

Northern California Prescribed Fire Council

By-Laws

The mission of the Northern California Prescribed Fire Council is to serve as a venue for practitioners, state and federal agencies, academic institutions, tribes, coalitions, and interested individuals to work collaboratively to promote, protect, conserve, and expand the responsible use of prescribed fire in Northern California's fire-adapted landscapes.

Article One: Name

1.1 Name

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

Article Two: Purpose

2.1 Purpose

The purposes of the Council are:

- a) To provide a focus for issues and concerns regarding prescribed burning in Northern California.
- b) To facilitate communication and the exchange of information regarding the benefits and shortcomings of prescribed burning.
- c) To provide a forum where all interested parties may participate in meetings and share in the benefits of information generated by the Council.
- d) To promote a general public understanding of the benefits of prescribed burning and the role of fire in 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 practices, regulations, and policies and a means to ensure the use of prescribed burning.
- g) To promote and facilitate an increase in the responsible use of prescribed fire as a management tool in Northern California.

Article Three: Participation

3.1 Structure

The Council is organized and led by a steering committee. Organizations and individuals engage and participate in the Council through working groups, attendance at open meetings, and various field tours. There are no membership, electoral, or voting requirements in the Council's decision-making process, and participating organizations speak for themselves. Rather than selecting a single organization to formally speak for the coalition, we opt to collaborate and support each other to develop a collective and unified voice.

3.2 Council Participants

Council participants shall be any agency, organization, corporation, institution, tribe, coalition, or individual with an interest in the appropriate use of prescribed fire in Northern CA.

3.3 Steering Committee

A Steering Committee, composed of representatives from the following stakeholder groups, is established to guide the organization, develop positions, and coordinate meetings.

- Educational institutions
 - o Humboldt State University
 - o UC Cooperative Extension
- Federal land management agency liaisons
 - o USDA Forest Service
 - o USDOJ Bureau of Land Management
 - o USDOJ National Park Service
- State land management agencies
 - o CalFire
- Regulatory agencies
 - o Local Air Quality Mgt Districts
- Environmental groups
 - o The Wilderness Society
 - o The Nature Conservancy
- Tribes
 - o Karuk Tribe
- Fire Safe Councils
 - o Orleans/Somes Bar FSC
 - o Trinity County FSC
- Private practitioners
 - o Firestorm WFS Inc.
- Industrial timberland owners
 - o Mendocino and Humboldt Redwood Companies
- Indigenous coalitions
 - o Indigenous Peoples Restoration Network
 - o Indigenous Peoples Biocultural Climate Change Assessment Initiative
- Community-based NGOs
 - o Watershed Research & Training Center
 - o Mid Klamath Watershed Council

3.4 Proxies

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

3.5 Working Groups

Working groups, composed of Steering Committee members and council participants, may be formed ad-hoc to address specific issues.

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 Steering Committee members present (given at least two weeks' notice), it will be sent out to the larger Council network for sign-on. 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 okay for an organization to elect to sign on to one Council paper and not another. Council participants and individuals outside of the coalition can sign on to letters and issue papers.

Article Four: Organizational Leadership

4.1 Appointed Officers

At minimum, the Council shall have an appointed Chair, Vice-Chair, and Administrative Coordinator. Steering Committee Liaisons are not eligible for appointment.

4.2 Officer Term

The term of the office will be for one year. There will be no limit on successive terms of service.

4.3 Appointment

The officers shall be selected by the members of the Steering Committee present at the annual fall Committee meeting by two-thirds agreement.

4.4 Resignation and Removal

Any officer may resign by presenting written notice to the Steering Committee. An officer may be removed from office by two-thirds steering committee agreement.

4.5 Vacancies

If an officer position becomes vacant for any reason during the office's term, the Steering Committee shall, by two-thirds agreement, appoint a replacement to complete the remainder of that office's term.

4.6 Duties

The Chair of the Council is responsible for setting agendas for Steering Committee and general participant 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. The Administrative Coordinator shall support the Chair, track participation in the Council, record the minutes of Council meetings, and distribute those minutes to the Council.

Article Five: Meetings

5.1 Meetings

At least two Council meetings and two Steering Committee meetings will be held annually.

5.2 Scheduling

Meetings will be scheduled approximately prior to and after “burning season” (spring and fall). Scheduling will be coordinated among Steering Committee members to maximize participation.

5.3 Notice

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

5.4 Quorum

At meetings of the Steering Committee, a majority of the committee or their proxies shall be necessary to constitute a quorum for the transaction of business.

*Agency Liaisons may not participate in any voting processes.

5.5 Requirements for Collective Action

Except as otherwise provided in these by-laws, the act of a majority of Steering Committee members present at a meeting at which a quorum is present at the time shall be the act of the Steering Committee.

5.6 Telephone, Web-based and Similar Meetings

Steering Committee 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.

Article Six: Amendments

6.1 Amendments

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