

**BYLAWS AND STANDARD OPERATING PROCEDURES
COUNTY PAYMENT COMMITTEES:
COOS BAY DISTRICT
EUGENE DISTRICT
MEDFORD DISTRICT
ROSEBURG DISTRICT
SALEM DISTRICT**

Section I: Membership Selection and Appointment

a. General Requirements: Committee members are appointed by and serve at the pleasure of the Secretary. To be eligible for appointment to the Committee, a person must be qualified through education, training, knowledge, or experience to give informed and objective advice regarding an industry, discipline, or interest specified in the Committee's charter; have demonstrated experience or knowledge of the geographical area under the purview of the advisory Committee; have demonstrated a commitment to work collaboratively toward solutions to resource management issues; and have the ability to represent their designated constituency. The Bureau of Land Management (BLM) will consider nominations for Committee membership from local government, organizations, and individuals. Committee members must be residents of Oregon, and be supported by letters of recommendation from the groups or interests the nominees will represent.

Committee members may serve concurrently on more than one Committee. Committee members may serve concurrently on Committee subgroups, e.g., Rangeland Resource Teams (RRTs).

b. Term Length: Committee members will be appointed to serve 3-year terms. Alternate members will be appointed to 3-year terms, but will only serve if a

c. Elected Officials: Pursuant to Section 309(a) of Federal Policy and Land Management Act of 1976, at least one Committee member will be an elected official of general purpose government, serving the people within the jurisdiction of the Committee.

The term of a Committee member who has been appointed on the basis of his or her status as an elected official will end upon the member's departure from elective office. When this situation occurs, the BLM must replace the member who leaves office by filling the vacancy using the same method by which the original appointment was made.

d. Termination of Service: The Secretary or the Designated Federal Official (DFO) may, after written notice, terminate the service of a member if, in the judgment of the Secretary or DFO, removal is in the public interest. Members may also be terminated if they no longer meet the requirements under which they were appointed; fail or are unable to participate regularly in Committee work; or have violated Federal law or the regulations of the Secretary. When a member fails to regularly attend meetings, the DFO will inform the member, in writing, that his or her service on the Committee could be terminated. When any member fails to attend two consecutive meetings, without good cause, the DFO or his/her designee may deem that

member's position on the Committee to have been vacated. Upon such determination, the DFO will inform the member, in writing, that his or her service on the Committee is terminated.

e. Vacancies: Vacancies will be filled by the alternates for the category for which a Committee position is vacant. Vacant alternate positions will be filled using the same process for soliciting candidate nominations followed by Secretarial appointment that was used initially to fill the Committee membership. Any vacancy on the Committee will be filled by the Secretary for the balance of the vacating Committee member's term. Such vacancies will be promptly reported to the DFO.

Section II: Meeting Procedures

a. Open Meetings: The Committee will meet as required. Meetings will be called by the DFO in consultation with the Chair. Unless otherwise determined in advance, in accordance with the Government in the Sunshine Act of 1976, all meetings are open.

b. Agenda: The Committee agendas must be formally approved in advance by the DFO or his or her designee. The agenda will be distributed to the Committee prior to each meeting and will be published with the notice of the meeting in the Federal Register.

c. Minutes and 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 office of the DFO, and will be available for public inspection and copying during regular business hours.

d. Meetings: The DFO will attend all meetings of the Committee. Any organization, association, or individual may file a statement with or appear before the Committee regarding topics on the meeting agenda, except that the DFO may require that presentations be reduced to writing and copies be filed with the Committee. Regular Committee business activities will be conducted using standard rules of order.

A notice of each meeting of the Committee will normally be published in the Federal Register and distributed to the news media serving the jurisdictional area of the Committee, 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 sets forth the purpose, time, and place of the meeting. If it becomes necessary to postpone or cancel a meeting, a notice will be published in the Federal Register and distributed to the local news media serving the geographic area as early as possible.

Section III: Role of Committee Officials

Chairperson: The Committee will elect its own officers from among its members annually, usually at the first meeting of each calendar year.

Designated Federal Officer: The DFO serves as the government's agent for all matters related to the Committee's activities. By Law, the DFO must: (1) approve or call the meeting of the Committee; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) Chair meetings of the Committee, when so directed by the Secretary of the Interior or his or her designee.

In addition, the DFO is responsible for providing adequate staff support to the Committee, including the performance of the following function: (1) Notifying members of the time and place for each meeting; (2) Maintaining record of all meetings, including task group activities, as required by Law; (3) maintaining the roll; (4) preparing the minutes of all Committee deliberations; (5) attending to official correspondence; (6) maintaining official Committee records and filing all paper and submissions prepared for or by the Committee; and, (7) preparing and handling all reports, including the annual report as required by the Federal Advisory Committee Act of 1972.