

RULES OF PROCEDURE

CONSERVATION AND NATURAL RESOURCES ADVISORY COUNCIL

Section 1. COMPOSITION OF THE CONSERVATION AND NATURAL RESOURCES ADVISORY COUNCIL (CNRAC)

(a) Section 315 of the Conservation and Natural Resources Act (Act 18 of 1995, P.L. 89) provides as follows:

(1) The Conservation and Natural Resources Advisory Council shall consist of the Secretary of Conservation and Natural Resources; six members who shall be appointed by the Governor, no more than three of whom shall be of the same political party; six members who shall be appointed by the President Pro Tempore of the Senate, no more than three of whom shall be of the same political party; and six members who shall be appointed by the Speaker of the House of Representatives, no more than three of whom shall be of the same political party. The appointed members of the Council shall be citizens of the state, who during their respective terms shall hold no other state office to which any salaries are attached.

(2) The term of office of each appointed member shall be three years, measured from the third Tuesday of the year in which he/she takes office or until his/her successor has been appointed; except that in the initial appointments of the members of the Council, the respective appointing authorities shall appoint two members for terms of one year each, two members for terms of two years each, and two members for terms of three years each.

(3) The Council shall include persons knowledgeable in fields related to the work of the Department of Conservation and Natural Resources.

Section 2. DUTIES

(a) Section 315 of the Conservation and Natural Resources Act (Act 18 of 1995, P.L. 89) provides that the Conservation and Natural Resources Advisory Council shall:

(1) Review all conservation and natural resource laws of the Commonwealth and make appropriate suggestions for the revision, modification, and codification thereof.

(2) Consider, study, and review the work of the Department and for this purpose, the Council shall have access to all books, papers, documents, and records pertaining to or belonging to the Department.

(3) Advise the Department, on request, and make recommendations upon its initiative, for the improvement of the work of the Department.

(4) Report annually to the Governor and to the General Assembly, and make such interim reports as are deemed advisable.

(b) The Council's interpretation of duties as outlined above shall extend to the Council's right, on its own initiative, to make direct recommendations to federal executive agencies or legislative bodies whose actions will bear on the Commonwealth's conservation and natural resource responsibilities. The Council's decision to make such recommendations on a case-by-case basis will be determined by a majority vote of the Council.

Section 3. OFFICERS

(a) The Council shall annually elect one of its appointed members as Chairperson and shall elect a Secretary who need not be a member of the Council. The Council shall also select from among its members a Vice Chairperson.

(b) The Chairperson, Vice Chairperson, and Secretary shall be elected annually and shall hold office as such until July 1 of the year following their election or until their successors have been elected and qualified, except in the case of their death, resignation, removal, or (in the case of the Chairperson or Vice Chairperson), termination on the Council.

(c) When the election of an officer ends in a tie vote following two ballots, a motion to postpone elections until the next regular meeting will be offered by the Chairpersons. Following an affirmative vote to postpone elections, a motion to reopen nominations at the next regular meeting prior to voting may be put forth.

(d) As long as the Council maintains the services of an Executive Director, the Executive Director shall serve as the Secretary.

Section 4. MEETINGS

(a) Section 315 of the Conservation and Natural Resources Act provides that the Council shall meet at least quarterly or at the call of the Chairperson.

(b) The Council shall meet at the call of the Chairperson at such time and places that the Chairperson shall designate. Notice of such call shall be given by official notice or by telephone to each member at an address furnished to the Executive Director of the Council for that purpose at least five days prior to the time affixed for such meeting.

(c) The Chairperson shall preside at meetings of the Council. In his or her absence one of the following persons in the order stated shall preside:

- Vice Chairperson
- Other appointed member in order of seniority

(d) Where the Chairperson deems it necessary to obtain the consensus of the members and there is insufficient time in which to call a meeting, a telephone poll may be taken of the members, subject to ratification at the next meeting of the Council.

(e) Except where contrary to law or these rules, conduct of all meetings will be governed by Roberts Rules of Order.

(f) Active member attendance at Council meetings is a member responsibility. In the event of absence for three consecutive meetings and/or half of the regular meetings in a calendar year, Council will, upon recommendation of the Chairperson and Vice Chairperson, notify the member to discuss the situation, and notify the appropriate appointing authority of the member's attendance record and its negative impact on the work of the Council.

Section 5. QUORUM

(a) Nine members of the Conservation and Natural Resources Advisory Council shall constitute a quorum.

Section 6. VOTING

(a) In no instance will voting by proxy be allowed.

Section 7. AGENDA

(a) An agenda for each meeting of the Council shall be prepared by the Executive Director of the Council with the approval of the Chairperson.

(b) Items for inclusion on the agenda shall be submitted to the Executive Director and/or the Chairperson at least ten (10) days in advance of the meeting.

(c) The Chairperson and the Executive Director shall determine the items which shall be included in the agenda, provided that an item submitted by at least six members of the Council shall be so included.

(d) Notice of the meeting and the proposed agenda shall be distributed to members at least seven (7) days in advance of the meeting.

(e) Copies of any revisions to the agenda shall be distributed at least 24 hours before the meeting and any matter not on the agenda so distributed will not be considered except by majority consent of the members of the Council present.

Section 8. EMPLOYEES

Section 315 of the Conservation and Natural Resources Act provides that the Council shall have the power to employ and fix the compensation of such experts, stenographers, and assistance as may be deemed necessary to carry out the work of the Council, but due diligence shall be exercised by the Council to enlist such voluntary assistance that may be available from the citizens, research organizations, and other agencies in Pennsylvania or elsewhere generally recognized as qualified to aid the Council.

Section 9. AMENDMENTS

These Rules of Procedure may be amended by vote of a majority of those present and voting at any meeting of the Council, provided that the notice of the meeting shall have included a statement of the nature of the amendments to be considered.

Approved: April 8, 1996

Amended: September 22, 1999

January 26, 2000

June 28, 2000