

Polk County Forestland Classification Committee

By-Laws

July 17, 2008
Revised January 5, 2011

I – Official Title

Under the provisions of Oregon Revised Statutes (ORS) 526.310 to 526.332, the Polk 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.

II – 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 Director of Oregon State University Extension Service
- one appointed by the State Fire Marshal
- three appointed by the County Governing Body, of which:
 - one must be an owner of grazing land or a representative thereof
 - one must be an owner of forestland or a representative thereof
 - one member at large

III – Committee Organization

The committee shall elect from among its members a chair, a vice 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. In the event that the Chair is absent, the Vice Chair will act as Chair.

IV – Term of Office

Members shall serve a term of four years and may be reappointed to any number of terms (526.310). Each member shall, at all times, be subject to removal and replacement by the appointing agency. If a member becomes inactive (two unexcused absences) the Chair should contact that member, and when the Chair deems it appropriate, initiate a retirement notice and turn it back to the appointing agency for a replacement member. If a member needs to retire from the position, he/she should give notice to the Chair who will turn it back to the appointing agency of that position to fill.

V – Place of Committee's Business

The principle place of business of this Committee shall be the office of the Oregon Department of Forestry, Dallas Unit, 825 Oak Villa Road, Dallas Oregon, 97338.

VI – Meetings/Quorum

Meetings may be held at any time upon call of the Chair or upon written request to the Secretary by not less than three members of the Committee. Notification of the meetings will be made by the secretary to all members of the committee. Three members shall constitute a quorum for the transaction of business.

VII – Conduct of Meetings

1. As a general guide the Committee will follow the Roberts Rules of Order.
2. The Chair of this Committee will be a voting member.
3. Meetings of this Committee shall be conducted according to the requirements of Oregon's Public Meetings Law, existing at the date of the meeting.
4. 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 or when a Committee member, with approval of the Chair directs a question to the audience.
5. The Chair may reschedule public participation to another meeting, if needed, to conduct business before the Committee.
6. 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.
7. There will be no voting by proxy.
8. Member participation in meetings by remote access mechanisms (such as telephone, telecom, or polycom) is permitted.
9. A motion shall be deemed to have passed, when three or more members of the Committee approve it.
10. Notices of these meetings may be posted at four locations in the county:
 - Oregon Department of Forestry Dallas Unit, 825 Oak Villa Road, Dallas Oregon, 97338.
 - Polk County Web-Site <http://www.co.polk.or.us/FCC>
 - Polk County Assessor Office 850 Main Street, Dallas, OR 97338
 - OSU Polk County Extension, 182 SW Academy, Suite 102, Dallas, OR, 97338

VIII – Regulation and By-Laws

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. 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.

IX – Amendments

The by-laws may be amended at any meeting by vote of the Committee members.