

**Operating Procedures  
for the  
North Dakota Forestry Council**

**I. Name**

The Name of this advisory organization shall be the “North Dakota Forestry Council” hereinafter referred to as the NDFC.

**II. Purpose & Objectives**

The purpose of the NDFC is to advise the State Forester and the North Dakota Forest Service (NDFS) on the implementation of the state’s Forest Action Plan priorities addressing Community Forestry, Forest Stewardship and Forest Health.

The Council will also serve as a forum for the exchange of ideas and support opportunities to work together to collaboratively address multiple issues of statewide importance.

**III. Membership**

Members will be appointed by the State Forester and will serve for a term of four years.

The State Forester can appoint members for additional terms upon recommendation from the Council and the organization or constituency they represent. Members are expected to be the liaison between the Council and the organization or constituency they represent.

Recommended membership representation may change over time and will include to the extent practical, but not limited to: US Forest Service (National Forest System, State & Private Forestry or other branches), Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Tribal Governance, Cooperative Extension Service, Local Government, Soil Conservation Districts, Professional Foresters, Land-Trust Organizations, Conservation Organizations, State Agencies, Non-profit Organizations, Volunteers or Community-based Organizations, Natural Resources Professional or Trade Associations, Landowners, and the Public at Large.

It is the intent of the Council to have balanced representation from among the three program areas (Community Forestry, Forest Stewardship and Forest Health) and from across North Dakota.

**IV. Council Leadership**

The State Forester will be the Chairperson of the Council and leads meetings. NDFS Staff will assist the State Forester and will provide support to the Council members and Committees.

**V. Committees**

The Council will be supported by Standing and Ad-hoc Committees. Committees will be chaired by an NDFS staff person appointed by the State Forester. Standing Committees will be made up of five (5) Council members serving two-year Committee terms and will provide guidance and

leadership for on-going Council activities. Committee members may serve additional Committee terms upon recommendation from the Council.

Ad-hoc Committees may be convened and adjourned at the discretion of the State Forester as deemed appropriate to address the business at hand. Membership of Ad-hoc Committees may be any number of members as deemed appropriate, but not more than five (5) members from within NDFC, and are not subject to Committee term limits. Any Ad-hoc Committee convened for a period of two continuous years should be considered for a Standing Committee status.

Standing and Ad-Hoc Committees may request additional technical support and solicit advice and input from outside NDFC as is reasonable and appropriate.

#### **A. Standing Committees**

##### **a. Membership and Operations Committee**

The duties of the Membership and Operations Committee include but are not limited to: calling for meetings of the full Council; advising the Council on changes to the organizational structure or operating procedures; ensuring the membership of the council is appropriately representational and balanced; recruiting new members, filling vacancies, and recommending changes to Council membership.

##### **b. Community Forestry Grants Committee**

The duties of the Community Forestry Grants Committee include but are not limited to: serving on the grant review committee: providing unbiased scoring to grant applications; making recommendations for grant approval by the full Council at a scheduled Council meeting.

##### **c. Conservation Forestry Committee**

The duties of the Conservation Forestry Committee include but are not limited to: supporting the State Forester's efforts to provide technical and financial assistance relating to the management of private forest lands; promoting conservation forestry with an emphasis on increasing tree planting; and coordinating efforts with organizations having mutual conservation missions.

#### **VI. Meetings**

The NDFC will hold a minimum of one meeting per year, and may meet more frequently if deemed necessary by the Chairperson or general membership of the Council. Decisions will be made by two-thirds majority of Council Members present. Council meetings are open to the public.

Standing and Ad-hoc Committees may meet as often as deemed necessary by the Committee Chair to conduct the business at hand.