BYLAWS
Soquel Demonstration State Forest Advisory Committee

1. PURPOSE
The purpose of this Committee is to advise and make recommendations to the Director of the California Department of Forestry and Fire Protection (CALFIRE) on matters related to planning for future management of the Soquel Demonstration State Forest (SDSF). The Committee is to act as a critical link between the Department and the community in this planning effort, helping to generate information and opinions from the community.

An initial goal of the Committee is to advise the CALFIRE Director on the update of the General Forest Management Plan for the SDSF which directs long-range development and management, and provides for optimum use and natural resource protection as directed by PRC section 4660. The Committee will give feedback on the Department's work plan for developing the General Forest Management Plan.

2. THE COMMITTEE
The membership of this Committee shall be limited to nine persons. All members shall be appointed by the CALFIRE Director and shall serve at his/her pleasure. Members shall serve three-year terms or until the General Forest Management Plan Update is completed. Following approval of the Forest Management Plan or three years (whichever is longer), one third of the members' terms shall expire each year on December 31.

The committee membership shall be made up of one person from each of the following agencies or groups:
State Board of Forestry
Santa Cruz County Board of Supervisors
California Department of Parks and Recreation
California Department of Fish and Game
The Nature Conservancy
Santa Cruz Resource Conservation District
Stewards of Soquel Forest
Soquel Demonstration State Forest Neighbors
Registered Professional Foresters

Members shall notify the Committee and the CALFIRE Director in writing when they no longer represent their agency or group because of a move, a shift in employment, or some other change in status. Each member shall serve without compensation and shall not be reimbursed for any expenses incurred in the discharge of his/her duties.
3. OFFICERS
The Director shall appoint the Chair for the Committee. The Committee shall elect a Vice-Chair and Secretary. Terms of office shall be for one year. Officers may be re-elected for consecutive terms. Elections shall be held in January. The duties of the Chair shall be: to conduct meetings in an orderly fashion; to be an active, voting member; and to have the right to appoint special subcommittees to address specific issues or concerns. The Vice-Chair shall assume the responsibility for conducting a meeting if the Chair is unable to attend. The Secretary shall record minutes of all meetings. The SDSF Forest Manager shall provide staff support to the Committee. He/she shall have no voting privilege.

4. MEETINGS
Regular meetings shall be at such times and places as agreed upon by the majority of the membership. It is expected that the meetings will be held every one to three months. Special meetings may be called by the Chair, by the CALFIRE Director, or by four members of the Committee upon request to the Chair. All meetings shall be noticed, 10 days in advance, by placing a meeting announcement/agenda of the upcoming meeting on the Soquel Demonstration State Forest Website. All meetings shall be open to the public and shall contain a section devoted to public input. The Chair may require that individuals and groups wishing to address the Committee shall sign up at the beginning of the meeting. Individual presentations may be limited by the Chair. The Chair may limit the total amount of time devoted to the public comment section. Additionally, the Chair may elect to solicit public input during other agenda items.

5. QUORUM AND VOTING RULES
A majority of the current membership of the Committee shall constitute a quorum for the purpose of conducting official business. A quorum of the members shall be required to hold a meeting, conduct a vote, or take any other official action. Motions shall require a simple majority of those present and voting to pass. Motions that result in tie votes shall be considered defeated. A member must be present to vote. An appointed member may have an alternate present, but alternates shall not be extended voting privileges. They may, however, enter into the discussions of the Committee as necessary. Members have the right to publicly express their views but they speak only as individuals and not for the Committee.

6. ATTENDANCE
Committee members should not have more than two consecutive absences and should attend at least 50% of the meetings. Members failing to maintain the minimum attendance requirements should recommend a replacement for their position on the Committee. For those agencies and groups whose designee fails to maintain the minimum attendance requirements, the agency or group may be notified in writing by the CALFIRE Director and a new nominee requested.
7. AMENDING BYLAWS
These Bylaws shall be adopted and may be amended at any regular meeting of the Committee by a two-thirds vote. They shall take effect upon review and approval by the CALFIRE Director.

8. RULES OF MEETING CONDUCT
Generally, an attempt at consensus will be made. If this is not possible, Robert's Rules of Order (revised) shall be the parliamentary reference for all matters not specified in these Bylaws.

APPROVED:

Ken Pimlott, Director