

Missouri Prescribed Fire Council

By-Laws

Mission Statement:

Promote and protect the responsible use of prescribed fire as a natural resource management tool in Missouri.

ARTICLE I

Purpose

The Missouri Prescribed Fire Council, further referred to as the MPFC or Council, assembles those concerned about prescribed fire into an established organization to:

- Promote and enhance the ability to use prescribed fire as a land management tool.
- Increase expertise in prescribed fire by sharing technical and biological information.
- Promote safety, training and research in the art and science of prescribed fire.
- Review prescribed fire practices, regulations and policies and actively work to make improvements.
- Promote public education about the effects of prescribed fire.
- Encourage the development and establishment of local prescribed fire associations.

ARTICLE II

Officers / Executive Committee

Section 1: An Executive Committee shall be composed of four (4) officers and three (3) Members-at-Large. The officers shall be the Chair, Vice-Chair, Secretary and Treasurer. This Executive Committee will serve to establish and guide the MPFC, help to develop issue positions and coordinate meetings.

Section 2: The officer positions shall be filled by representatives from any member agency, organization or corporation but no one entity can hold more than one officer position concurrently with the exception of the offices of Secretary and Treasurer. These two offices may be filled by the same person concurrently. In this instance of the secretary and treasurer position being filled by the same individual, there will be four (4) Members-at-Large.

Section 3: Term of office will be one (2) years beginning March 1 with the exception of Members at Large during the first year. The term of office for the offices of Secretary and Treasurer will have the option of extension no restriction upon the willingness of the holder.

Section 4: Initial Election of Officers

Upon agreement and adoption of these By-Laws, in order to establish an initial Executive Committee, the election of the four (3 or 4) officers and three (3 or 4) Members-at-Large will take place. Each position will be voted on by the general voting membership. Any designated representative of any of the member agencies, organizations or corporations is eligible to hold any of the seven (7) positions but can only hold one of the positions concurrently.

Section 5: Yearly Officer Elections

The yearly election process will not be completed as was done in the initial election process. Each year the election of two (2) or three (3) Members-at-Large will take place. The number of Members-at-Large will depend on the offices of secretary and treasurer. As the Chair person's term comes to an end, the current Vice-Chair will take over as the new Chair unless prevented by their employer by policy. In that case, a chair will be elected. The outgoing Chair will then become one of the three (3 or 4) Members-at-large. This election procedure will serve to rotate in new delegates without disrupting the flow of committee business by retaining experienced delegates.

Section 6: The existing Executive Committee shall provide a slate of candidates, gathered from sources available to it, to the membership for approval. In addition, any member of the MPFC may self-nominate to run for a seat. All candidates' names will be provided to the voting membership via paper ballot or email ballot, at least three weeks before the general membership meeting. Ballots must be returned to the Chair and Vice-Chair at least one week before the general membership meeting, or may be cast in person at the general membership meeting. The candidate with the greatest number of votes for each seat shall become a member of the Executive Committee. Unopposed candidates must receive affirmative votes from a majority of the votes cast.

Section 7: Executive Committee members shall be eligible to serve six consecutive years on the Executive Committee. After six consecutive years members must step off the Executive Committee for a period of no less than one calendar year before again being eligible for election to the Executive Committee.

Section 8: The Chair may authorize actions and public notices after a majority approval of the Executive Committee members in attendance.

Section 9: The Chair is responsible for setting agendas, assisted by the Executive Committee, for the meetings of the Council, running said meetings and communicating with committee chairs in the interim between meetings.

Section 10: The Secretary tracks membership in the MPFC, records minutes of MPFC meetings and distributes those minutes to the MPFC Executive Committee.

Section 11: The Treasurer manages the MPFC funds and provides a financial report including a summary of all income and disbursements to the Executive Committee at least quarterly.

Section 12: If an Executive Committee member leaves the Executive Committee for any reason, the remaining Executive Committee members may, at their option, appoint someone to temporarily fill the seat or allow it to remain vacant, until someone can be elected to serve out the term at the next regular Executive Committee election.

Section 13: Any Executive Committee member may resign by presenting written notice to the Chair.

Section 14: An Executive Committee member may be removed from office by a two-thirds vote of the current Executive Committee members.

Section 15: The Treasurer will have the authority to approve disbursement of council funds of \$200 or less. All disbursements of \$201 or more must have prior approval of a majority of the Executive Committee.

Section 16: The Executive Committee acts on behalf of the council.

ARTICLE III

Participation

Section 1: MPFC members shall be any agency, organization, corporation or institution that uses, promotes or acknowledges prescribed fire as a land management tool. Other parties concerned about prescribed fire such as regulatory and planning agencies will be invited to attend MPFC meetings. An individual from each agency, organization or corporation shall be designated to serve as a representative at MPFC meetings. Each agency, organization or corporation shall get one vote.

A current list of voting member agencies, organizations and corporations is listed in the addendum to this document. This list shall be updated annually as a result of the annual meeting of the MPFC.

Section 2: Additional agencies shall be added as voting members upon a simple majority vote by the Executive Committee.

ARTICLE IV

Meetings

Section 1: At least one MPFC meeting and one Executive Committee meeting will be held annually.

Section 2: Notices of meetings shall be sent to members at least two months prior to all such meetings.

Section 3: The Chair shall preside at all meetings and see that all resolutions approved by the Executive Committee are acted upon and put into effect.

Section 4: In the event that the Chair must be absent from a meeting, the Vice Chair will serve as Chair for that meeting.

Section 5: The Secretary shall take minutes of all meetings. These minutes shall be distributed to the Executive Committee, and shall be kept in the official files of the Council, as maintained by the Secretary. These minutes will be available to the general membership if requested, but need not be distributed to the membership.

Section 6: The Executive Committee can conduct business at a meeting when a quorum (2/3) of the committee members is present.

Section 7: The Chair can request special meetings if circumstances arise that would require immediate attention. Justification for this type of meeting would have to be provided to the voting membership.

ARTICLE V

Committees

- Section 1: The Chair may appoint committees or working groups from the Council members as needed.
- Section 2: Committees shall be established by the Executive Committee to address issues of interest to the purpose and mission of the Council. These committees shall be comprised of members of the MPFC and shall have a Chair selected from among the Committee members. Committees shall remain active as long as the issue or action they were formed to address is ongoing.
- Section 3: The Chair of each Committee shall make a report to the MPFC on the actions taken by the Committee since the last MPFC meeting; in addition, when necessary, the Chair shall offer recommendations for action by the MPFC based on the work of the Committee. Pursuant to the issues they address, Committees may or may not have authority to make decisions on behalf of the full MPFC, as the Executive Committee deems appropriate.

ARTICLE VI

Other

- Section 1: These By-Laws may be amended by a 2/3 (two-thirds) majority of the Executive Committee.
- Section 2: MPFC decision making will be reached by consensus of the representatives present at the meeting in which a decision of the MPFC is sought or required. MPFC decisions will be confined to activities involving the MPFC as a whole in consideration of the MPFC's stated objectives. There is no intention, direct or implied to encroach upon or supersede the internal decision-making of any individual agency, organization, corporation or institution sitting on the MPFC. The MPFC may provide recommendations for consideration of a MPFC member when specifically requested to do so by that agency, organization, corporation or institution.

The By-Laws of the Missouri Prescribed Fire Council have been agreed upon and adopted by the voting membership. As a signatory for the Council, the elected Chair will sign and date this document. The document shall then be viewed as the guiding document of the Missouri Prescribed Fire Council.

NEF HODGES
Printed Name


Signature

6/8/2019
Date

ADDENDUM

Voting member agencies, organizations and corporations as agreed upon by the voting members on
___6/8/19_____.

East Central Missouri PBA Scot Michols (Member at Large) 660-351-2766 landstewardservices@yahoo.com

University of Missouri

Mark Twain PBA

Missouri State University

University of Missouri Student Association of Fire Ecology

Missouri University of Science and Technology Dr. Robin Verble (Member at Large) 573-341-4831 verbler@mst.edu

Department of Defense

National Guard

National Park Service

Natural Resource Conservation Service

Pure Air Wildlife Management Cooperative

United States Forest Service

United States Fish & Wildlife Service

National Wild Turkey Federation John Burk (Secretary/Treasurer) 573-676-5994 jburk@nwtf.net

Quail and Upland Wildlife Federation

Quail Forever Wes Buchheit (Vice Chair) 573-517-8860 wbuchheit@quailforever.org

The Conservation Federation of Missouri

The Nature Conservancy

The Wildlife Society

Missouri Society of American Foresters

Missouri Consulting Foresters Association

Forest & Woodland Association of Missouri

Missouri Department of Conservation

Missouri Department of Natural Resources

Missouri Farm Bureau

Local municipalities

Forest Products Association

Tree Farm

Missouri Cattlemen's Association

Missouri Association of Soil & Water Districts

Central Hardwoods Joint Venture

Oak Woodlands Consortium

Northern Bobwhite Conservation Initiative Jef Hodges (Chair) jhodge34@utk.edu

The LAD Foundation Neal Humke (Member at Large) 573-604-2097 neal.humke@ladfoundation.org