

# SOCIETY FOR RANGE MANAGEMENT ADVISORY COUNCIL HANDBOOK

February 10, 2010



## **Vision:**

a well-trained and highly motivated group of professionals and rangeland users working with productive, sustainable rangeland ecosystems.

## **Mission:**

to promote the professional development and continuing education of members and the public and the stewardship of rangeland resources.

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# **SOCIETY FOR RANGE MANAGEMENT ADVISORY COUNCIL HANDBOOK**

## **By-Laws**

**The purpose, structure, powers and responsibilities are clearly stated in the Society's By-laws (Revised June 2006) below:**

### **ARTICLE V. Advisory Council**

#### *Purpose:*

SECTION 1. Advisory Council shall serve as a planning, consultative, and advisory body to the Board of Directors, to provide the means for discussion and evaluation of Society affairs by a broad spectrum of membership, and to provide the opportunity for reporting on, exchanging ideas about, and evaluating Section and Society activities and programs.

#### *Structure:*

SECTION 2. The official Advisory Council shall be composed of the President and two elected officers of each Section of the Society. For the purpose of conducting normal business at the meetings of the Advisory Council duly authorized members of Sections may serve as alternates. The Advisory Council shall be chaired on an annual basis in accordance with the Advisory Council Procedures as approved by the Board of Directors.

#### *Advisory Council Meetings:*

SECTION 3. The Advisory Council shall meet at the place and time of the annual meeting of the Society, in both separate session and in joint session with the Board of Directors, and may also meet at such other times and places as it may decide. Written and/or electronic notice from the chair of the Council to its members and publication of meeting notice in a Society periodical are both to be made at least 30 days prior to the date of the meeting.

#### *Liaison Responsibilities:*

SECTION 4. The Advisory Council may, at its discretion, choose to meet by teleconference, electronically, or by other methods in accordance with Article V, Section 3, at a time separate from the annual meeting of the Society.

#### *Quorum:*

SECTION 5. The representatives to the Advisory Council, including duly authorized alternates in accordance with said Advisory Council procedures in attendance at any duly called meeting of the Advisory Council, shall constitute a quorum providing a simple majority of the Sections are represented. A simple majority vote of such representative shall be sufficient to effect actions or recommendations of the Advisory Council except as provided for herein (Article II, Section 6; Article II, Section 7; Article X; Article XI, Section 7(f); Article XIII, Section 2).

#### *Chair & Chair-Elect Responsibilities:*

SECTION 6. The current chair of the Advisory Council shall preside at all meetings of the same. In the event of the chair's absence the chair-elect who also serves as secretary of the Advisory Council, will preside. The chair and the chair-elect may attend all meetings of the Board of Directors, which do not conflict with Advisory Council meetings. The chair and chair-elect shall assist the Board of Directors in planning for the functions and affairs of the Society as representatives of the Advisory Council.

## ARTICLE II. Officers and Directors

### *Recall Elections:*

SECTION 6. Any member of the Board of Directors of the Society can be recalled by a majority vote of those ballots cast in a recall election. Such recall election shall be initiated when petitioned by fifteen percent of the current members of the Society or by sixty-seven percent of the entire official **Advisory Council** (as provided for in Article V herein). The recall election shall be held within 60 days after the receipt of the petition at the Society's headquarters office. Ballots shall be handled in a manner similar to that for any regular election as detailed in these bylaws.

### *Filling Vacancies on Board of Directors:*

SECTION 7. Vacancies in any un-expired term of the elected members of the Board of Directors shall be filled from among the Society membership of good standing, by a two-thirds majority vote of the remaining Board of Directors. Vacancies in any un-expired term of the President or First Vice President shall be filled in order of automatic succession to the presidency to serve the un-expired term and the term for which they were elected. A vacancy in the office of the Second Vice President shall be filled by election at the next regular election, thus requiring election of both First and Second Vice Presidents for the succeeding year. When a member of the Board of Directors is recalled the vacancy will be filled as when any other vacancy occurs. When more than three vacancies on the Board of Directors occur simultaneously for any reason all vacancies shall be filled by a majority vote of the entire official **Advisory Council**.

## ARTICLE IV. Management of the Society

### *Reporting to Membership:*

SECTION 4. The Board of Directors may choose to conduct Society business between regularly scheduled meetings noted in Article IV, Section 3 through the use of teleconferences, electronic mail, or through other available technologies as the Board shall direct, or at the call of the President. Written or electronic notice from the Executive Vice President to each member of the Board is to be made at least 7 days prior to the date of the meeting shall constitute official notice of a call for such meeting. Six voting members of the Board shall constitute a quorum, authorized to conduct business in the name of the Society. Minutes of such meetings shall be made available to the membership.

SECTION 5. Summaries of actions of all Board of Directors and **Advisory Council** Meetings shall be published in a Society periodical within four months following the meeting(s). The official minutes shall be made available at cost to any member upon request.

### *Referendum Elections:*

SECTION 6. A referendum election shall be initiated by the Board of Directors or when petitioned by fifteen percent of the current members of the Society or by sixty-seven percent of the entire official **Advisory Council**. A referendum election called for by said petition shall be held within 60 days after the receipt of the petition at the Society's

headquarters office. Ballots shall be handled in a manner similar to that for any regular election as detailed in these bylaws. Passage of a referendum issue shall be by a simple majority of members voting in the election.

## **ARTICLE VI. Meetings**

### *SRM Meetings:*

SECTION 1. The general meetings of the Society for the purpose of the reviewing the business and affairs of the Society and for presenting professional papers, fostering professional interchange and encouraging discussion of matters of interest and concerns of the Society, shall be held at such times and places as approved by the Board of Directors after consideration of the recommendation of the **Advisory Council**. Notice of the annual and other general meetings shall be announced to the membership in the Society's periodical publications at least 60 days in advance of such meetings.

### *Tours, Business and Special Meetings:*

SECTION 2. Tours, business and other special meetings may be approved by the Board of Directors after consideration of the recommendation of the **Advisory Council**. Notice of such meetings shall be announced to the membership in the Society's periodical publications or by special notice mailed to all Society members at least 30 days in advance of the meeting.

## **ARTICLE VII. Sections**

### *Establishing Sections:*

SECTION 1. Sections, composed of Society members, may be established in any locality, and such organization shall become effective as soon as its proposed constitution, or articles of incorporation, and bylaws, which must specify the geographical boundaries of the proposed Section, or any amendments to those documents, shall have been submitted to and approved by the Board of Directors after consultation with the **Advisory Council**.

### *Resolving Conflicts Among Sections:*

SECTION 8. The Board of Directors in consultation with the **Advisory Council** will examine and resolve any conflict that may arise between sections and they also may rescind the authorization of any Section and terminate its existence.

## **ARTICLE IX. Student Organization**

### *Student Activities:*

SECTION 8. Students, either individually or from student organizations, shall be recognized and encouraged by the Society by sponsoring student conclaves, youth forums; judging contests and other appropriate activities as approved by the Board of Directors after consideration of the recommendation of the **Advisory Council**.

## ARTICLE X. Publications

### *Society Publications:*

SECTION 1. As a means of accomplishing the Society's objectives, the Society shall publish periodicals and/or publications at such times and in such a manner as may be approved by the Board of Directors after consideration of the recommendation of the **Advisory Council**.

## ARTICLE XI. Policies, Positions, Resolutions

### *Consideration of Proposed Policy:*

SECTION 1. The Board of Directors shall have the authority to initiate, formulate and otherwise take action on basic Society policies, positions, and resolutions regarding issues or matters, which pertain to the provisions of Article II of the Articles of Incorporation.

### *Definitions:*

SECTION 2. The following definitions shall be used by the Society, Sections or Chapters to distinguish between Policy Statements, Position Statements and Resolutions:

- a) Policy Statement: a carefully devised statement of principle to guide decisions and actions of the Society for Range Management.
- b) Position Statement: an unequivocal statement of posture or attitude in regard to a specific issue within the parameters of a Policy Statement of the Society,
- c) Resolution: A formal statement of opinion requesting and encouraging action to resolve a situation within the parameter of a Policy Statement of the Society.

### *Initiation of Policy:*

SECTION 3. Sections, and Chapters through their parent Sections, may initiate and help develop proposed Society policy, position, and resolution statements or propose changes in Society policy, position, and resolution. Such proposals will be forwarded to the Executive Vice President for referral to the appropriate Society Committee and **Advisory Council** for consideration and action.

### *Approval of Policy:*

SECTION 4. The Board of Directors may refer proposed statements of Society policy, position, or resolution to the general membership for ballot vote, or after appropriate review may take direct action on policy proposals. In accordance with sections 1, 7, and 8 of this article, the Board of Directors shall make the final decisions as to whether any issue of Society policy, position, or resolution is sufficiently acceptable to the membership to justify a policy, position or resolution statement. Policy, position, or resolution statements established by Board action may be changed by subsequent Board action; those established by referendum shall stand until removed by referendum.

SECTION 5. Society statements approved by the Board of Directors, or by the referendum, shall be published in a Society periodical. The results of the referenda held to obtain a statement by the membership on existing or proposed statements shall also be published in a Society periodical.

*Rescission of Policy:*

SECTION 6. The Society's Board of Directors may, by a two-thirds vote, rescind any Society, Section or Chapter statements. Sections and Chapters may rescind only their respective statements, which are within the area of its jurisdiction.

*Policy Guidelines:*

SECTION 7. In any matter of policy formulated by the Society, Sections, or, Chapters, the following guidelines shall be followed:

- a) Formulation of policy should be a deliberate matter because of the diversity of groups within the Society, the breadth of its objectives, and the way in which it is organized. Impetuous and hastily conceived policy statements can be disastrously divisive and reflect unfavorably on the Society.
- b) Policy statements should relate to principle rather than specifics or procedures. Thus formulated they would be more flexible, more enduring, and more in keeping with the objectives of the Society.
- c) The manner in which policy statements are made will need to be governed by prudence, foresight, and a sense of realism.
- d) The Society can speak only for the profession of range management and not for the objectives and interests of any of the diverse groups represented within the Society.
- e) On issues where the Society, Section, or Chapters is divided significantly in opinion, even though the issue is approved by majority vote, it would be unwise to express a position forcibly.
- f) There are many kinds of issues on which it would be imprudent for the Society, Sections, or Chapters to issue policy statements or to express an opinion.

SECTION 8. In the matter of resolutions or position statements formulated by the Society, Sections or Chapters, the following guidelines shall be followed:

- a) A Section, Chapter, or any member of the Society may submit statement changes or proposals to the Executive Vice President for referral to the appropriate committee and **Advisory Council**.
- b) Society committees and the **Advisory Council** must consider all statements on rangeland matters coming from a Section, Chapter or active member. The Board of Directors and **Advisory Council** may at any time prepare and present statements to the appropriate Society committee for consideration.
- c) Society committees and the **Advisory Council** shall consider and prepare statements. These shall be forwarded to the Public Affairs Committee for editorial review and presentations to the Board of Directors. The appropriate Society committee chairperson and/or **Advisory Council** president shall be present during deliberations and be prepared to support such statements.
- d) Statements shall be approved by a two-thirds majority vote of the Board of Directors to become an official statement of the Society.

- e) Interim statements approved by the Board of Directors will be submitted to the appropriate committee and **Advisory Council** at the next meeting of the Society for review and consideration through regular formulation procedures.
- f) Statements presented through the regular formulation procedures that fail to receive a two-thirds majority vote of the Board may be reintroduced by referendum election. A referendum election shall be initiated by the Board when petitioned by fifteen percent of the current members of the Society or sixty-seven percent of the entire official **Advisory Council**.
- g) Each Chapter and Section shall have the authority to formulate statements, which are within the area of its jurisdiction and are consistent with Society Policy Statements.
- h) Chapters must file statements with the Section. Sections must file both Chapter and Section statements with the Society's Executive Vice President.

### **ARTICLE XIII. Amendments**

#### *Consider Amendments-Propose Amendments:*

SECTION 1. Proposed amendments to these Bylaws shall be submitted to a vote of the Society membership, and shall be effected by an affirmative vote of two-thirds or more of the members voting.

SECTION 2. Amendments must be proposed by submitting the same using at least one of three methods:

- 1) through the **Advisory Council**, to the Board of Directors in writing and bearing the signature of at least 50 members eligible for voting.
- 2) by a majority vote of the entire Board of Directors, or
- 3) by a majority vote of the entire **Advisory Council**. All proposed amendments, shall be submitted to a membership vote in the regular election next following, or at the direction of the Board, a special election may be held.

SECTION 3. Proposed amendments shall be printed and mailed to all voting members of the Society, together with a printed ballot indicating a "Yes" and a "No" for the proposed amendment. If the election is held during a regular annual election of the Society, the ballots received by the Election Committee on or before November 30 shall be counted. If a special election is held, a printed ballot shall show plainly the date by which it is returned to be eligible for counting, such specified date to be not less than 60 days from the date of mailing to the membership.

SECTION 4. A proposed amendment that receives the required two-thirds affirmative vote shall take effect immediately upon submission of the Election Committee's report to the President.

## Specific Advisory Council Procedures

### *Voting*

Each representative to the Council, including duly authorized alternates designated in writing by their Sections, in attendance at any meeting of the Advisory Council, shall have one vote.

### *Election of the Chair*

The Advisory Council Chair shall be elected from among the Section Presidents, one year prior to starting his/her term as Council Chair. Nominations will be made from the Council membership during the Annual Meeting; election will require a majority vote of the Council Representatives present and voting. The change of officers will take place following the close of business of the Annual Meeting. At the end of his/her term, the Chair will forward all records of the Council to his/her successor.

### *Advisory Council Secretary*

The Chair-Elect serves as the secretary to the Advisory Council and is responsible to ensure proper documentation of Council meetings. The Chair-Elect may be assisted with secretarial duties by a member of the Society staff.

The Chair-Elect shall serve in the event of the Chair's absence or shall become Chair if, for any reason, the Chair of the Advisory Council should be unable to serve, and will appoint a Temporary Secretary, should it be necessary, to serve until the next Advisory Council meeting at which time a Chair-Elect shall be elected.

### *Appointment of Committees*

The Chair may appoint committees of the Council as deemed necessary for the effective and efficient conduct of business.

### *Schedules and Timing*

The Council Chair shall solicit items from the Board of Directors and Sections to be discussed and prepare an agenda. The Council Chair shall distribute the updated five-year record of past recommendations to the Council Membership at the time meeting agenda items are solicited. The AC agenda shall be forwarded to all Council Representatives, the Board of Directors, and appropriate Committee and Task Group Chairs.

The Executive Vice President of the Society will send the agenda for the Board of Directors' Annual and Summer meetings to the Advisory Council Chair and Chair-Elect at least 30 days prior to the meeting dates.

The Advisory Council will meet with the Board of Directors during each Annual meeting. A joint meeting will follow the Advisory Council's regular meeting, at which time the Council will submit a report of its actions and recommendations to the Board. Following the BOD Summer Meeting the Advisory Council will convene a meeting, video conference or

conference call to review actions completed by the board and determine actions needed prior to the Annual meeting.

#### *Relationship to the Board of Directors and Committees*

The Chair and Chair-Elect of the Advisory Council may attend all meetings of the Board of Directors which do not conflict with meetings of the Advisory Council.

The Chair and Chair-Elect will also maintain liaison with the Board and Society Committees, especially the Public Affairs Committee, for the purpose of input and response reflecting Section concerns (See Figure 1). The Chair and/or Chair-Elect shall serve as members of committees as designated by the Board of Directors.

The Chair shall serve as a member of the Finance Committee.

#### *Reports*

Minutes of each Advisory Council meeting will be recorded by the Secretary. These will be transmitted to the Council Chair no more than 30 days after the meeting. The Council Chair will, within 60 days after completion of the Council meeting, have a copy of the minutes sent to each Council member and member of the Board. A summary of minutes of Advisory Council meetings shall be published in a Society periodical within four months following the meeting. The Advisory Council will have a link within the members resource area on the Parent Society website to hold current and historical minutes, the Council handbook, recommendations of the Council and other documents of Advisory Council business.

Within 60 days of the close of the Annual meeting and Summer BOD meeting, the Executive Vice President will notify the Advisory Council on the Board's Actions on the Council's recommendations.

The Council Chair, or his/her designee, shall assemble, maintain, and distribute a five-year record of Advisory Council Recommendations and the Board Actions on the recommendations. The Council Chair, or his/her designee, will ensure that the archive of recommendations prior to the five-year record are posted and maintained on the SRM Parent Society website.

#### *Other*

The Council may seek assistance from the Executive Vice President and Society headquarters for printing, mailing, secretarial help, and other Council activities.

#### *Annual Meetings*

The By-Laws, Article VI, Section 1, provides for organization and approval of Society meetings. The Society for Range Management selects sites for Annual meetings at least four years prior to the meeting being convened.

### Annual Meeting Subcommittee

The Annual Meeting subcommittee shall be made up of the AC Chair, AC Chair-Elect, a member of section host of a recent meeting, a member of a large venue section and a member of a small venue section. A list of large venue sections can be found in Appendix A of this handbook. The last three representatives will be appointed by the Chair. The EVP or his/her designee will serve as an ad hoc member of the subcommittee and will serve as a liaison to the professional meeting management firm.

Annual Meeting committees shall work with a selected professional meeting management firm in negotiating meeting space and hotel blocks. The President of the potential host sections and the Advisory Council chair will be notified by the EVP prior to a request for a bid from a Section venue. Representatives of the selected firm, SRM Headquarters, and general meeting co-chairs will mutually agree upon the final contracts.

### Annual Meeting Selection Process

Advisory Council Annual Meeting Subcommittee (Subcommittee) will coordinate with Convention consultant to select 8-10 locations (preliminary) to be considered for future annual meetings. These locations can be selected from a list generated by the consultant or locations nominated by a section.

Selection should consider:

- a. current market
- b. ability for the locations to meet needs
- c. willingness of the home section or another section to host the meeting

#### Current meeting needs

- at least 100,000 square feet of meeting space
  - at least 750 beds for peak night
  - at least 25 breakout rooms
- d. return interval (geographic location and proximity to recent meetings)

The Convention consultant will request information from the preliminary locations to include room rate, meeting room costs, other costs and transportation costs and availability and will provide the bid information to the EVP and the Advisory Council chair by May 31, annually.

Subcommittee will narrow location choices to 3-5 locations (semifinal) based on information received from the preliminary locations using the following priorities:

- a. Room rate
- b. Travel expense
- c. Registration cost
- d. Return interval
- e. Meeting room rental cost

The Advisory Council Chair will notify all sections of the semifinal locations by July 31 and those sections will be given an opportunity to host or co-host a meeting at these locations. (Host sections can be from the area of the location or any section.) The section where the venue is located will have the right of first refusal to host a meeting in that venue.

Sections need to be prepared to accept or decline the bid to host in specific locations prior to the annual meeting

At the annual meeting, the Advisory Council will review and rank the semifinal locations and recommend final locations to the Board of Directors based on the following criteria:

- a. Room rate
- b. Travel expense/ease of travel
- c. Registration cost
- d. Return interval
- e. Meeting room rental cost
- f. Commitment of section/sections to host

If several locations meet the needs, based on the above criteria, and could be booked for future years, the Advisory Council may recommend these locations for outyears.

### Resolution, Policy & Position Statement Flowchart

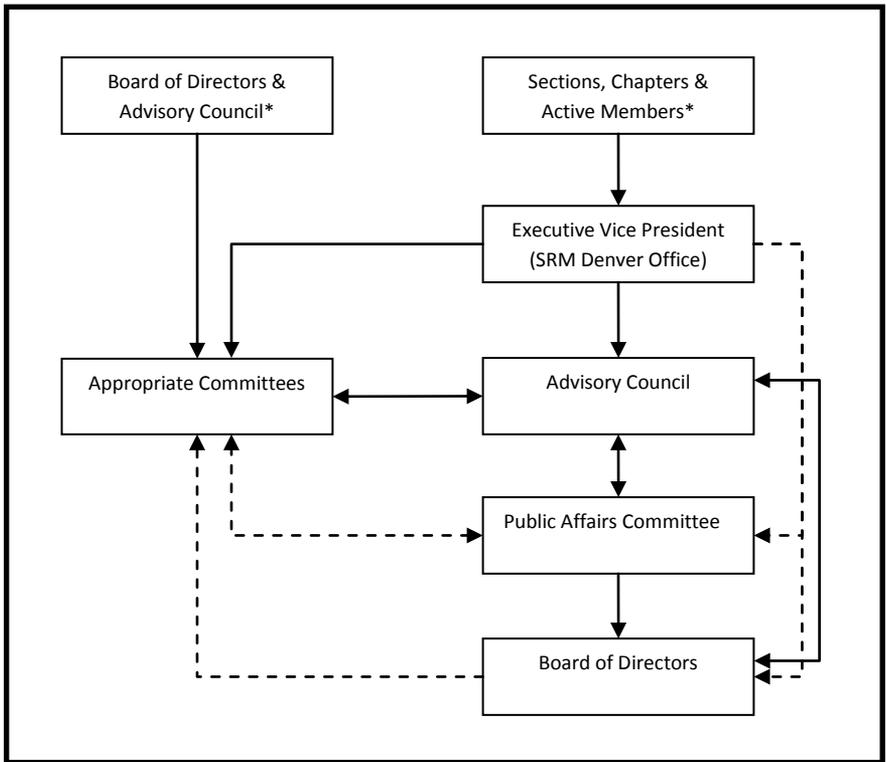


Figure 1. Process for the development of Resolutions, Policy and/or Position Statements by the Society for Range Management.

\_\_\_\_\_ Solid lines represent necessary actions  
 - - - - - Dashed lines represent exchange of information.  
 \*Denotes origination of resolutions, policy & position statements

Appendix A: A Current List of Large Venue Sections as of February, 2010

Large Venues: California-Pacific, Nevada, Idaho, Colorado, Florida, New Mexico, Texas, Southern, Utah, Pacific Northwest, Arizona, International Mountain, National Capital Section, Mexico

Other Sections not listed are considered small venues at this time.