



# Advisory Council Basics

Charter & Bylaws



# Pacific Northwest National Scenic Trail Advisory Council Charter

## Objectives and Scope of Activities

**The Committee will advise and make recommendations to the Secretary of Agriculture, through the Chief of the Forest Service, on matters relating to the Pacific Northwest National Scenic Trail, as described in the Act.**

- The Committee will be solely advisory in nature.
- All activities of the Committee will be conducted in an open, transparent, and accessible manner.
- Per Section 5(e) of the Act, the Secretary will consult with the Committee on the comprehensive plan for the Trail, which the Forest Service is responsible for preparing and, per court order, submitting to Congress no later than December 31, 2023.
- A permanent Federal employee is to be appointed in accordance with agency procedures and will serve as the Designated Federal Official (DFO).
- The Committee will meet at least once annually.
- A majority of the Committee members must be present to constitute an official meeting.
- Per 16 U.S.C. § 1244(d), the Council has a duration of 10 years from establishment and will terminate May 22, 2024.
- This Committee will be fairly balanced in its membership in terms of the points of view represented and the functions to be performed.
- All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee's advice and recommendations.



# Pacific Northwest National Scenic Trail Advisory Council Bylaws

- The Advisory Council is subject to the Federal Advisory Committee Act (FACA) and the current Advisory Council Charter, as filed with Congress.
- The Advisory Council will meet at least once a year as required.
- The Charter requires that a majority of members be present to constitute a quorum.
- When a decision or formal recommendation of the Advisory Council is required, the Chairperson, or any member, will request a motion for a vote.
- A decision or recommendation requires a majority of the total Advisory Council membership on that date. Consensus on decisions and recommendations is desirable.
- All meetings of the Advisory Council will be open to the public for the duration of the meeting.
- Each meeting will have a public comment period. Each person will have a maximum of 3 minutes to address the Advisory Council.



# Pacific Northwest National Scenic Trail Advisory Council Bylaws defined Roles

## ► MEMBERS

Members represent the interests identified in the Charter. Members should:

1. generate information necessary from their respective interest groups,
2. keep their constituencies informed of progress, and
3. understand whether or not general public support exists for proposed recommendations.

## ► CHAIRPERSON

The Chairperson will serve a 2-year term with an opportunity to serve an additional term.

The Chairperson works with the DFO to identify issues to be addressed by the Advisory Council, track the work of the Council including the progress of any subcommittees, and ensure Advisory Council operating procedures are followed.

The Chairperson is responsible for certifying the accuracy of the meeting minutes, recognizing members of the public who request to address the Advisory Council during the public comment period, and determining the extent to which the Advisory Council will respond to statements made during the public comment period.



# Pacific Northwest National Scenic Trail Advisory Council Bylaws defined Roles

## ► DFO

The DFO serves as the Government's agent for all matters related to the Advisory Council's activities. As described in the Charter, the DFO is a permanent Federal employee appointed by the Forest Service. By Law, the DFO must:

1. approve or call the meeting of the Advisory Council and any subcommittees,
2. prepare and approve all agendas for meetings of the Advisory Council and any subcommittees,
3. attend all meetings of the Advisory Council and any subcommittees,
4. adjourn the meetings when such adjournment is in the public interest, and
5. chair meetings of the Advisory Council in the absence of a Chairperson.



# Questions or Comments?

Advisory Council Basics