



# MEMORANDUM OF PROCEDURES

**Adopted April 2013**  
**Reviewed February 2015**

## **I. Board of Forestry (*Code of Virginia §10.1-1102*)**

The Board of Forestry within the Department of Forestry, referred to in this chapter as the Board, shall be composed of 13 members appointed by the Governor. At least two members shall be representatives of the pine pulpwood industry; two members shall be representatives of the pine lumber industry; two members shall be representatives of the hardwood lumber industry; one member shall be a representative of the timber harvesting industry; and two members shall be small forest landowners. In making appointments to the Board, the Governor shall take into account the geographic diversity of board membership as it relates to Virginia's forest resources. Beginning July 1, 2012, the Governor's appointments shall be staggered as follows: four members for a term of one year, three members for a term of two years, three members for a term of three years and three members for a term of four years. After the initial staggering of terms, appointments shall be for four-year terms. The State Forester shall serve as executive officer of the Board.

No member of the Board, except the executive officer, shall be eligible for more than two successive terms; however, persons subsequently appointed to fill vacancies may serve two additional successive terms after the terms of the vacancies they were appointed to fill have expired. All vacancies in the membership of the Board shall be filled by the Governor for the unexpired term.

The Board shall meet at least three times a year for the transaction of business. Special meetings may be held at any time upon the call of the executive officer of the Board, or a majority of the members of the Board.

Members of the Board shall be reimbursed for all reasonable and necessary expenses incurred as a result of their membership on the Board.<sup>2</sup>

## **II. Powers of the Board (*Code of Virginia §10.1-1103*)**

The Board shall be charged with matters relating to the management of forest resources in the Commonwealth.

The Board shall advise the Governor and the Department on the state of forest resources within the Commonwealth and the management of forest resources. The Board shall encourage persons, agencies, organizations and industries to implement development programs for forest resource management and counsel them in such development. In addition, the Board shall recommend plans for improving the state system of forest protection, management and replacement and shall prepare an annual report on the progress and conditions of state forest work.

The Board shall formulate recommendations to the State Forester concerning regulations and other matters applicable to Article 10 (§ 10.1-1170 et seq.), including types of equipment to be purchased, rental rates for equipment and reforestation practices

## **III. Officers of the Board**

Chairperson

Vice-Chairperson

Executive Officer

Secretary

The Chairperson and Vice-Chairperson will be elected by a majority vote of Board members and may serve no more than two consecutive years in their respective positions.

The Chairperson will appoint a nominating committee at the first meeting of the Board in each calendar year for the purpose of presenting a slate of officers for consideration at the next meeting of the Board. Election of the Chairperson and Vice-Chairperson will be held at the following meeting and the newly elected officers will commence their term following the meeting at which they are elected.

The Executive Officer will be the State Forester, who is a non-voting permanent member of the Board.

The Secretary will be a non-voting member of the Board assigned by the State Forester from the Department of Forestry staff.

## IV. Meetings

There shall be a minimum of three Board meetings during the Commonwealth's fiscal year. The meetings and dates will be determined by the Board as far in advance as practical for the benefit of the members and the Commonwealth's notification process. Special meetings may be held at any time upon the call of the Chairperson, the Executive Officer or a majority of the members of the Board. Each fiscal year, at least one of the regular meetings will be held at the Department of Forestry's Headquarters Office in Charlottesville.

The Chairperson will conduct the business of the Board meetings. In the absence of the Chairperson, the Vice-Chairperson will assume those duties. The Chairperson will serve as the point of contact and liaison between the Board and the State Forester.

All Board meetings will be open to the public and made known through the Commonwealth Calendar ([www.virginia.gov/cmsportal3/cgi-bin/calendar.cgi](http://www.virginia.gov/cmsportal3/cgi-bin/calendar.cgi)). All meetings will be conducted according to the most current version of Roberts Rules of Order, ensuring any member an opportunity to be heard, with the majority present and voting having the final rule on a matter. The Board may go into executive session only when the procedures noted in the *Code of Virginia* have been met.

Any meeting of more than two voting Board members must be posted to the Commonwealth Calendar.

## V. Agenda

The following standardized agenda shall be used to conduct Board meetings:

- Convene Meeting
- Call to Order
- Roll Call
- Adoption of the Agenda
- Recognition of Guests and Visitors
- Hearing of Citizens
- Approval of Minutes
- State Forester's Report
- Action Items
- Informational Items
- Committee/Liaison Reports
- Schedule of Next Meeting
- Call for Executive Session

Adjournment

## VI. Committees

Board committees shall be constituted as necessary and, generally, focus on:

- Forest Stewardship Planning
- Outreach and Education
- Landowner Assistance
- Policy and Legislative Affairs
- Management of the Forest Resource
- Watersheds and Water Quality
- Partnerships with Forest Stakeholders

The Board Chairperson shall, as necessary, constitute and develop statements of purpose for the committees, appoint members to serve on such committees and shall select the committee Chairperson. These committees shall function for the specific purpose and duration as specified by the Board Chairperson. Committee meetings are subject to the same open meeting rules and regulations which govern the Board meetings.

## VII. Liaison Assignments

In addition to Committees, Board members may be designated by the Chairperson to serve as the liaison between the Board and selected organizations which may have an impact on the Commonwealth's forest resources. Further, the Board members are encouraged to participate in organizations that impact the Commonwealth's forest resources, to utilize their current contacts in the forest community and to report to the Board at regular meetings pertinent information concerning these organizations.

## VIII. Attendance

Any member of the Board who fails to attend a majority of the Board meetings during a calendar year and whose absences are not the result of personal illness or other reasons acceptable to the Board, shall result in the Chairperson recommending to the Governor that the member be replaced. Such a recommendation to the Governor requires the support of a majority of the Board.

## IX. Official Records

Official minutes shall be taken by the Secretary of the Board. These minutes will be posted as required and distributed to Board members promptly after the meeting. The Department of Forestry will be the repository of the official Board records.