

**OPERATING PROCEDURES**  
**FOR THE**  
**WISCONSIN PRIVATE FORESTRY ADVISORY COMMITTEE**

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**Section 1: Name**

1. The name of this organization shall be "Wisconsin Private Forestry Advisory Committee", hereinafter referred to as "the committee".

**Section 2: Purpose and Goals**

1. The Committee advises and recommends to the Wisconsin State Forester and Department of Natural Resources (DNR) concerning Wisconsin's suite of Private Forestry programs, including implementation of the Forest Stewardship Program, and the Forest Legacy Program (FLP), as authorized in the "Food, Agriculture, Conservation and Trade Act of 1990", and other related cooperative private forestry programs including Forest Tax Law programs, Wisconsin Forest Landowner Grant Program (WFLGP), Cooperating Forester Program, Certified Plan Writer (CPW) program, forest certification, forest health, and private forestry education and outreach.
2. The Committee advocates, promotes and improves program coordination, understanding and cooperation among agencies, private landowners, forest industry, and other organizations having common interests in sustainable forest management.
3. The Committee identifies priorities and coordinates implementation of Wisconsin's cooperative private forestry assistance programs supported by the various federal and state agencies and the private sector.
4. The Committee assists with the development and regularly reviews, updates and monitors Wisconsin's State Forest Action Plan, assessments and strategies.
5. The Committee assists with the development and implementation of Wisconsin's Forest Legacy Program as outlined in the State Forest Action Plan Forest Legacy Program Strategy Document (2010) and associated federal program guidance including the federal Forest Legacy Program Implementation Guidelines.
6. The Committee reviews, evaluates, ranks and prioritizes federal Forest Legacy project applications for submission according to the goals outlined in the State Forest Action Plan and federal process outlined in the federal FLP call for projects and FLP Implementation Guidelines.
7. The Committee reports to the State Forester on progress, evaluations, assessments and relevant issues identified by the committee related to Wisconsin's cooperative forestry assistance programs.
8. The Committee maintains a communication link to the Natural Resources Conservation Service (NRCS) State Technical Committee and Forestry Sub-Committee.
9. The Committee meets the requirements of the Cooperative Forestry Assistance Act (CFAA) Forest Stewardship Coordinating Committee and shall be consulted as required by federal guidance as the state's Forest Stewardship Coordinating Committee.

### **Section 3: Membership**

1. The Committee is appointed by the State Forester and Chaired by the State Forester (or assigned designee(s)) and includes, to the extent practicable, representatives of the following groups and organizations:
  - USFS State & Private Forestry, NRCS, FSA and UW-Extension (1 seat each; total 4 seats )
  - Local Government (1 seat)
  - Wisconsin Land and Water Conservation Association (1 seat)
  - Environmental/Conservation Organization(s) (2 seats)
  - Consulting Forester (WCF, ACF or Cooperating Forester; 1 seat)
  - Forest Product Industry (2 seats)
  - Forest Landowners
    - Industry/Business landowner >10,000 acres (1 seat)
    - NIPF landowner (1 seat)
    - Cooperative (1 seat)
  - State Agency (DNR; 1 seat)
  - Tribal organization (1 seat)
2. Organizations shall appoint their representatives to the Committee. These appointments are subject to approval by the State Forester. These organization representatives, as well as individuals appointed by the State Forester, are hereafter referred to as "Committee Members".
3. Committee Members shall serve 3-year terms. Terms shall coincide with the state fiscal year. The initial appointments shall be staggered as determined by the State Forester. Committee Members may be re-appointed for consecutive terms.
4. Committee Members shall strive to attend all meetings of the Committee, shall serve on ad hoc or subcommittees established by the Chair(s), and shall have the ability to review draft documents prior to Committee, ad hoc or subcommittee meetings.
5. Committee Members shall provide input on questions and issues that are considered by the Committee based on the perspectives of the organization they represent and not their personal interests. Committee Members shall solicit input from the organizations they represent as needed based on a particular question or issue considered by the Committee.
6. Committee Members may designate an alternate to function in his or her behalf at a Committee, ad hoc or subcommittee meeting. If a Committee Member designates an alternate, the Committee Member shall inform the alternate of the questions or issues currently being considered by the Committee prior to the alternate attending a Committee, ad hoc or subcommittee meeting.
7. The Department may seek new representation to fill the seat of a Committee Member who has not been present or designated an alternate for three consecutive regular meetings of the Committee during their term.
8. No Committee Member other than the Chair(s) may speak in the name of the Committee or act in its behalf without the prior authorization of the State Forester.

#### **Section 4: Officers**

1. The Chair(s) or designee(s) shall preside at all meetings of the Committee.
2. The DNR Private Forestry Specialist shall be the Committee liaison and keep minutes of all Committee meetings, maintain records of attendance at all meetings, safeguard all documents, and make reports as directed by the Committee.
3. The Chair(s), with the advice and assistance of the DNR Private Forestry Specialist, shall:
  - Set the agenda for each meeting of the Committee. Any Committee Member may submit additional agenda items.
  - Annually, at the summer meeting, appoint members and Chairs of subcommittees and assign duties to subcommittees.
  - Serve as spokesperson for the Committee.

#### **Section 5: Meetings**

1. The Committee shall meet a minimum of twice each year, on dates determined by the Chair(s).
2. The meetings shall be open to the public and shall be publicly noticed in accordance with Wisconsin Statute 19.84.
3. Recusal Policy – Committee Members that have a financial interest in a project(s) submitted for a grant award in the Forest Stewardship Program, Forest Legacy Program or other grant programs shall recuse themselves from discussions surrounding grant ranking and grant awarding.

#### **Section 6: Ad Hoc Sub-committees**

1. Members of ad hoc sub-committees, teams or work groups of the Committee shall be appointed by the Chair(s).
2. The Chair(s) may appoint or discontinue ad hoc sub-committees, teams or work groups as the Chair(s) deems necessary.
3. The Private Land Management Team (PLMT) may serve in a support role or ad hoc sub-committee role of the WPFAC on issues and matters affecting Wisconsin's cooperative private forestry assistance programs in order for the WPFAC to effectively advise the State Forester. The PLMT is established for the purpose of advising the Division of Forestry's Field Operations Team (FOT) on operational issues involving private forestry assistance programs, and ensuring consistent statewide program implementation.

#### **Section 7: Compensation of Members**

1. All Committee Members shall serve without compensation, but may be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Such reimbursement to an employee of a state or a federal agency shall be paid by the employing agency.
2. Expense reimbursements for non-state or non-federal employees are limited to those authorized for state employees.

**Section 8: Decision Making Process**

1. The Committee will use a system of consensus in order to make recommendations to the State Forester.
  - Committee consensus is a satisfactory level of general agreement, but not necessarily complete agreement. It is an outcome which is "close enough" to be acceptable. All or most team members can support it, and few or no members totally oppose it. Often, when a team achieves general agreement, not all members are completely satisfied, but everyone accepts or "lives with" the group's prevailing view.
  - Consensus is not a unanimous decision. Unanimity essentially gives each team member veto power.
2. The Committee will strive for consensus by ensuring every member feels they have had the opportunity to express their views and influence the decision.
3. In the event that the Committee is unable to reach consensus on an issue:
  - Committee Members agree to clearly articulate the basis for their inability to reach consensus and to articulate what could be done to allow them to reach consensus.
  - If consensus still cannot be reached, the issue will be brought to the State Forester for a decision, and will be accompanied by a description of the differing positions.

**Section 9: Approval and Amendments**

1. These Operating Procedures shall be deemed approved, and may be amended at any time, based on consensus by the Committee.