

# **Alabama Prescribed Fire Council**

## **By-Laws**

The mission of the Alabama Prescribed Fire Council is to protect, conserve, and expand the safe use of prescribed fire on Alabama's fire adapted landscape.

### **Article One: Name**

#### **1.1 Name**

The name of this organization shall be Alabama Prescribed Fire Council hereafter referred to as the "Council."

### **Article Two: Purpose**

#### **2.1 Purpose**

The purposes of the Council are:

- a) To provide a focus for issues and concerns regarding prescribed burning in Alabama.
- b) To facilitate communication and the exchange of information regarding the benefits and shortcomings of prescribed burning.
- c) To provide a forum where all interested parties may participate in meetings and share in the benefits from the information generated by this Council.
- d) To promote a general public understanding of the benefits of prescribed burning and in distinguishing between prescribed fire and wildfire.
- e) To promote safety, training and research in the art and science of prescribed fire.
- f) To provide a forum for discussions on prescribed fire practices, regulations, and policies and a means to defend prescribed burning rights.
- g) To promote and facilitate an increase in acres burned annually by prescribed fire in Alabama.

### **Article Three: Members**

#### **3.1 Membership**

The membership of this Council shall consist of anyone interested in the safe use and benefits of prescribed fire on the Alabama landscape.

#### **3.2 Membership Fees**

The Steering Committee shall establish a membership fee schedule for each of the membership categories. The Committee may, at its discretion, amend or revise the membership fee schedule from time to time. Membership fees are due annually.

### **3.3 Membership Refunds**

Any member desiring to resign from the Council shall not be entitled to a refund of their membership fee.

### **3.4 Steering Committee**

A Steering Committee of fifteen (15) members is elected by the general membership to guide the organization and to develop position statements and coordinate meetings. The committee is composed of a diverse representation from groups such as these:

Consulting Foresters  
Forest Industry  
Forest Landowners Associations  
Alabama Cooperative Extension System  
Alabama Department of Conservation and Natural Resources  
Alabama Forestry Commission  
Alabama Wildlife Federation  
Alabama Wildlife Society  
Alabama Forestry Association  
USDA Natural Resources Conservation Service  
Non-industrial Private Forest Landowners  
The Longleaf Alliance  
The Nature Conservancy  
Universities and Colleges  
U.S. Department of Defense  
U. S. Fish and Wildlife Service  
U.S. National Park Service  
USDA Forest Service  
Alabama Department of Environmental Management  
Society of American Foresters  
National Weather Service  
Soil and Water Conservation Districts

### **3.5 Committee Term**

Members at large shall serve for two-year terms. Initially, seven of the members shall serve for a three-year term and eight members shall serve for a two-year term.

### **3.6 Attendance**

In the event that a Steering Committee member must be absent from a meeting, he/she may designate an alternate representative.

### **3.7 Sub-committees**

Sub-committees, composed of Steering Committee members and non-members may be formed with agreement of the Council to address specifically assigned issues.

## **Article Four: Officers**

### **4.1 Elected Officers**

The officers of the Council shall be the Chair, Immediate Past Chair, Vice Chair, Secretary/ Treasurer, who will be members of the Steering Committee. The Vice Chair will succeed the Chair.

### **4.2 Officer Term**

The term of the office will be for one year. The Vice Chair becomes Chair and a newly elected Vice Chair is elected from the Steering Committee. The Immediate Past Chair will also serve as an officer to the Council.

### **4.3 Election**

The officers shall be elected by the voting members of the Council present at the annual Fall general membership meeting. A Nominating Sub-committee designated by the outgoing Chair will prepare a slate of candidates to the membership for approval. The scoping committee will prepare the initial slate of candidates to the membership for approval.

### **4.4 Resignation and Removal**

Any officer may resign by presenting written notice to the Secretary/Treasurer. An officer may be removed from office by a two-thirds vote of the current steering committee.

### **4.5 Vacancies**

If an officer position becomes vacant for any reason during the office's term, the Steering Committee shall appoint a replacement to complete the remainder of that office's term. Nominees for the position shall be presented to the general voting membership at the next scheduled election.

### **4.6 Duties**

The Chair of the Steering Committee is responsible for setting agendas for Steering Council and general membership meetings, running said meetings and communicating with committee chairs in the interim between meetings. The Vice Chair and Immediate Past Chair shall support the Chair. The Vice Chair shall set agendas and run meetings in the absence of the Chair. The Secretary/Treasurer tracks the membership, records the minutes of Council meetings and distributes those minutes to the Council membership and manages the Council's funds and provides a financial report including summary of all income and disbursements to the Steering Committee during each meeting.

#### **4.7 Disbursements**

All disbursements must be approved by the Chair and the Secretary\Treasurer. All disbursements over \$200 must have prior approval of the Steering Committee.

### **Article Five: Meetings**

#### **5.1 Meetings**

At least one Council meeting and two Steering Committee meetings will be held annually.

#### **5.2 Notice**

Notices of Council meetings shall be sent to members at least two weeks prior to all such meetings. Both e-mail and written notices may be used.

#### **5.3 Quorum**

At meetings of the Steering Committee, a majority of the committee or their proxies shall be necessary to constitute a quorum for the transaction of business.

#### **5.4 Vote Required for Action**

Except as otherwise provided in these bylaws, the act of a majority of steering committee members present at a meeting at which a quorum is present at the time shall be the act of the Steering Committee.

#### **5.5 Telephone and Similar Meetings**

Steering Committee members may participate in and hold a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting hear each other. Participation in such a meeting shall constitute presence in person at the meeting.

#### **5.6 Action by Steering Committee without a Meeting**

Any action required or permitted to be taken at a meeting of the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by all the members of the Steering Committee before the action to be taken. Electronic mail from each of the members of the Steering Committee shall constitute acceptable written consent. Such consent shall have the same force and effect as a unanimous vote at a meeting. The signed consent, or a signed copy, shall be made a part of the official record of the Council.

### **Article Six: Amendments**

#### **6.1 Amendments**

By-law amendments will be proposed by a two-thirds vote of the Steering Committee and then approved at the next full Council meeting.