

# ALASKA STATE PARKS VOLUNTEER CITIZEN'S ADVISORY BOARD STANDARD OPERATING PROCEDURES/ BYLAWS

*"The Division of Parks and Outdoor recreation provides outdoor recreation opportunities and conserves and interprets natural, cultural and historic resources for the use, enjoyment, and welfare of the people."*

## **I. MEMBERSHIP**

**A. Number of Members:** To help ensure a sustainable, functioning board of local community members without establishing a cumbersome panel number. A full Board consists of up to nine appointed voting members. Ex-Officio Members are not considered voting Board members under this Article.

**B. Term:** Appointments to the Board shall be for a period of three state fiscal years, starting July 1 thru the following year June 30, with an option to serve an additional second full term. Open board seats will be filled as soon as possible upon vacancy and be staggered to off-set member terms, which may require a shortened time period less than a full term. Three of the member terms should be scheduled to expire concurrently, with three to expire the next year, and three the following year, to allow for better member transition, continuity, and institutional knowledge over a three-year period.

**C. Nominations and Appointments:** The Director shall appoint all members of the Board. The Board may make appointment recommendations to the Director after a majority vote approves of an applicant. A resignation or vacant seat appointment will start at the first meeting after approval by the Director and appointment for the remainder of the vacancy term. Appointments to an expiring term will start at the first meeting after the incumbent's term has ended. Appointees may attend meetings as an incoming member prior to the start of their term to become acquainted and familiar with board functions but are not a voting member until the appointed term start date. No current DPOR staff can serve as a board member due to potential ethical and interest conflicts. Previous DPOR employees may serve as a Board member after one year of separation from the division.

**D. Representation:** The Board membership is desired from any interested outdoor enthusiast community members and shall be chosen to ensure the representation of broad public spectrum of interests, activities, and users to avoid narrow or targeted viewpoints. All Board members carry the responsibility to represent the broad public interest and shall not consider themselves advocates of a specific interest or user group. No member shall mis-represent themselves and/or publicly express a personal opinion or position and claim it on behalf of the Board.

**E. Incumbent Nominations and Appointments:** An incumbent member who has served a full term of three years, may submit a verbal or written proclamation for an

additional second consecutive full three-year term at any meeting, at least 30-days prior to their term expiration. The remaining present CAB members must vote to recommend the incumbents subsequent term for the approval and re-appointment by the Director. An incumbent may serve only two consecutive terms, whether full or partial terms. An appointment to fill a vacancy of less than a full term does not count as a full term. If an incumbent's term has expired but has not or cannot be filled, then the incumbent may continue as a Board member if the Board votes to extend the term until the position is filled by a new applicant and Director approved appointee. The Board cannot extend a two-term incumbent just to retain the incumbent if there are other acceptable applicants. An incumbent member that has served two consecutive full terms may apply for appointment after a two-year absence from the Board.

**F. Vacancies:** When a vacancy exists (such as a resignation, term expiration or sudden departure) the Board shall solicit applications from the public to fill the vacancy. The Board shall recommend to the Director at least one nominee for each vacancy. The new appointment made by the Director shall be effective upon the departure of the incumbent during a term in the event that it is necessary to fill a vacancy caused by the resignation, removal, or other circumstance of a Board member's remaining term.

**G. Attendance:** Attendance is required for every meeting, and excused absences may be granted when made to the Chairperson or Vice-Chair if the Chair is unavailable, orally or in writing in advance of the meeting. After the third unexcused absence in a calendar year, a Board member will be sent a letter of inquiry by the Board as to their interest in remaining on the Board. If the letter is not answered within 30 days, that person's Board position will be considered vacant, and the Board will notify the removed member and Director in writing.

**H. Removal of Board Member(s):** At any Board meeting where a quorum of the membership is present, any member(s) may be recommended to the Director for removal from the Board by a majority vote when the Board determines the removal to be in the best interest of the public or the board. The Board shall provide a written explanation to the removed member and the Director. The Director can remove a board member with such justification the member is a disruption to the board by violating any of the CAB by-laws, operating procedures or purpose.

**I. Compensation:** No compensation shall be paid to the Board members or officers. All services of the Board shall be done on a voluntary basis.

**J. Event Attendance and Appointment:** If necessary, the Board may designate one or more persons to attend and report on meetings of municipal, state, and federal assemblies, boards, commissions, and committees. The Board shall designate a representative(s) of the CAB through a majority vote, or one shall be appointed by the Chairperson if a quorum is not achievable. No member shall identify themselves as a member or assert an opinion or position for the Board, except when designated to do so by the Board.

**K. Ex-Officio Liaison Members:** Liaison, special interest representative or technical assistance members may be established and dissolved at the Board's discretion as non-voting members. An as necessary attendance should be considered for ex-officio members, compared to mandatory attendance applied to appointed Board members. Ex-Officio Board nominations shall be forwarded to the Director for appointment, and shall be entitled to full participation, discussion, and interactions of the Board, excluding voting privileges. The Board shall recommend to the Director the term for which the Ex-officio member should be appointed, provided it does not exceed three years, or the need for the special liaison or technical expertise, which ever may come first.

**L. Standing Committee, Special Sub-Committee and Working Group:** A Board approved standing committee, special sub-committee and or working group shall consist of any sub-portion of the Board members with a minimum of one Board member to serve as the committee chair and such appointed public members, ex-officio members, liaisons and technical advisors as the Board determines necessary. CAB sub-committees and working group terms may not exceed a three-year period or the completion of the special project of the committee or group.

**M. Board Officers and Elections:** The Board shall elect a minimum of a Chairperson, Vice-Chairperson, Administrative Officer, and a Deputy Administrator. Annual elections of the officers will occur at the first board meeting after July 1 each year.

**N. Conflict of Interest:** Board members should avoid conflicts of interest and should recuse/abstain from voting on matters in which they have a directly related personal, ethical, or financial interest. Members shall disclose potential conflicts of interest regarding matters before the Board during discussion of the conflicting subject and then refrain from voting.

**O. Extra Correspondence:** E-mail correspondence may be used between the Division and Board members to transfer information and/or feedback when time does not permit waiting for the next scheduled meeting, nor is a special meeting warranted.

**P. Amendments and Revisions:** These by-laws are DPOR approved and adapted for all DPOR CAB's statewide, therefore unable to be amended or revised without the Director's acceptance, approval, and adaptation for all DPOR volunteer CAB's. Any regional Board with a majority vote can recommend a revision to the Director for consideration if appropriate for implementation for all statewide DPOR CAB's covered by these by-laws.

## **II. BOARD DUTIES AND RESPONSIBILITIES**

**A.** The Board shall carry out all duties contained in the by-laws.

**B.** The officers of the Board shall be at a minimum: Chairperson, Vice-Chairperson, Administrative Officer and Deputy Administrative Officer; other officers may exist as deemed necessary by the Board. Each officer shall hold office until a successor has

been duly elected and is eligible for reelection at the discretion of the Board. The officers shall be elected annually by the Board at the first meeting after July 1 each year. Any elected officer may be removed from that office by a majority vote if deemed necessary. The simple action of removal from office does not constitute the removal from the board and the member shall remain an active member of the Board.

### **C. Officer Responsibilities:**

#### 1. Chairperson:

- a) Supervise and coordinate all the affairs of the Board and preside at meetings as a voting Board member.
- b) Be in contact with Division staff members prior to monthly Board meetings to discuss pertinent issues and submit the agenda items.
- c) Act as the spokesperson of the Board to carry out its established purposes outlined herein.
- d) Conduct meetings of the Board in a reasonable, fair, constructive and controlled manner (Robert's Rules of Order or similar).
- e) As appropriate, call special meetings of the Board.
- f) Lead the Board in appointing and/or delegating the organization of special sub-committees and working groups to members of the Board.
- g) Be familiar with and uphold the by-laws to lead the Board.
- h) Lead the Board in determining its annual goals and objectives while serving an elected one-year term, or until re-elected or a successor has been duly elected.
- i) In the event of a vote tie of the quorum, the manner of which the Chairperson voted will determine the outcome.

#### 2. Vice-Chairperson:

- a) Assume all duties of the Chairperson in their absence.
- b) Serve an elected term of one-year unless re-elected or until a successor has been duly elected.
- c) Serve as a regular voting Board member.

#### 3. Administrative officer:

- a) Responsible for all administrative functions of the board directly or delegated, to include but not limited to documenting the meeting minutes (one page with attendees and action items) or electronic audio/video recording, creation and distribution of agendas, working with state staff on public notices, resolutions, etc., and any other requirement occurring during the Boards functions.
- b) Serve an elected one-year term, unless re-elected or until a successor has been duly elected.
- c) Serve as a regular voting Board member.

#### 4. Deputy-Administrative Officer:

- a) Assist Administrative Officer with responsibilities as assigned/delegated.
- b) Assume all administrative duties in their absence.
- c) Serve an elected one-year term, unless re-elected or until a successor has been duly elected.
- d) Serve as a regular voting Board member.

**D. All Member Responsibilities:**

- a) Respect and objectively consider the opinions of others, and demonstrate courtesy for all ideas, concerns and matters that are presented and discussed.
- b) Make suggestions, provide opinions and recommendations for pertinent issues and agenda topics.
- c) Take a responsible and active role on the Board and focus on the mission and goals of the Division and the parks units.
- d) Keep privileged information confidential and do not violate the trust of the Board, public or Division.
- e) Represent the interest of the people, community, and the parks, and not for the advantage of self, friends, or special interests; and
- f) Never exercise authority as a Board member except at Board meetings or as delegated to do so by the Board.

**III. MEETINGS**

**A. Regular scheduled meetings** will occur at a minimum of a quarterly basis –January, April, July, and October; or on a monthly basis during the fall, winter, spring portions of the year with a summer meeting hiatus during June – August but can include May or September if it is determined no urgent business is required. A semi-monthly schedule option of January, March, May, September, November may occur around the summer hiatus months if the Board deems it necessary for more than quarterly, but less than the monthly requirement. It is recommended the Board choose one of the above options and set a consistent day of the month, time, and venue to maximize public participation.

**B. Special meetings** may be called by the Chairperson or Vice-Chairperson, at the request of the Director (designee) or any Board member when determined to have any critical, special circumstances, or time sensitive topic(s).

**C. All Regular and Special meetings of the Board shall be:**

- 1) Open to the public with an agenda that allows for public comment.
- 2) Held in a public forum (facility, electronic venue, or combination).
- 3) Announced to the Board members and public a minimum of five days in advance, whenever possible; with posted regular schedule meetings as determined by one of the above meeting scheduling options above established by the Board.
- 4) All notices of special meetings shall state the purpose and agenda of

the meetings.

- 5) Postponed due to lack of a quorum or for unforeseen and exceptional circumstances.

**D. Quorum** - A simple majority of the full board members must be present to constitute a quorum to officially conduct Board meetings and business. In such a case the current board membership is not of the established nine seats determined here-in, one-third of the active member seat number plus one will establish a quorum until the Board can re-establish the appropriate nine members.

**E. A simple majority** of the members present is necessary to pass any motion. In the event of a tie quorum vote, the manner in which the Chair/acting Chair voted will determine the vote outcome.

**F. Parliamentary Procedures for Motions and Resolutions:** The Chair may govern the meetings in any fashion from casual to a structured formal format as long as the meeting proceeds in a reasonable, fair, calm, constructive and controlled manner. It is recommended that the Board adheres to the procedures below for the following actions.

1. Motions

- a) All motions by a Board member require a second by another Board member. If there is no second, the motion fails.
- b) Raising a parliamentary question or point of order is not a motion, and therefore, does not require a second.
- c) A Board member may withdraw a motion or a second at any time before the roll call for the vote on that motion begins.

2. Discussion/Debate

- a) Discussion of a matter is permitted while no motion is pending.
- b) Until a motion to vote on the pending matter has been made and seconded, any Board member may speak on a pending matter.
- c) Discussion shall be confined to the current matter pending before the Board.

3. Voting and Calling for a Vote

- a) A motion calling for a vote on a pending matter is not in order until each Board member who wishes to do so has had an opportunity to speak on the issue.
- b) A motion calling for a vote is not debatable.
- c) The Chairperson states the motion in its entirety for clarity.
- d) The Chairperson calls for the vote.

4. Point of Order

- a) A point of order is the device used to require the Board observe its own rules and to follow established parliamentary practice. Any Board member may raise a point of order at any time.
- b) The Chairperson shall rule on a point of order.
- c) The Board members may challenge the Chairperson's decision regarding a point of order by putting the matter to a vote. The

affirmative vote of a majority of board members present will overrule the decision of the Chairperson regarding a point of order.

## **VI. DPOR SUPPORT**

The Division shall furnish the following to the Board:

- 1) Meeting room or venue (location, electronic or combination).
- 2) Assistance with posting/distributing of printed, electronic, or telephonic meeting notices.
- 3) Assistance with public notice posting/distributing on state website(s), electronic or social media resources for regular or special meetings.
- 4) Assistance with local media sources for distribution of information and postings, as necessary.
- 5) Maintain duplicate files of approved meeting agendas, minutes and appropriate documents of the Board.
- 6) Furnish information, necessary maps, copies, plans and data for agenda items.
- 7) Provide regular staff report.

## **VII. BOARD REPRESENTATION**

**A.** Individual Board members shall not take any action on behalf of or represent the Board without specific approval of the Board.

**B.** Individual Board members representing the Board shall only represent the Board's position on any issue to the public, with no personal opinions or viewpoints.

**C.** Each Board is required to have an independent letterhead, which can include a Board logo, graphic or icon of its choosing or creation. The Board cannot use the State, Department or Division letterhead or insignia as part of the letterhead or any correspondence.

**D.** The Board shall consult with DPOR staff prior to considering any proposed recommendation or action to the public, legislators, municipalities, organization, or other government agency, including but not limited on the following:

- 1) Proposed or current Division or regional budget and Capital Improvement Projects (CIP)
- 2) Proposed or current design and construction project plans.
- 3) Proposed changes in maintenance or development of access routes to and
- 4) within Park(s).
- 5) Proposed or modifications to current land use plans for State Parks.
- 6) Proposed new or modified regulations for State Parks.
- 7) Proposals for acquisitions of in-holdings within and adjacent to the Parks.
- 8) Permits, concessions, and commercial activities in State Parks.
- 9) Recommendations for DPOR management plans, operations, policies or

procedures.

## **VIII. ACTION UPON BOARD RECOMMENDATIONS**

The Division and its Director agree to review and fairly consider all resolutions of the Board, and to report decisions related to such recommendations to the Board, together with an explanation of the decision within a timely manner.

## **IX. BOARD DISSOLUTION**

The Director of DPOR shall have the sole power to dissolve any or all Voluntary CAB's at such time it is deemed necessary or beneficial to the State, Department or Division.

## **X. DEFINITIONS**

- A. "Director" means the Director of the Division of Parks and Outdoor Recreation within Alaska Department of Natural Resources, or designee specified in writing.
- B. "Board" means any Voluntary State Parks Citizen's Advisory Board.
- C. "Division" means the Division of Parks and Outdoor Recreation.
- D. "Park(s)" means any regional State Park or State Park unit.
- E. "Full term," means a full three-year appointment to the Board.
- F. "Quorum," means five or more out of nine official voting members of the Board.



**XI. SIGNATORIES**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**Reviewed and approved as to form and content. These by-laws are effective immediately upon the date of the signature and supersede any previous Alaska State Park Voluntary Citizen Advisory Board Standard Operating Procedures or By-Laws:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**CAB Chairperson**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Director**  
**Division of Parks and Outdoor Recreation**