

## Oregon Department of Forestry

### State Forests Advisory Committee (SFAC) for the Implementation of the Northwest Oregon State Forests Management Plan

#### Committee Charter

05/08/2015

<b>Chartering Group</b>	<b>Sponsor</b>	<b>Committee Chair</b>	<b>Facilitator and Staff</b>	<b>Date Established</b>	<b>Committee Type - Proposed Sunset Date</b>
<i>State Forests Division</i>	<i>The Area Director for the NW Oregon Area (NWOA) and the Deputy Division Chief for the State Forests Division</i>	<i>Appointed by the Oregon Department of Forestry</i>	<i>The Area Director for the NW Oregon Area (NWOA) and the Deputy Division Chief for the State Forests Division  The NWOA Executive Assistant</i>	<i>4/5/02  Charter updated in 2011 (term limits, FTLAC membership) and 2015 (Vice Chair added)</i>	<i>Citizen Advisory Committee by Invitation – Indefinite</i>

<b>Goals</b>	<i>To assist ODF with successfully implementing the Northwest Oregon State Forests Management Plan (FMP) through improving the quality of planning decisions, enhancing efficiency and effectiveness, and building a broad level of understanding, acceptance, and support for the forest management plan.</i>
<b>Objectives</b>	<p><i>Gain a basic understanding of the policy and planning framework and the contents of the Northwest Forest Management Plan, District Implementation Plans, and Annual Operation Plans.</i></p> <p><i>Work toward gaining committee understanding, acceptance, and support of the Northwest Forest Management Plan and its implementation.</i></p> <p><i>Provide a forum for diverse interests to discuss issues, opportunities, and concerns related to the Northwest FMP, and provide advice and guidance to ODF as it relates to the implementation of the Forest Management Plan for Northwest Oregon state forests.</i></p> <p><i>Provide advice to the NWOA Area Director, District Foresters and other responsible agency administrators on the implementation of the FMP. Any advice and guidance related to policy issues will be forwarded to the Deputy Division Chief for the State Forests Division.</i></p>

<b>Key Assumptions and Policy Context</b>	<ol style="list-style-type: none"> <li>1. <i>Public involvement significantly enhances the quality of the Oregon Department of Forestry’s (“ODF” or “the Department”) Operational planning, implementation and adaptive management decisions.</i></li> <li>2. <i>The Department and the Advisory Committee acknowledge the role and interest of the counties in which state forest lands reside, including:</i> <ol style="list-style-type: none"> <li>a. <i>the counties protected and recognizable interest in receiving revenues from these forest lands;</i></li> <li>b. <i>the historic working relationship between the Department and the counties;</i></li> <li>c. <i>the statutory requirement of the Department and the Board of Forestry to consult with the counties in matters that pertain to management of state forest lands; and</i></li> <li>d. <i>the role of the Forest Trust Lands Advisory Committee which is statutorily authorized to advise the Board of Forestry and State Forester on management of these lands and on other matters in which counties may have a responsibility pertaining to forest land.</i></li> </ol> </li> <li>3. <i>The existing policy framework including existing statutes, administrative rules (Greatest Permanent Value), and approved Forest Management Plans will provide the legal framework for the work and work products of the committee.</i></li> </ol>
<b>Customers</b>	<p><i>The committee serves to provide advice to ODF. The general public may also benefit from the committee’s participation with; and contribution to, ODF.</i></p> <p><i>The Board of Forestry may on occasion request the advice or input that SFAC has provided on a given topic.</i></p>
<b>Success Indicators</b>	<p><i>The goals and objectives of SFAC are achieved.</i></p> <p><i>Committee members provide constructive feedback to ODF about their role and value through annual evaluations.</i></p> <p><i>Attendance and participation of committee members at SFAC meetings and field trips.</i></p> <p><i>The extent to which ODF managers utilize the advice and guidance that is provided by SFAC and it’s members.</i></p> <p><i>The contribution of the committee’s advice leading to improvements to implementing the FMP.</i></p>
<b>Scope and Priority</b>	<p><i>The Advisory Committee will focus primarily on the FMP, the implementation plans (IP’s) of the individual districts in the NWOA, and their annual operational plans (AOP’s) and proposed management activities.</i></p> <p><i>Committee meetings are open to the public, and the agenda will include time for a comment period for those interested. Meetings are considered to be legally recognized as available to the public.</i></p>
<b>Tasks and Timeline</b>	<p><i>A work plan will be established by the committee on an annual basis in collaboration with the Department. In consultation with ODF, the committee chair will ensure future agenda topics are identified prior to adjourning the meeting based on the agreed to work plan.</i></p>

<p><b>Feedback Plan</b></p>	<p><i>By definition the advisory committee’s role is to provide feedback to the ODF, and to discuss issues, concerns, and opportunities. Discussions and feedback will occur primarily during regularly scheduled meetings, in which the Department solicits the committee’s advice and various viewpoints on a multitude of topics and issues related to the management of State Forest Lands.</i></p> <p><i>Periodic reviews of the committee charter will be conducted to identify improvements or adjustments to the committee process or administration in collaboration with the Department.</i></p> <p><i>Annual evaluations will be conducted by the committee to assess the ODF’s interaction and organization with the group, how well they accomplished their charter objectives, opportunities for improvement, and what worked well.</i></p> <p><i>Evaluations will also be conducted by the Department to assess the administration of the committee, the diversity and balance of members, the organization and quality of meetings, how well the committee’s feedback has helped the State Forests Division, attitudes and willingness of participants, key areas for improvement, and what worked well.</i></p>
<p><b>Procedures and Meeting Frequency</b></p>	<p><i>During a calendar year, the committee will be expected to meet at least three times a year. The frequency of meetings will be determined by the committee. At least one meeting each year will involve a field trip.</i></p> <p><b>Committee Administration</b></p> <p><i>ODF will provide administrative and logistical support for the committee. This work will include coordination with members on meeting dates, securing meeting facilities, coordination for field trips, taking meeting notes, distribution of agendas a minimum of one week prior, preparing draft annual reports for committee review and comment, and other materials associated with committee support.</i></p> <p><i>Technical coordination with districts and Division staff will be provided by the NWOA Assistant to the Area Director.</i></p> <p><i>The advisory committee may use subcommittees to work on special projects. Subcommittee members will be appointed by the chair and will be non-voting groups which make recommendations to the advisory committee. ODF will provide a resource person(s) to work with each subcommittee.</i></p>
<p><b>Decision Making Process and Committee Actions</b></p>	<p><i>The principle value of SFAC to ODF is to provide a “sounding board” for proposed or planned actions and decisions. In this context, ODF gains value from the viewpoints of diverse interests and individuals and from the synergy of thoughts and ideas that is created through committee discussions.</i></p> <p><i>For certain topics or issues, ODF may benefit from a more formal “voting” process that would include a determination about where the committee as a whole stands on an issue. In this context the committee will strive for consensus but recognize that unanimous agreement may not always be possible.</i></p> <p><i>When there is a call for a voting action, it will be facilitated and conducted by the chair person. The chair will take a tally to determine and recognize the majority vote. In order to create reasonable efficiencies, a simple majority (with six affirmative votes at a minimum) will be used as the standard for decision making. The action will be recorded and both the majority and minority opinions will be documented in the meeting minutes.</i></p> <p><i>During each meeting, there will be an agenda item for the committee to review and approve the minutes from the meeting previous, including any documented voting actions and decisions. Approval of the meeting minutes will constitute recognition of decisions attained by vote.</i></p>

<b>Decision Ratifying Body</b>	N/A
<b>Conditions to Decisions Made</b>	<i>The scope of the decision making process for the committee is applicable to committee-related functions, activities, discussions, opinions, documentation, and advice. The committee however, does not have decision-making authority that would apply to state laws, statutes, legislative rule-making, or Department plans and policies.</i>
<b>How Decisions Are Communicated</b>	<p><i>Decisions may be communicated using a variety of applications, including the approval of meeting minutes and summaries, and or any other supplemental documentation the committee chooses to prepare.</i></p> <p><i>The Advisory Committee will produce a written report each year documenting the topics addressed by the committee and summarize the advice provided to ODF, the voting actions that occurred, and any decisions that were made.</i></p>
<b>Committee Members</b>	<p><i>The committee composition will strive to represent the variety of interests in state forests, including local community interests and broader statewide interests, and to assure geographic representation across the Northwest planning area. Members will represent their respective organizations and act as a liaison to other interest groups.</i></p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• <b>Chair</b> (one non-voting, from any affiliation)</li> <li>• <b>Vice Chair</b>, (one voting member from any affiliation, except that member cannot be of the same affiliation as the current chair). The Vice Chair will replace the Chair when their term expires.</li> <li>• <b>Environmental Community</b> (2 members)</li> <li>• <b>Recreational Interests</b> (3 members) from groups that include a wide variety of recreational interests</li> <li>• <b>Timber Industry</b> (1 member)</li> <li>• <b>Watershed Council</b> (1 member) representative from a watershed council in Northwest Oregon</li> <li>• <b>Forest Operators</b> (1 member)</li> <li>• <b>Tribes</b> (1 member)</li> <li>• <b>County Interests</b> (1 member appointed by the Forest Trust Land Advisory Committee (FTLAC))</li> </ul> <p><b>Other Non-Affiliated Members</b> (2 - 3 members) <i>The selection committee may advise ODF regarding the inclusion of additional individuals that would add value to the committee while helping to achieve overall balance on the group.</i></p> <p><b>Non- Voting Ex-Officio Members:</b></p> <ul style="list-style-type: none"> <li>• <b>Oregon Department of Forestry</b> – Area Director for the Northwest Oregon Area, Deputy Division Chief for the State Forests Program.</li> </ul> <p><b>Non- Voting Liaison Members</b> (Liaison members will attend meetings on a regular basis:</p> <ul style="list-style-type: none"> <li>• <b>Scientific/Academic</b> (1 member) Oregon State University, College of Forestry</li> </ul> <p><b>Resource Members</b> (non-voting)  <i>(Resource members may be asked to attend meetings and participate, depending on agenda topics.)</i></p> <ul style="list-style-type: none"> <li>• <b>Oregon Department of Forestry</b> District Foresters and State Forests Division staff (all as appropriate).</li> <li>• <b>Oregon Department of Fish and Wildlife</b> resource specialists</li> <li>• <b>Federal Lands/Managers</b> and resource specialists</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Scientists</b> – scientists, researchers, specialists, or other experts</li> </ul> <p><b>Selection of Committee Chair and Members</b></p> <p>The Advisory Committee shall solicit candidates for the vice chair position from the existing membership. The committee, via the chair, will provide recommendations to ODF on the vice chair candidates. Vice chair will be confirmed by ODF.. The vice chair will replace the chair when their term expires.</p> <p>For the remaining committee positions, ODF will solicit nominations from interest groups and individuals. ODF will utilize a Selection Advisory Committee to review the applications and advise the Department about final selection of committee members.</p> <p>To provide flexibility, additional members may be appointed as needed in consultation with the committee.</p> <p><b>Member Terms</b></p> <p>The committee chair and committee members will serve 3-year terms. Members may reapply for additional 3 year appointments. Terms are staggered so that expirations are not coincident between all members.</p> <p>Members whose terms expire on the committee will be replaced using the same nomination and selection process noted above. The Northwest Oregon Area Director and the Deputy Division Chief for the State Forests Division, will select new members to replace members who leave before their term has expired.</p>
<p><b>Committee Review Schedule</b></p>	<p>The Advisory Committee is a standing committee. The committee may be terminated at any time by mutual consent of members or at the discretion of ODF.</p>
<p><b>Committee Expectations Clause</b></p>	<p>The Department and the Advisory Committee have developed a set of rules and standards to promote a collaborative and respectful process as a foundation for the conduct of the group and the interaction among committee members, department personnel, and other participants.</p> <p><b>Committee Rules and Standards</b></p> <p>The committee will work in a collaborative and respectful manner in order to create an effective, respectful, and trusting work environment. In this context, the following standards will guide interaction among committee members.</p> <ol style="list-style-type: none"> <li>1. Individual behaviors of committee members will be guided by ODF's Working Guidelines (attached).</li> <li>2. Members will not represent the views of the entire advisory committee unless there has been prior agreement. Normally, the chair or designated ODF staff will speak for the committee.</li> <li>3. The committee will use the current version of "Roberts Rules" to guide the conduct of their meetings.</li> <li>4. Committee meetings should focus on providing input and advice to ODF in the most effective manner.</li> <li>5. Public comment/public involvement: Meetings will be open to the public and be consistent with Oregon Revised Statutes (192.610 to 192.690) pertaining to public meeting law. A schedule of planned meetings will be made available to the public through ODF's public affairs program. The public will be invited to attend and to listen to the discussion of the Advisory Committee. Approximately 20 minutes of each meeting will be allocated for public comment. The chair will determine the appropriate amount of time for each person (or group) to address the committee. Additionally, public meeting law dictates that committee meetings:</li> </ol>

	<ul style="list-style-type: none"> <li>a) <i>Will not be conducted in private.</i></li> <li>b) <i>Will be held at a location where discrimination is <u>not</u> tolerated.</i></li> <li>c) <i>The meeting location must be accessible to the disabled.</i></li> <li>d) <i>Will provide an interpreter upon request.</i></li> <li>e) <i>Will record all voting actions in the meeting minutes.</i></li> <li>f) <i>Voting members are <u>not</u> subject to liability as a result of recommendations or voting actions</i></li> </ul> <p>6. <i>ODF's role: Ex-officio members on the committee have the following role and responsibilities:</i></p> <ul style="list-style-type: none"> <li>a) <i>Keep communication of the committee within the policy framework.</i></li> <li>b) <i>Recruit appropriate individuals to address topics of interest.</i></li> <li>c) <i>Identify and bring to the group topics that are time critical.</i></li> <li>d) <i>Provide meeting materials to members in advance of the meetings.</i></li> <li>e) <i>Develop agendas that clearly separate action items from informational items.</i></li> <li>f) <i>Provide for committee administration as discussed under "Committee Administration."</i></li> </ul>
<b>Sustaining Plan</b>	<p><i>The Advisory Committee will be a permanent committee that provides ongoing advice to ODF. The committee may be terminated at any time by mutual consent of members or at the discretion of ODF.</i></p>