

**United States Department of the Interior  
Bureau of Land Management**

**CARRIZO PLAIN NATIONAL MONUMENT  
ADVISORY COMMITTEE**

**BYLAWS AND STANDARD OPERATING PROCEDURES**

**SECTION I: MEMBERSHIP SELECTION AND APPOINTMENT**

- a. GENERAL REQUIREMENTS:** Primary and alternate members representing specified industries, disciplines, and interests on the Carrizo Plain National Monument Advisory Committee are appointed by the Secretary of the Interior. Members 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; have demonstrated experience or knowledge of the geographical area in which the national monument is located; have demonstrated a commitment to collaborate in seeking solutions to a wide spectrum of resource management issues; and have the ability to represent their designated constituency. Applications for nomination to the committee must be supported by at least one letter of recommendation from the industry, discipline, or interest the nominee will represent.

Committee members may not serve concurrently on more than one committee chartered under the Federal Advisory Committee Act (FACA), 5 U.S.C. Appendix. Committee members, however, may serve concurrently on committee subgroups.

- b. TERM LENGTH:** Committee members will be appointed to serve 3-year terms on a staggered term basis, with approximately one-third of the members subject to appointment or reappointment each year. At the end of a member's term, he or she may continue to serve for an interim period, which will not exceed 120 days, in order to ensure continuity on the committee until a new appointment has been made.
- c. REAPPOINTMENT:** A member may be reappointed to serve on the committee upon the expiration of the member's current term. Reappointments will be made in the same manner in which the original appointment was made.
- d. TERMINATION OF SERVICE:** The secretaries or the designated federal official (DFO) may, after written notice, terminate the service of a member if, in the judgment of the secretaries or the 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 Department of the Interior. When a primary member fails to regularly attend meetings and does not arrange for the appointed alternate to attend in his or her place, the DFO will inform the member, in writing, that his or her service on the committee could be terminated. When any primary member or alternate member replacing a primary member who has resigned or can no longer serve on the committee fails to attend two consecutive meetings-without good cause, the DFO 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:** Any vacancy on the committee may be filled by the Secretary for the balance of the vacating member's term in the same manner in which the original appointment was made.
- f. **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON:** The committee will annually elect a chairperson and vice-chairperson from among its primary members. Such election will occur at the first meeting of the committee during the calendar year.

## **SECTION II: MEETING PROCEDURES**

- a. **OPEN MEETINGS:** Meetings will be called by the DFO in consultation with the committee chairperson. Unless otherwise determined in advance, in accordance with the government in the Sunshine Act of 1976, all committee meetings, including field examinations and meetings of subgroups are open to the general public, including representatives of the news media.
- b. **AGENDAS:** Committee meeting agendas must be formally approved in advance by the DFO. The agenda will be distributed to the committee members prior to each meeting.
- c. **MINUTES AND RECORDS:** Detailed minutes of each 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 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. The minutes will also be displayed on the national monument's web page.
- 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 or a subgroup regarding topics on the meeting agenda. The chairperson or the DFO may require presentations be reduced to writing and copies

be filed with the committee. Regular committee business 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 vicinity of the national monument 30 days in advance of such meeting. However, if circumstances prevent a 30-day notice, not less than a 15-day notice will suffice. The notice sets the purpose, times, and place-of the meeting. If it becomes necessary to postpone or cancel meeting, a notice will be published in the Federal Register and distributed to the local news media serving the geographical area of the national monument as early as possible.

### **SECTION III: ROLE OF COMMITTEE OFFICIALS**

**CHAIRPERSON AND VICE CHAIRPERSON:** The chairperson is responsible for conducting meetings of the committee in accordance with standard rules of order, including the taking of votes regarding recommendations of the committee; appointing individuals and a chairperson, with concurrence of the DFO, to serve on a subgroup; calling for nominations and election of a chairperson and vice-chairperson, annually; conferring with the DFO regarding calls for committee meetings and issues to be addressed on meeting agendas; and certifying the accuracy of committee meeting minutes.

The vice-chairperson will assume the role of chairperson when the chairperson is absent. If the chairperson resigns or is terminated, the vice-chairperson will continue in the role of chairperson until the next annual election for both positions.

**DESIGNATED FEDERAL OFFICIAL:** The DFO serves as the government's agent for all matters related to the committee's activities. 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 secretaries.

In addition, the DFO is responsible for providing adequate staff support to the committee, including the performance of the following functions: (1) notifying members of the time and place for each meeting; (2) maintaining records of all meetings, including subgroup activities; (3) maintaining the roll; (4) preparing the minutes of all meetings of committee's deliberations, including subgroup activities; (5) attending to official correspondence; (6) maintaining official committee records, and filing all paper and submissions prepared for or by the committee, including those items generated by subgroups; (7) acting as the committee's agent to collect, validate, and pay all vouchers for pre-approved expenditures; and (8) preparing and handling all reports, including the annual report as required by FACA.