BYLAWS
OF
CITIZENS' ADVISORY COMMISSION ON FEDERAL AREAS*

1) Name. The name of this organization is "Citizens' Advisory Commission on Federal Management Areas in Alaska" (hereafter Commission).

2) Membership. The Commission membership is intended to represent each judicial district with at least one and no more than three members from any one district, not including the senator and representative appointed to the commission. At least one member must be enrolled in and represent a federally recognized tribe. At least one other member must be a shareholder and represent a corporation organized under ANSCA. Members will be appointed to terms of office of four years or less. See Statute Sec. 41.37.190, Terms of members of the commission.

3) Quorum. A majority of the seated Commission is a quorum. A meeting may be opened for business only if a quorum is present. A meeting may remain open for business if less than a quorum remains in attendance. A majority vote of members present binds the Commission unless otherwise provided in these bylaws.

4) Meetings. Regular meetings of the Commission shall be held three (3) times per year, established by resolution at the first meeting of the calendar year. The regular meetings shall serve as public hearings. Special meetings shall occur at the call of the Chairman, or upon written request of two members of the Commission. Meetings shall be held at such time and place as stated in the call. Meetings may be held via teleconference or other electronic means, if necessary. The Executive Director shall mail or e-mail notice of a meeting and the agenda at least ten (10) days prior to the meeting. An item of business not on the agenda may be taken up at the regular meeting only by agreement of a majority of the members present. Minutes of the meeting shall be transmitted no later than thirty (30) days after the meeting.

5) Executive Director and Personnel. The Executive Director shall direct the affairs of the Commission, subject to the supervision of the Chairman. The Executive Director will attend all Commission meetings. The Executive Director will keep a record of the proceedings of the Commission, record all votes, notify members of meetings, make reports, and perform such other duties as are incident to the office. S/he shall be an *ex-officio* member of all committees, but without the right to vote. The Executive Director may, with approval of the Executive Committee, hire and appoint additional employees to assist in the day-to-day operations of the

* This Commission operates under the authority and requirements of AS 41.37. Purpose, membership and other details not included in these bylaws are set forth in AS 41.37.

Commission. Such employees shall report to the Executive Director. The Executive Director is in the partially exempt service under AS 39.25.120.

6) Officers. The officers of the Commission are Chairman and Vice-Chairman. The Executive Director may be designated to perform the functions of Commission Secretary. Additionally, an Executive Committee consisting of five Commission members, two of whom are the Chairman and Vice-Chairman, shall be elected to serve as a steering group for the Commission. The Executive Committee shall review all applications for the position of Executive Director and will make recommendations to the Commission. The Executive Committee is separate from, and not subject to the standards or procedures applied to, committees established under part 10 of these bylaws.

7) Method of Election. The Chairman, Vice-Chairman and other members of the Executive Committee shall be elected by the Commission and shall serve for a term of one year or until their successor is appointed and qualified. An officer may succeed himself. A majority of a quorum present shall be necessary to elect any and all officers. The officers shall be elected at the first meeting after the beginning of the new calendar year. The Chairman and Vice-Chairman may be removed from office by a two-thirds majority vote of a quorum of the Commission at a regularly scheduled meeting, provided that thirty (30) days notice of the proposed action has been provided.

8) Chairman. The Chairman shall preside at the meetings of the Commission. The Chairman shall prepare the agendas for the meetings. Except as authorized by a resolution of the Commission, the Chairman shall sign all instruments made by the Commission. At each meeting, the Chairman shall submit such recommendations and information as s/he may consider proper concerning the business, affairs and policies of the Commission. The Chairman shall supervise the Executive Director. The Chairman shall be a member of all committees, with the right to vote.

9) Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman.

10) Committees. The Commission may, by resolution adopted by two-thirds majority of the commissioners in office, designate and appoint committees as shall seem appropriate. The committees shall have and exercise such authority as is provided for in the resolutions which establish them by the Commission. The establishment, designation, or appointment of any committee and the delegation of authority shall not operate to relieve the Commission, or any individual Commission member, of any responsibility imposed by him or it by law. Each committee established shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be archived at the principal office of the Commission. A majority of any committee shall constitute a quorum for the

transaction of its business, unless any committee shall, by a majority vote of its entire membership, decide otherwise.

11) Advisory Groups. Advisory groups may be established by the Commission or the Chairman. Advisory groups formed to advise the Commission may include individuals who are not Commission members. Reasonable notice of all advisory group meetings shall be provided to the Commission and the public.

12) Amendments. These bylaws may be altered, amended or repealed and any new bylaws may be adopted by a two-thirds vote of all the Commission members, but only if notice of the proposed amendment has been included in the notice calling the meeting.

13) General Provisions. The division of these bylaws into sections and paragraphs shall not affect the meaning or interpretation of these bylaws. Personal pronouns, whether expressed in the masculine or feminine, shall be read as applying to both genders, where applicable.

14) Rules of Procedure. The usual parliamentary rules as laid down in *Roberts' Rules of Order* shall govern at meetings, when not in conflict with applicable laws or these bylaws. The Commission shall provide each Commission member with a copy of *Roberts' Rules.*

15) Public Notice. All meetings of the Commission shall be preceded by reasonable notice to the public of the time, place and subject matter of the proceedings, as appropriate. All hearings of the Commission are subject to AS 44.62.310. Hearings of the Commission held under this section shall be noticed as provided in AS 44.62.190 and 44.62.200, and the hearings shall be conducted in accordance with the provisions of AS 44.62.210.

16) Ethics. Commission members and staff are subject to the provisions of the Alaska Executive Branch Ethics Act (Alaska Statute 39.52) and the regulations in the Alaska Administrative Code Title 9, Chapter 52.

17) Order of Business. At a regular meeting of the Commission, unless necessary to accommodate scheduling conflicts or unforeseen events, the following items shall be included on the agenda:

a. Roll Call and establish quorum;
b. Approval of Agenda;
c. Approval of minutes from previous meeting;
d. Communications;
e. Reports of Committees;
f. Report of the Chairman;
g. Report of Executive Director;
h. Public Participation, time certain;

i. Agency Reports;
j. Unfinished Business;
k. New Business;
l. Set next meeting date;
m. Commission member comments;
n. Adjournment

18) Fiscal Year. The fiscal year of the Commission shall be the same as that of the State of Alaska.

19) Budget. The Executive Director shall transmit a proposed budget to the Commission each year to cover Commission activities during the next fiscal year. The Commission shall approve the proposed budget or an amended budget, and the Executive Director will consult with the Department of Natural Resources to prepare a budget for submission to the Legislature.

20) Authorization to Expend Funds. Except when otherwise directed by the Commission, payment vouchers shall be issued only on the signature of the Executive Director or the Chairman, who shall certify that the expenditure is for a purpose authorized by the Commission, consistent with State law, and in accordance with a budget approved by the Commission. The Executive Director shall submit a financial report to the Commission at each regular meeting.

21) Administration of Appropriated Funds. Administrative custody of funds appropriated by the Legislature for the Commission shall vest in the Department of Natural Resources. The Commission's procedures for financial management shall conform to the State's Administrative Manual, except where otherwise prescribed herein or by action of the Commission.

22) Travel. All travel of the Commission members and staff shall comply with the State Administrative Manual (AAM 60) and Department of Natural Resources travel policies. In-state travel requires prior authorization of the Chairman or the Commission, except travel of the members, Executive Director and staff to meetings of the Commission and its advisory group(s) shall not require authorization. Out-of-state travel requires approval of a majority of the Executive Committee or a majority of the Commission. All persons traveling on Commission business, unless traveling to meetings, shall submit a written report to the Commission of the purpose and results of the trip within fifteen (15) days of their return.

23) Public Information. Official reports or publications of the Commission may be issued only if approved by the Commission.

24) Public Comment. The Chairman is the designated spokesperson for the Commission. The Executive Director may speak officially for the Commission

only if so authorized by the Commission. However, a Commission member may speak out as an individual on what s/he considers to be the issues before the Commission and possible solutions to the same.

ADOPTED NOVEMBER 06, 2008
AMENDED JUNE 02, 2010
AMENDED JANUARY 30, 2016
AMENDED OCTOBER 10, 2026