

Deschutes County Forestland Classification Committee By-Laws

1 – Official Title

Under the provisions of Oregon Revised Statutes (ORS) 526.310 to 526.328, the Deschutes County Forestland Classification Committee is established consisting of six persons appointed in accordance with ORS 526.310. The official title of the committee shall be such as stated herein.

2 – Committee Membership

In accordance with ORS 526.310, the following persons shall comprise the forestland classification committee:

- one appointed by the State Forester
- one appointed by the Oregon State Fire Marshall
- one appointed by the Director of Oregon State University Extension Service
- three appointed by the County Governing Body, of which:
 - one must be an owner of forestland land or a representative thereof
 - one must be an owner of grazing land or a representative thereof

3 – Committee Organization

The committee shall elect from among its members a chair and a secretary and may elect or employ other officers, agents and employees, as it finds advisable. It shall adopt rules governing its organization and proceedings and the performance of its duties, and shall keep written minutes of all its meetings.

4 – Term of Office

Appointment of members shall be for four year terms. Members should be reappointed. Each member shall, at all times, be subject to removal and replacement by the appointing agency, effective upon the filing with the State Board of Forestry by that agency of written notice of removal and the name of the new member.

5 – Place of Business

The principle place of business of this committee shall be the Oregon Department of Forestry office in Prineville at 3501 E 3rd St, PO Box 670, Prineville, OR. 97754.

6 - Meetings

Meetings may be held at any time upon call of the chairman or upon written request to the secretary by not less than two members of the committee. The secretary shall send notification of the meetings to all members of the committee no less than 10 days prior to the date of such meeting. Four members shall constitute a quorum for the transaction of business.

7 – Conduct of Meetings

- As a general guide the committee will follow the Roberts Rules of Order for small groups.
- The committee shall strive for consensus when making decisions. In the event consensus cannot be reached the Chair may call for a vote on the decision.

- The Chair of this committee will be a voting member.
- Meetings of this committee shall be conducted according to the requirements of Oregon's Open Meetings Law, existing at the date of the meeting.
- An opportunity for members of the public to present statements, raise concerns or ask questions of the Committee shall normally be provided as part of the agenda of each meeting.
- The Chair may limit the time allowed and the subjects addressed to the Committee, by the public.
- The Chair may reschedule public participation to another meeting, if needed, to conduct business before the committee.
- With the approval of the Chair, members of the public may be allowed to participate in a Committee meeting at any time or when a Committee member, with approval of the Chair, directs a question to the audience.
- The Secretary shall make provisions for the recording and maintenance of a permanent record of the minutes of each regular meeting, special meeting and work session of the Committee.
- There will be no voting by proxy.
- A motion shall be deemed to have passed, if four or more members of the Committee approve it.
- In the case of a tie vote, a motion shall be deemed to have failed.
- The Secretary shall make provisions for the posting of public meeting notices at the locations specified.
- Notices of these meetings will be posted at these locations in the county:
 - 1) Oregon Department of Forestry Office in Sisters
 - 2) Deschutes County Services Building, Commissioners Office
 - 3) Deschutes County Road Department Building
 - 3) Deschutes County Libraries
- Meeting Notices will also be sent to local media outlets as a News Release and posted on the County and ODF websites to make the public aware of upcoming meeting.

8 – Regulation and by-laws

Any rules and regulations promulgated by the committee under authority of law shall not be effective unless approved by a majority vote of all members of the committee. The committee shall adopt reasonable regulations and by-laws governing its organization and proceedings and the performance of its functions under ORS 526.310 – 526.332, and shall keep written minutes of its meetings.

9 – Amendments

The by-laws may be amended at any meeting by a majority vote of the committee.

Adopted by the Deschutes County Forestland Committee on:

Date & Location: November 5, 2014, Deschutes County Road Department Building