

SAMPLE

United States Department of the Interior
Bureau of Land Management

CHARTER

GILA BOX RIPARIAN NATIONAL CONSERVATION AREA ADVISORY COMMITTEE

1. Official Designation: Gila Box Riparian National Conservation Area Advisory Committee.
2. Committee Objectives and Scope: To advise the Secretary of the Interior, through the Director, Bureau of Land Management (BLM), with respect to the preparation and implementation of the comprehensive plan for the long-range management of the Gila Box Riparian National Conservation Area (hereinafter referred to as "Conservation Area"), as required by Section 201 of the Arizona Desert Wilderness Act of 1990, 16 U.S.C. 460ddd.
3. Period of Time Necessary for the Committee's Activities: Since its functions are related to continuing BLM responsibility for the management of public lands and resources in the Conservation Area, the need for the Committee is expected to continue indefinitely. However, Committee continuation will be subject to periodic review and rechartering as required by Section 14(b) of the Federal Advisory Committee Act, 5 U.S.C. Appendix.
4. Official to Whom the Committee Reports: BLM Safford Field Manager.
5. Administrative Support: Administrative support for activities of the Committee will be provided by the Field Manager.
6. Duties of the Committee: At the request of the Field Manager or his/her designee, the Committee will meet periodically to gather and analyze information, conduct studies and field examinations, hear public testimony, ascertain facts and, in an advisory capacity only, develop recommendations for the Field Manager concerning public lands planning, management, and uses of the Conservation Area.
7. Committee Composition: Pursuant to Section 201(j) of the Arizona Desert Wilderness Act of 1990, the Committee will be composed of seven members, who are appointed by and serve at the pleasure of the Secretary. One member will be appointed from nominations submitted by the Governor of Arizona, one member will be appointed from nominations submitted by the Graham County Board of Supervisors, and one member will be appointed from among recommendations submitted by the Greenlee County Board of Supervisors. The remaining four members will be persons with recognized expertise in wildlife

conservation, riparian ecology, archaeology, hydrology, recreation, environmental education, or other disciplines directly related to the primary purposes for which the Conservation Area was created.

8. Member Service:

- a. Except as provided in Paragraphs 8c and 8d, members of the Committee will be appointed for 3-year terms. Each term will begin on August 1 of its first year and end on December 31 of its final year. An appointment will be considered effective, for the purpose of reappointment eligibility as defined in Paragraph 8d, on August 1 of the first year of the term, regardless of the date the appointment is actually made.
- b. When any member fails to attend three consecutive meetings, the Field Manager or his/her designee may deem that member's position on the Council to have been vacated (see Paragraph 8c). Upon such determination, the Field Manager will inform the member, in writing, that his or her service on the Council is terminated.
- c. Vacancies occurring by reason of resignation, death, failure to regularly attend Committee meetings (see Paragraph 8b), or Secretarial removal, will be filled by the Secretary for the balance of the vacating member's term using the same method by which the original appointment was made. Such vacancies will be promptly reported to the BLM Director, and the Field Manager may propose to the BLM Director, through the State Director, a replacement for appointment consideration by the Secretary.
- d. At the discretion of the Secretary, or his designee, members may be reappointed to additional terms under the following conditions:
 - (1) A person who has served a 3-year term on the Committee may be reappointed to a second consecutive 3-year term.
 - (2) A person who has served an appointed term of less than 3 years on the Committee to fill a vacancy occurring for reasons described in Paragraph 8c may be reappointed to two consecutive 3-year terms.
 - (3) A person who has served two consecutive 3-year terms on the Committee may be reappointed no earlier than 3 years after his or her last date of membership on the Committee.
- e. All members will serve without salary, but will be reimbursed for travel and per diem expenses at current rates for government employees under 5 U.S.C. Section 5703.

9. Subcommittees: To facilitate the functioning of the Committee, subcommittees may be formed to study and develop recommendations on selected issues for consideration by the

full Committee. The membership of any subcommittee will be balanced in terms of points of view represented and functions to be performed. Meetings of any subcommittee, as well as meetings of the full Committee, will be called and conducted in accordance with the Federal Advisory Committee Act and BLM advisory committee regulations.

10. Committee Officers: The Committee will elect a Chairperson and Vice Chairperson from among its members annually. Chairpersons and members of any subcommittees formed will be appointed by the Committee Chairperson with the concurrence of the Field Manager or his/her designee.
11. Meetings:
 - a. Pursuant to the Federal Advisory Committee Act, meetings of the Committee and any of its subcommittees may be called only by the Field Manager or his/her designee, after consultation with the Committee Chairperson. The designated Federal officer required by the Federal Advisory Committee Act will be the Field Manager or his/her designee, who will attend all meetings of the Committee and any subcommittees thereof. All Committee and subcommittee meetings, including field examinations, will be open to the general public, including representatives of the news media. Any organization, association, or individual may file a statement with or appear before the Committee and its subcommittees regarding topics on a meeting agenda -- except that the designated Federal officer may require that presentations be reduced to writing and that copies be filed with the Committee.
 - b. A notice of each meeting of the Committee or any of its subcommittees will normally be published in the *Federal Register* and distributed to the news media serving the Conservation Area 30 days in advance of such meeting -- however, if urgent circumstances prevent a 30-day notice, not less than a 15-day notice will suffice. The notice will set forth clearly and precisely the issues or topics to be discussed and provide specific times and places for public presentation. If it becomes necessary to postpone or cancel an announced meeting, a subsequent notice will be published in the *Federal Register* and distributed to the Conservation Area news media as early as possible and will explain the reasons for the postponement or cancellation.
 - c. Committee and subcommittee meeting agendas must be formally approved in advance by the Field Manager or his/her designee.

- d. The Committee will normally meet at least twice annually, but in no case less than once annually. Additional meetings may be called by the Field Manager or his/her designee in connection with special needs for advice.
 - e. The Committee will not elect officers, adopt resolutions, take positions on issues, or offer advice or recommendations with less than 51 percent of its members in attendance.
12. Committee Records: Detailed minutes of each Committee meeting will be kept and will contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all documents received, issued, or approved by the Committee. The accuracy of all minutes will be certified by the Committee Chairperson. Copies of the minutes will be maintained in the BLM Field Office and will be available for public inspection and copying during regular business hours.
 13. Estimated Operating Costs: Activities of the Committee will require an estimated \$15,000 (including 0.5 work year of Federal employee support) annually.
 14. Termination Date: The Committee will cease functioning 2 years from the date this charter is filed, unless, prior to that date, it is rechartered by the Secretary of the Interior in accordance with the provisions of Section 14(b) of the Federal Advisory Committee Act, 5 U.S.C. Appendix.
 15. Authority: Section 201(j) of the Arizona Desert Wilderness Act of 1990, 16 U.S.C. 460ddd.

SECRETARY OF THE INTERIOR

Date Signed

Date Charter Filed