

Society for Range Management



**PUBLIC POLICY
ADVISORY COMMITTEE
HANDBOOK**

Updated **July 2011**

Introduction

The Society for Range Management (Society or SRM), with its diverse membership, has the expertise to make constructive inputs into regional, National and international decisions affecting rangelands and **their** associated ecosystems. In the political, economic, and natural resources fields, actions are being taken which have a bearing on the welfare of rangelands and their associated ecosystems. The Society needs to exert greater influence on these decisions and actions related to rangeland resources and their use and management.

To this end, the Society's Board of Directors (BOD) has decided to merge *the former* Public Affairs Committee and *the former* Government Policy and Programs Committee into one committee. The Board created a new Public Policy Advisory Committee (PPAC or PubPAC) during the Society's 64th Annual Meeting in Billings MT (Feb. 2011).

This handbook reflects the merger of these two committees.

Purpose

The Committee, through a proactive approach, shall identify emerging issues which may be of importance, or interest, to the Society. This committee is a member of the Society's Administrative Division committee structure.

- Through a proactive approach, identify emerging issues which may be of importance or interest to the Society. Refer emerging issues unable to be addressed by this committee to the appropriate standing committee(s) for review and development of appropriate actions including policy, position statements and/or resolutions.
- Serve the Society by identifying pending, proposed and/or needed staffing, legislation, policy, regulations or program changes within any governmental organization that may impact the use or management of rangelands. Promote the incorporation of sound science into proposed strategies and practices at all levels of staffing, legislation, regulations, government programs and policies affecting rangelands and range management
- Develop, edit and finalize actions, such as statements, resolutions or official correspondence, which have been referred to the PAC from the Board of Directors, Advisory Council and/or appropriate committees for recommendation back to the Board of Directors for final disposition.
- Provide oversight on existing SRM Policy/Position Statements and Resolutions. This will be accomplished through periodic review and referral to the Advisory Council, standing committees and/or taskforce(s). Based on their comments, PubPAC will make recommendations to the Board of Directors for the revision, continuation, or elimination of specific policy, position statements and/or resolutions.

Structure

The committee should represent the diversity of SRM. The desired core committee membership shall be composed of representatives from government agencies, private land managers, industry representatives, consultants, academia, and students from Canada, United States, and Mexico. Committee members will be asked to serve 3 year terms to provide continuity. Current Committee members will be encouraged to recruit members to establish and maintain the desired Committee membership.

In addition, those Society members, who have a primary involvement in another committee but with specific expertise, desire, or experience, can serve as Ad-hoc members and interact as their situation allows.

To expedite work, sub-committees may be organized to deal with specific subjects or issues. Tenure of these

sub-committees will be primarily for the development of statements or resolutions or specific input for the Board of Directors. The Chair of any sub-committee will be a Core member of the PubPAC.

It is desirable for the Chair and Chair-Elect to attend the SRM BOD/Committee Chair meetings normally held on the Saturday evening prior to the annual meeting.

A. Chair: The Committee Chair shall preside at all meetings of the Committee. The Chair will serve as liaison to Society Officers, Committee Board Representative, and other committees. The chair will be elected by the Committee membership and approved by the Board of Directors through the Liaison. **The Committee chair will be limited to (three) four annual terms.** (*Difference between the two committees...*)

The Chair will speak for PubPAC on issues arising under the Quick Response Procedure. The Chairperson may use special sessions, telephone conferences, and/or electronic mail to assist in formulating the Committee's recommendations.

B. Chair Elect: The Committee Chair-Elect shall be recommended by the Committee from members of the Committee to the Society's First Vice President for appointment one year prior to starting his/her term as the Committee Chair. At the end of the Chair's term, the Committee Chair-Elect will advance to the office of Chair following the close of business at the Annual Meeting.

The Chair-Elect serves as Committee secretary and is responsible to insure proper documentation of Committee meetings. The Chair-Elect shall serve in the event of the Chair's absence or shall become Chair if, for any reason, the Chair should be unable to serve.

C. Board of Directors Liaison (Liaison): One member of the Society's Board of Directors (BOD) is assigned as liaison between the BOD and the PubPAC and becomes a functioning member of the Committee.

Function, Duties, and Responsibilities

Duties and Responsibilities:

A. PubPAC shall stay current with issues of national and international scope that relate to the interest and concerns of the Society. Situations often become apparent in a specific location or area which may first appear to be of only local concern. Sections have the responsibility of bringing such situations to the attention of the President, Advisory Council and Executive Vice President. The Committee will complete a review of each issue raised and provide feedback about a recommendation of action to the Board and provide recommended back to the forwarding party. If referred to another SRM committee, ~~the~~ Public Policy PAC will recommend to the Liaison the appropriate committee to evaluate proposed actions.

- i.** PubPAC shall review, edit, and finalize statements referred for consistency and clarity. Finalized statements will be submitted to the Advisory Council and Board of Directors for action. Should significant changes in content or intent be requested, such change will be referred to the Advisory Council and/or appropriate committee(s). PubPAC will be guided by the Society's Strategic Plan.
- ii.** PubPAC will provide a standardized format for Policy Statements, Position Statements, and Resolutions.
- iii.** PubPAC's web site will be modified to include a listing of review dates for each position statement and resolution so that the review process can be more easily tracked
- iv.** PubPAC will provide for periodic review of current Position Statements and Resolutions. Position Statements **on a 5 year rotation** unless a need is identified for review at an earlier

date. Resolutions will be referred to the appropriate Committee for review on a 2 year rotation. Resolutions should be designed to address short-term needs and if they are still needed **beyond the initial 2 year term**, they should be considered for incorporation into existing Position Statements or development of a new Position Statement. **(Is this done???)**

B. Policy/Position Statements and Resolutions

The Society for Range Management is a professional organization comprised of individuals with a common interest in the study, management, and use of rangelands and related ecosystems. The Society's objectives are set forth in the Articles of Incorporation and the Bylaws of the Society. All formulation and management of Policy/Position Statements and Resolutions shall be consistent with Article XI, Section 7, of the Bylaws which establishes guidelines for their formulation. Article XI of the Society By-Laws is made a part of this handbook.

C. Committee Meetings:

The PPAC shall meet at the place and time of Society's annual meetings. They may also meet at other such times and places as may be needed. Meetings may also be conducted via teleconference or via the internet provided all committee members have the capacity to participate.

1. The Chair will speak for PubPAC on issues arising under the Quick Response Procedure. The Chair may use special sessions, telephone conferences, and/or electronic mail to assist in formulating the Committee's recommendations.
2. *The annual meeting will be open to attendance by any SRM member. (Is this correct?)*

D. Reports

The Chair-Elect will record minutes of each Committee meeting. A report of Committee actions will be prepared by the Chair and Chair-Elect following the close of the meetings and provided to the Liaison prior to the end of the annual meeting. Chair will prepare an annual accomplishment report for the winter Annual Board meeting and provide any additional reports as requested by the Liaison or President. Copies of the minutes and report will be provided to each Committee member by the Committee Chair and posted to the web within 60 days of the meeting.

Handbook Revision

- A. Additions and/or revisions to the Handbook shall be considered when identified and deemed necessary.
- B. Any additions or revisions of the Handbook shall be reviewed and approved by the Liaison prior to implementation.

Other

The Committee may seek assistance from the Executive Vice President and Society Headquarters for printing, mailing, secretarial help and other Committee activities.