

# **Snowmobile Trails Advisory Council (SnowTRAC):**



## **Operating Procedures**

Updated March 2017

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## **Purpose:**

These Operating Procedures are adopted for the purpose of facilitating the orderly conduct of meetings and business of the Snowmobile Trails Advisory Council, herein known as the SnowTRAC. This document shall provide for the continuity of leadership and establish a structure for the effective discharge of SnowTRAC's duties and responsibilities.

## **Authority:**

SnowTRAC was established under Title 41 of the Alaska Statutes (41.21.010). Under Title 41, the Division of Parks and Outdoor Recreation (DPOR) is charged with "fostering and developing recreational facilities and opportunities in the state, for the general health, welfare, education, and enjoyment of its citizens and for the attraction of visitors to the state." (AS 41.21.010).

## **Specific Objectives of SnowTRAC:**

### Mission:

*"SnowTRAC will fairly represent all Alaskans by advising the Division of Parks and Outdoor Recreation on snowmobile issues including funding, safety, registration, education, access, and trail grooming, marking, development and maintenance."*

- Promote snowmobile safety education throughout the state,
- Make recommendations to the Division about spending collected registration fees,
- Review and make recommendations on snowmobile project applications, while considering regional snowmobile safety and recreational needs
- Advise the Division on state, regional, and national snowmobile issues.

## **Membership:**

SnowTRAC shall consist of minimum of 5 public members and a maximum of 7, members appointed by the Director of the DPOR (Director), whenever possible, after receiving recommendations put forth by the DPOR staff.

Each member shall be a resident of the State of Alaska and be appointed based on the following points:

1. has an interest in public service;
2. has special knowledge of the community or area(s) that he/she represents;
3. has knowledge and experience with issues concerning winter trail use by snowmachines and other user groups;

4. shall be appointed without regard to political, club, or group affiliation. If a member has a conflict of interest he/she must recuse himself from any related decision making or voting.

The members of SnowTRAC shall represent the following whenever possible.

- **Anchorage:** One or two members may represent the users of the Anchorage Region.
- **Mat-Su Valley / Copper River Basin:** One or two members may represent the users of the Mat-Su Valley and Copper River Basin Regions.
- **Kenai Peninsula / Prince William Sound:** One or two members may represent the users of the Kenai Peninsula and Prince William Sound Regions.
- **Interior/Fairbanks:** One or two members may represent the users of the Interior/Fairbanks Region.
- **Southeast:** One or two members may represent the users of the Southeast Region.
- **Rural:** One or two members may represent the users of the Rural areas, which includes all users not identified within one of the other five regions.

### **Terms of Membership:**

Members may serve for two, three-year terms all terminating on March 1 for consistency. After two terms a member must take a term off before applying to serve on the board again, to allow for a broad range of the community to be represented.

Each member is expected to engage with each other, the public, and the DPOR professionally and respectfully. Each member shall participate in the annual meeting and any subsequent meetings or teleconferences, and come prepared having done the required application review and prepared to discuss. In the case of unavoidable absence, the member will contact DPOR prior to the meeting to inform them.

### **REMOVAL OF MEMBERS:**

Each member serves at the discretion of the Director, yet the Director will discuss any potential removal with the SnowTRAC chair prior to making a final decision.

Any member may be recommended for removal at any time by a majority vote of the SnowTRAC. The matter of removal may be acted upon at any meeting of the SnowTRAC, provided that notice of intent to consider such removal be given to each member and to the affected member at least one calendar week in advance.

## **Attendance:**

Unexcused absences of a member from two consecutive meetings shall constitute cause for removal from the SnowTRAC. The Director may then appoint another member.

## **Board Recruitment and Nomination:**

DPOR shall recruit individuals as SnowTRAC members who are committed to the mission of the SnowTRAC: In the process of recruiting and nominating candidates, the DPOR staff will request from all candidates:

- Letter of interest,
- Resume or summary of experience,
- References to verify demonstrated competencies

In the process of determining final candidates, the DPOR will:

- Conduct an initial screening of letters of interest/resumes,
- Interview qualifying candidates,
- Check for competencies,
- Discuss the qualifications of nominees and their value with the Director
- Provide finalists with adequate information about SnowTRAC's mission and governance for the candidate to make a knowledgeable and informed decision about their compatibility

## **Meetings:**

The SnowTRAC shall meet at least once per year, or as necessary, via teleconference. The SnowTRAC may have quarterly meetings more or less frequently at the discretion of the DPOR. These meetings will address grant and program funding recommendations, as well as other issues. All meetings will be open to the public and shall be noticed to the public. Special meetings may be called by DPOR, the Chairperson, or in his/her absence, the Vice Chairperson. All members will attend the meetings at their own expense, however, the teleconference will be paid for by DPOR.

## **Conduct of Meetings:**

The Chairperson of the SnowTRAC, or in his/her absence, the Vice Chairperson of the SnowTRAC, or in his/her absence, a Chairperson chosen by a majority of the members present at the meeting, will preside over the meetings. In addition, at least one representative of DPOR and an appointed DPOR secretary shall be present at all official meetings of SnowTRAC. In the absence of a secretary the presiding officer shall appoint another person to act as secretary of the meeting.

All formal meetings shall be conducted by Robert's Rules of Order with a level of respect for all board members and persons coming before the board for various reasons.

SnowTRAC action will be taken by a simple majority vote. The Chairperson may elect to appoint a parliamentarian to provide guidance to the Chairperson on proper procedures for the conduct of meetings.

To facilitate effective public participation and to preserve proper decorum of meetings, the SnowTRAC or DPOR may specify time limits on public testimony at meetings. Such time limits will be specified and announced at the commencement of the designated public comment period during each meeting.

In accordance with Alaska State Law, individuals who experience disabilities and/or require alternate accommodations to participate in a meeting of SnowTRAC shall have the opportunity to request necessary arrangements in advance by making such a request to DPOR staff. This provision applies both to SnowTRAC members and to members of the public wishing to attend or participate in any meeting of the SnowTRAC.

### **Quorum:**

A quorum shall consist of a simple majority of SnowTRAC members present at the meeting when a vote takes place. Members shall be considered present if they are physically present at the meeting location, or present by means of electronic or telephonic communications. Every act or decision will be made by a quorum who is present either in person or by telephonic or electronic means.

### **Officers:**

The officers of SnowTRAC shall be the Chairperson and a Vice Chairperson. SnowTRAC may also have other officers with such titles and duties as may be determined to be needed. Such officers can be installed by resolution of the SnowTRAC. Any member of SnowTRAC may serve as an officer. No member of SnowTRAC shall hold more than one office at a time. Officers shall be elected by a majority vote of the SnowTRAC at its annual meeting each year. Each officer shall hold office for a one-year term beginning immediately upon election or until he or she resigns, has fulfilled the term limits, or is otherwise disqualified to serve. No member may hold an elected position for more than three consecutive years, to allow for a broad range of the community to be represented as officers.

### **Removal and Resignation of Officers:**

Any officer may be removed at any time, either with or without cause, by a majority vote of the SnowTRAC, or by the Director. The matter of removal may be acted upon at any meeting of the board, provided that notice of intent to consider such removal must be given to each SnowTRAC member and to the affected Officer at least one calendar week in advance. An Officer may resign at any time by providing notice to the Chair of the SnowTRAC, or to the SnowTRAC itself. Any such resignations shall take effect on the date of receipt of such notice, or at any later date specified therein, and unless otherwise specified in the notice or required by other provisions of these Operating

Procedures, the acceptance of such resignation shall not be necessary to make it effective.

### **Duties of the Chairperson:**

The Chairperson shall have the responsibility for general supervision and control of the affairs of the SnowTRAC and the associated activity of its members. The Chairperson shall preside at all meetings of SnowTRAC except where otherwise prescribed by these Operating Procedures. A person with conflicts of interest must recuse him/her self from holding an elected position. The Chairperson shall, in the name of SnowTRAC, execute such documents, resolutions, and other instruments that may from time to time be authorized by the SnowTRAC except as otherwise expressly prohibited by law. The Chairperson shall have the authority to establish special purpose committees and task forces and to appoint members to such committees and task forces.

### **Duties of the Vice Chairperson:**

The Vice Chairperson shall perform all the duties of the Chairperson, and when so acting shall have all the powers of, and be subjected to all the restrictions on the Chairperson. The Vice Chairperson shall have powers and perform other duties as may be prescribed by law, these Operating Procedures, or by SnowTRAC.

### **Ethics:**

An opportunity will be provided at the beginning of each SnowTRAC meeting for members to verbally declare any conflict of interest they may have with a specific agenda item and for the SnowTRAC Chairperson to rule on such declarations. For example, members who work as snow groomers may not vote or comment as board members on issues related to funding grooming in their particular area. They must abstain. They may provide comment during the public comment period as any member of the public would have the opportunity to do.

The SnowTRAC Chairperson at his/her discretion, and with consultation with, and concurrence from, DPOR staff, may appoint an Ethics Committee to assist in the review of ethics matters and to provide advice to the SnowTRAC Chairperson. However, ultimate authority and responsibility for rulings on ethics matters involving SnowTRAC members, rests with the Director. If a member of the SnowTRAC objects to a ruling of the Chairperson, or if the ethics matter involves the interests of the SnowTRAC Chairperson, the matter shall be decided by a majority vote of the SnowTRAC and a decision by the Director. The affected SnowTRAC member shall refrain from this vote.

### **Grant scoring:**

Grant applications will be sent to SnowTRAC Members 30 days prior to the annual meeting when possible.

The Chairperson calls for declaration of any conflict of interest of the particular grant application prior to any motions made on its behalf at the annual meeting.

DPOR staff provides information on potential issues involving the grant application and/or any prior grant history of the applicant.

- Public comment opens.
- SnowTRAC discussion commences.
- Members given chance to revise score.
- Revised score sheet is handed in for entry.
- Process repeated for all subsequent grant applications.
- All final scores are displayed in rank order for SnowTRAC review.
- Grant funding line is displayed.
- Chairperson calls for a motion and second
- Discussion of the motion.
- A vote on the motion.

### **Grooming applications:**

After the individual project grants have been scored, and recommendations for funding made, the remaining balance of snowmobile registration fee dollars will be used to fund the Grooming Pool. If more than one organization wants to groom the same area a bid must go out to the public in concurrence with AS. 36.30.210 Request-for-Proposals. From this point on the competitive bid and contract will be managed through the Alaska State Procurement Office.

### **Distribution of Funds:**

At the Director's discretion, up to 12% of available funds may be used for administration of the SnowTRAC program.

In general, the remaining funds may be distributed at the Director's discretion and will include discussion with the SnowTRAC chair. All un-appropriated or unused funds may be rolled over into the next year's grant and grooming program.