and enhance markets for traditional and non-traditional forest products.

The committee is established in order to:

- Provide technical support and advise NAASF.
- Foster cooperation among member states, the federal government, and public and private stakeholders.
- Discuss, develop, sponsor, and promote programs and activities that will benefit all areas of forest management, utilization and protection, and contribute to the welfare of the people of the northeastern states.
- Share information and expertise across the NAASF region, and, as necessary and beneficial, to state forest utilization program specialists outside the region, by providing a forum for training, information sharing, and liaison with USFS program direction and services.
- Identify and articulate emerging forest utilization issues.
- Support the implementation of USFS S&PF programs by providing a platform for communication between the Northeastern Area, state program managers, and the State Foresters.
- Address issues related to the implementation of USDA Forest Service forest utilization programs.
- Develop and submit resolutions to NAASF for action.
- Support the committee work of the National Association of State Foresters, as requested by NAASF.

Operating Guidelines

1. As appropriate and relevant, the committee will work with the Northeastern Area Representative to develop issue statements, reports, and recommendations for program development and implementation.
2. The committee will rely on both NAASF members and the Northeastern Area Representative for guidance and communication regarding the implementation and running of programs or initiatives related to forest utilization sponsored by Northeastern Area State & Private Forestry.

3. The Chairperson will be responsible for developing and continuing the committee's activities during his/her term of leadership and for organizing the membership towards meeting the committee's stated mission/purpose. The Chairperson will preside at the committee's annual meeting, oversee the business affairs of the committee, act as official representative to NAASF, and perform other duties as necessary and appropriate.

The Vice-Chairperson, in the absence of the Chairperson, shall preside at the committee's annual meeting and act for and/or assist the Chairperson in conducting committee business as may be requested by the Chairperson.

The Secretary shall keep the minutes of the committee; conduct its correspondence; announce its meetings; act as custodian of its records; perform such duties as may be assigned by the Committee Chairperson or Vice-Chairperson; and shall annually prepare for presentation to NAASF a budget and work plan developed by the committee Leadership Team.

4. A Leadership Team, composed of the Chairperson, Vice-Chairperson, and Secretary will address NAASF directives, attend to member concerns, and develop the committee's work plan, recommended programmatic/project budget, and annual report. The annual committee work plan and budget will be presented by the Chairperson at the NAASF annual meeting and subsequently reviewed and approved by NAASF, as per the NAASF bylaws.
5. 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.
6. The committee as a whole will hold one formal meeting a year, but regional subcommittee meetings (e.g., NY/New England, Mid-Atlantic, and Midwest) may occur as often as decided and necessary to support the mission and purpose of the committee. The location of each annual meeting will be decided at the business meeting at least two (2) years in advance of each meeting by consensus of the entire committee. The annual meeting will include a formal business meeting as part of the proceedings. The Leadership Team will work with the host state member and others as appropriate to plan the annual meeting. Between annual meetings, business may be conducted by teleconference calls, electronic mail, and regular mail without formal notifications as listed above for the annual meeting.
7. At least one month prior to the annual committee meeting, the Secretary, with the cooperation of the host state committee member, is responsible for notifying each member, the State Forester Liaison, the NAASF President, and NAASF executive staff of the upcoming agenda with background information.

8. Proposed resolutions or official recommendations shall be voted on at the annual meeting, regional meetings, or via written communications. Resolutions will conform to the format established by NAASF. The resolutions shall be submitted four weeks prior to a meeting to allow for review and corrections to the document. Voting will occur at the annual meeting, regional meetings, and via mailed/faxed ballots received prior to the final vote.
9. Any proposed amendments to the Charter shall be voted on at the next meeting following the submission of the amendment, or if in the judgment of the Committee Chairperson this will result in an unacceptable delay the vote may be taken by mail or email. An affirmative vote of two-thirds (2/3) of the voting members shall be required to recommend amendment, repeal, or in any way alter the Charter. Recommendations for changes to the Charter shall be submitted to NAASF for final approval.
10. 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.

Membership and Liaisons

1. One (1) voting committee member will be appointed by each of the State Foresters in the twenty (20) Northeastern Area states and District of Columbia. Each committee member shall be the most appropriate representative from that state as determined by the State Forester. The USDA Forest Service is eligible to appoint a representative from the Northeastern Area State & Private Forestry. In addition, NAASF will assign a State Forester Liaison to the committee. 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. Each state has one (1) vote. Representatives of other interested groups or entities may serve as ex-officio (non-voting) committee members unless otherwise approved by NAASF.
2. The following committee leadership positions will be elected at the annual meetings by the voting members:

Chairperson
Vice-Chairperson
Secretary

Each leadership position term will be two (2) years in length, beginning January 1 of the year following election. In order to lend continuity to the committee, the Vice-Chairperson will succeed the Chairperson. Only state staff can serve in leadership positions.

A candidate or slate of candidates for the elected positions will be proposed by the Chairperson to the committee voting members at the annual meeting or when a position is vacant. Additional nominations will be solicited before calling a vote.

The Chairperson will declare elected the person who has received the majority of votes cast for the office for which they were a candidate.

Seven (7) voting members or their representative present at any annual meeting shall constitute a quorum.

The committee Chairperson will work with the State Forester Liaison and the NAASF Executive Committee; other NAASF Committees; State Foresters; USDA State and Private Forestry advisory member; and other forest utilization groups as appropriate.

APPROVED:

President, NAASF

Date