

Bylaws of the Tennessee Prescribed Fire Council¹

Mission statement

The mission of the Tennessee Prescribed Fire Council (TNPFC² or Council) is to foster cooperation among all parties involved with prescribed fire in Tennessee; to promote appropriate use of prescribed fire by encouraging the exchange of information, techniques, and experiences among prescribed fire practitioners; and by promoting public understanding of the importance, benefits, and complexities of prescribed fire.

ARTICLE I

The TNPFC assembles those concerned about prescribed fire into an organization to:

- 1) enhance the ability to use prescribed fire as a land management tool;
- 2) increase expertise in prescribed fire by sharing technical and scientific information;
- 3) promote safety, training, and research in the art and science of prescribed fire;
- 4) review prescribed fire practices, regulations, and policies, and promote improvement; and
- 5) promote public education about the benefits of prescribed fire.

ARTICLE II

Participation

Section 1: TNPFC voting members may be members of any agency, organization, corporation, institution, or any individual that uses or promotes prescribed fire as a land management tool. Others concerned about prescribed fire, such as regulatory and planning agencies, may be invited to attend TNPFC meetings and join discussions on issues relevant to their interests.

Section 2: An Executive Committee, composed of a designated representative from each of the following agencies and entities, is established to guide the TNPFC and to develop positions, policies, and coordinate meetings:

¹ Approved at annual meeting, 8 February 2012. Art. 2, Sect. 2 and Art. 3, Sect. 2 amended January 2013 by Executive Committee. ²TPFC changed to TNPFC by Executive Committee January 2014.

Tennessee Division of Forestry
Tennessee Wildlife Resources Agency
University of Tennessee
Tennessee Department of Environment and Conservation
US Forest Service
Natural Resource Conservation Service
National Park Service
Department of Defense
Tennessee Wildlife Federation
The Nature Conservancy

Each agency or entity on the Executive Committee will have only 1 vote on matters decided by vote. If an agency or entity has 2 representatives on the Executive Committee and they cannot agree on how their agency or entity should vote on an issue, no vote will be recorded for that agency or entity on that issue.

- Section 3: In the event that an Executive Committee member must be absent from a meeting, the Executive Committee may designate an alternate representative from that agency or entity.
- Section 4: The Executive Committee will share information, provide updates, and gain input from the TNPFC membership.
- Section 5: Working groups involving members and non-members may be tasked, with the agreement of the TNPFC, to address specifically assigned matters arising from activities of the TNPFC.
- Section 6: Additional agencies or entities may be added to the Executive Committee with a 3/4 majority vote by the Executive Committee.
- Section 7: If there is more than 1 person from a representative agency or entity who would like to be on the Executive Committee, the voting members of the TNPFC will elect the new Executive Committee member at the annual meeting. The Administrative Committee shall provide a slate of candidates within each of the representative agencies and entities, gathered from sources available to it, to the membership for approval. All candidates' names will be provided to the voting membership via paper or email ballot, at least 3 weeks before the general membership meeting. Ballots must be returned to the Administrative Committee at least 1 week before the general membership meeting, or may be cast in person at the general membership meeting. The candidate from each agency or entity with the greatest number of votes is elected. Unopposed candidates must receive affirmative votes from a majority of the votes cast. If unopposed

candidates receive more negative votes than positive votes, they cannot be placed on the Executive Committee and that agency or entity will not be represented on the Executive Committee until a candidate is brought forth and receives a majority of positive votes.

Section 8: Executive Committee representatives shall have terms of 2 years. New terms of office shall begin the day following the general membership meeting at which the election was held.

Section 9: Executive Committee representatives shall be eligible to serve 6 consecutive years on the Executive Committee. After 6 consecutive years, members must step off the Executive Committee for a period of no less than 1 calendar year before again being eligible for election to the Executive Committee.

Section 10: Any Executive Committee representative may resign by presenting written notice to the Administrative Committee (officers; see Article V, Section 2).

Section 11: An Executive Committee representative may be removed from office by a 2/3 vote of the current Executive Committee representatives.

Section 12: If an Executive Committee representative leaves the Executive Committee for any reason, that agency or entity will be petitioned to appoint someone to temporarily fill the seat until someone can be elected to serve out the term at the next regular Executive Committee election. The candidate will be seated upon 2/3 vote of the Executive Committee.

Section 13: The Executive Committee shall meet at least annually. All meetings of the Executive Committee shall be called by the Chair, and notice of all meetings shall be sent to the Executive Committee by the Secretary at least 2 weeks prior to the scheduled meeting date.

Section 14: The Secretary shall take minutes of all Executive Committee meetings. These minutes shall be distributed to the Executive Committee, and shall be kept in the official files of the Council, as maintained by the Secretary. These minutes will be available to the general membership if requested, but need not be distributed to the membership.

Section 15: Meetings of the Executive Committee shall be run by the Chair of the Council, or if the Chair is unavailable to lead the meeting, the meeting will be run by the Chair-Elect.

ARTICLE III

Officers

- Section 1: The officers of the Council shall be the Chair, Chair-Elect, Past Chair, and Secretary/Treasurer. When the Chair-Elect becomes Chair, a new Chair-Elect is elected from the Executive Committee.
- Section 2: The officers shall be filled by any official representative of the agencies or entities comprising the Executive Committee. No agency or entity can have more than 2 representatives as an officer.
- Section 3: The term of office for all officers will be 2 years. When the Past Chair has completed 2 years, that person must step off the Executive Committee for at least 2 years, while another person represents that agency or entity on the Executive Committee.
- Section 4: The Chair shall preside at all meetings and see that all resolutions approved by the Executive Committee are acted upon and put into effect.
- Section 5: The Chair may appoint committees from Council members as needed.
- Section 6: In the event the Chair must be absent from a meeting, the Chair-Elect will preside over the meeting.
- Section 7: The Chair shall see that the minutes of each meeting are kept by the Secretary. The Secretary will provide an electronic copy of the minutes of the meeting to the Executive Committee within 1 month after the meeting.
- Section 8: The Chair may authorize actions and public notices after a majority approval of the Executive Committee members in attendance at the annual meeting.
- Section 9: The Executive Committee acts on behalf of the Council.
- Section 10: The Chair and the Treasurer have the authority to approve disbursement of Council funds of \$500 or less. All disbursements of more than \$500 must have approval of a majority of the Executive Committee.
- Section 11: Any officer may resign by presenting written notice to the other officers.
- Section 12: If an officer position becomes vacant for any reason during that officer's term, the Executive Committee shall appoint a replacement to complete the remainder of that officer's term.

- Section 13: The Chair is responsible for setting agendas for Council meetings, assisted by the Executive Committee, running meetings, and communicating with committee chairs in the interim between meetings.
- Section 14: The Chair-Elect shall support the Chair and shall set agendas and run the meeting in the absence of the Chair.
- Section 15: The Secretary tracks membership in the TNPFC, records minutes of TNPFC meetings, and distributes those minutes to the Executive Committee and TNPFC membership (if requested).
- Section 16: The Treasurer manages the TNPFC funds and provides a financial report, including a summary of all income and disbursements to the Executive Committee at least quarterly.

ARTICLE IV

Meetings

- Section 1: At least 1 TNPFC meeting and 1 Executive Committee meeting will be held annually.
- Section 2: Notices of meetings shall be sent to members at least 2 weeks prior to meetings.
- Section 3: The Executive Committee can conduct business at a meeting after the meeting has been announced to the membership via electronic mailing at least 2 weeks prior to meeting.

ARTICLE V

Committees

- Section 1: Committees shall be established by the Chair to address issues of interest to the purpose and mission of the Council. These committees compose members of the TNPFC and shall have a committee chair selected from the committee members. There are standing committees and ad-hoc committees. Standing committees are permanent and ongoing. Ad-hoc committees may be formed to address a current and pressing issue beyond the immediate scope of a standing committee. An ad-hoc committee may be formed within or outside a standing committee. Standing and ad-hoc committees shall remain active as long as the

issue or action they were formed to address is ongoing or until 2/3 of the Executive Committee vote to disband the committee.

Section 2: The Administrative Committee is a standing committee comprising the Chair, Chair-Elect, Past Chair, and the Secretary/Treasurer.

Section 3: The chair of each committee shall make a report to the TNPFC on the actions taken by the committee since the last TNPFC meeting. The committee chair shall offer recommendations for action by the TNPFC based on the work of the committee. Committees may or may not have authority to make decisions on behalf of the TNPFC, as the Council deems appropriate.

ARTICLE VI

Other

Section 1: These By-laws may be amended by a 3/4 majority of the Executive Committee.

Section 2: TNPFC decision making will be reached by a simple majority vote of the representatives present at the meeting in which a decision of the TNPFC is sought or required. TNPFC decisions will be confined to activities involving the TNPFC as a whole in consideration of the TNPFC's stated objectives. There is no intention, direct or implied, to encroach upon or supersede the internal decision-making of any TNPFC member agency or entity.