

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
AND
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE**

**NATIONAL WILD HORSE AND BURRO ADVISORY BOARD
2012-2014 BYLAWS AND STANDARD OPERATING PROCEDURES**

SECTION 1. PURPOSE:

The purpose of the Wild Horse and Burro Advisory Board (Board) is to provide advice and recommendations on current issues facing the program.

SECTION 2. AUTHORITY:

The Board is established pursuant to Section 7 (16 U.S.C. 1337) of the Wild Free-Roaming Horses and Burros Act (16 U.S.C. 1331-1340) Act, and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.2.

SECTION 3. MEMBERSHIP SELECTION AND APPOINTMENT:

Members of the Board shall be selected from persons who are not employees of Federal or state government. As appropriate, certain members may be appointed as Special Government Employees.

From among nominations submitted by individuals, national organizations, and associations involved with problems relating to protection, management, and control of wild horses and burros on the public lands, and after consultation with the Chief of the Forest Service, the Director of the BLM will submit to the Secretary of the Interior and the Secretary of Agriculture a list of individuals recommended for membership on the Board. The Secretaries may appoint members of the Board from this list or, at their discretion, other sources.

Members will be selected based on specific needs of the Board in order to balance those viewpoints required to effectively address BLM policy issues under consideration. The Act directs that membership reflect special knowledge about protection of horses and burros, management of wildlife, animal husbandry or natural resource management.

Vacancies due to resignation, death, or Secretarial removal will be filled for the balance of the vacating member's term in the same manner as the original appointment.

The Secretaries may, after written notice, terminate the service of a member if in the judgment of the Secretaries or the Designated Federal Official (DFO), removal is in the public interest. Members may also be terminated if they no longer meet their appointment requirements, fail or are unable to participate regularly in Board work, or have violated Federal law or the regulations of the Secretaries.

Board members are appointed to serve 3-year terms, on a staggered term basis, subject to renewal of the Board's charter, with one-third of the Board subject to appointment each year. At the Secretaries' discretion, the Board members from past Boards may be appointed or reappointed for additional terms.

The Board chair or co-chairs will be appointed by the DFO.

SECTION 4. MEETINGS PROCEDURES:

The DFO required by the Federal Advisory Committee Act will be the Director of the BLM or a designee, who will call and attend all meetings of the Board

A. Agenda: The DFO will approve the agenda for all meetings. BLM will distribute the agenda to the members prior to each meeting and will publish an outline of the agenda with the notice of the meeting in the Federal Register. Items for the agenda may be submitted to the DFO and/or the Chairman by a member of the Board.

B. Minutes and Records: The Boards DFO will prepare minutes of each meeting and will distribute copies to each Board member. Minutes of meetings will be available to the public upon request. The minutes will include a record of the persons present (including the names of Board members, names of staff, and a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received issued or approved by the Board. All documents, reports, or other materials prepared by, or for the Board constitute official government records and must be maintained according to BLM policies and procedures. The accuracy of all minutes will be certified by the Board Chair. Copies of the approved minutes will be maintained in the Office of the Assistant Director for Renewable Resources and Planning, Bureau of Land Management, 1849 C Street, N.W., Washington, D.C. 20240, and will be available for public viewing on the BLM's National Wild Horse and Burro website at www.wildhorseandburro.blm.gov.

C. Federal Register Notice: Absent urgent circumstances, the BLM will publish a notice of each meeting of the Board in the Federal Register and distribute to the news media 30 days in advance of the meeting. 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.

D. Open Meetings: Unless otherwise determined in advance, all meetings of the Board will be open to the public. Once an open meeting has begun, it will not be closed for any reason. Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the Chairman, offer oral comment at such meeting. The Chairman may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that oral comments from the public is excluded and will invite written comment as an alternative. Members of the public may submit written statements to the Board at any time.

SECTION 5: VOTING

When a decision or recommendation of the Board is required, the Chairman will request a motion for a vote. Any member, including the Chairman, may make a motion for a vote. No second after a proper motion will be required to bring any issue to vote. Alternatively, approval of recommendations can be made by discussion and consensus at the discretion of the Chair.

SECTION 6. ROLE OF BOARD OFFICIALS

Chairperson: The Chair person works with the DFO to establish priorities identify issues which must be addressed, determines the level and types of staff and financial support required, and serves as the focal point for the Board's membership. In addition, the Chairperson is responsible for certifying the accuracy of minutes developed by the Board to document its meetings.

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

SECTION 7. EXPENSES AND REIMBURSEMENT

Expense related to the operation of the Board will be borne by the Bureau of Land Management. Expenditures of any kind must be approved in advance by the DFO. The government will pay travel and per diem for non-government members at a rate equivalent to that allowable for federal employees.