

*Society for Range Management*



**PUBLIC POLICY  
ADVISORY COMMITTEE  
HANDBOOK**

Updated  
**February 2019**

## **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) merged *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) during the Society's 64<sup>th</sup> 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 PPAC 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 PPAC 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 PPAC.

*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 annual terms.

The Chair will speak for PPAC 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 for ensuring 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 PPAC and becomes a functioning member of the Committee.

## **Function, Duties, and Responsibilities**

### **Duties and Responsibilities:**

- A.** PPAC 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 recommendations back to the forwarding party. If referred to another SRM committee, PPAC will recommend to the Liaison of the appropriate committee to evaluate proposed actions.
- i.** PPAC 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). PPAC will be guided by the Society's Strategic Plan.
  - ii.** PPAC will provide a standardized format for Policy Statements, Position Statements, and Resolutions.
  - iii.** PPAC'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.** PPAC will provide 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.

## **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 PPAC on issues arising under the Quick Response Procedure.
2. *The annual meeting will be open to attendance by any SRM member.*

## **D. Reports**

The Chair-Elect will record the 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.

## ADDENDUM

### BYLAWS OF THE SOCIETY FOR RANGE MANAGEMENT

#### ARTICLE XI. Policies, Positions, Resolutions

SECTION 1. The Board of Directors shall have the authority to initiate, formulate and otherwise take action on basic Society policies, positions, and resolutions regarding issues or matters, which pertain to the provisions of Article II of the Articles of Incorporation.

SECTION 2. The following definitions shall be used by the Society, Sections or Chapters to distinguish between Policy Statements, Position Statements and Resolutions:

(a) Policy Statement: a carefully devised statement of principle to guide decisions and actions of the Society for Range Management.

(b) Position Statement: an unequivocal statement of posture or attitude in regard to a specific issue within the parameters of a Policy

Statement of the Society,

(c) Resolution: A formal statement of opinion requesting and encouraging action to resolve a situation within the parameter of a Policy Statement of the Society.

SECTION 3. Sections, and Chapters through their parent Sections, may initiate and help develop proposed Society policy, position, and resolution statements or propose changes in Society policy, position, and resolution. Such proposals will be forwarded to the Executive Vice President for referral to the appropriate Society Committee and Advisory Council for consideration and action.

SECTION 4. The Board of Directors may refer proposed statements of Society policy, position, or resolution to the general membership for ballot vote, or after appropriate review may take direct action on policy proposals. In accordance with Sections 1, 7, and 8 of this article, the Board of Directors shall make the final decisions as to whether any issue of Society policy, position, or resolution is sufficiently acceptable to the membership to justify a policy, position or resolution statement. Policy, position, or resolution statements established by action of the Board of Directors may be changed by subsequent Board of Directors action; those established by referendum shall stand until removed by referendum.

SECTION 5. Society statements approved by the Board of Directors, or by the referendum, shall be published in a Society periodical. The results of the referenda held to obtain a statement by the membership on existing or proposed statements shall also be published in a Society periodical.

SECTION 6. The Society's Board of Directors may, by a two-thirds vote, rescind any Society, Section or Chapter statements. Sections and Chapters may rescind only their respective statements, which are within the area of its jurisdiction.

SECTION 7. In any matter of policy formulated by the Society, Sections, or, Chapters, the following guidelines shall be followed:

(a) Formulation of policy should be a deliberate matter because of the diversity of groups within the Society, the breadth of its objectives, and the way in which it is organized. Impetuous and hastily conceived policy statements can be disastrously divisive and reflect unfavorably on the

Society.

(b) Policy statements should relate to principle rather than specifics or procedures. Thus formulated they would be more flexible, more enduring, and more in keeping with the objectives of the Society.

(c) The manner in which policy statements are made will need to be governed by prudence, foresight, and a sense of realism.

(d) The Society can speak only for the profession of range management and not for the objectives and interests of any of the diverse groups represented within the Society.

(e) On issues where the Society, Section, or Chapters is divided significantly in opinion, even though the issue is approved by majority vote, it would be unwise to express a position forcibly.

(f) There are many kinds of issues on which it would be imprudent for the Society, Sections, or Chapters to issue policy statements or to express an opinion.

SECTION 8. In the matter of resolutions or position statements formulated by the Society, Sections or Chapters, the following guidelines shall be followed:

(a) A Section, Chapter, or any member of the Society may submit statement changes or proposals to the Executive Vice President for referral to the appropriate committee and Advisory Council.

(b) Society committees and the Advisory Council must consider all statements on rangeland matters coming from a Section, Chapter or an active member. The Board of Directors and Advisory Council may at any time prepare and present statements to the appropriate Society committee for consideration.

(c) Society committees and the Advisory Council shall consider and prepare statements. These shall be forwarded to the Public and Policy Affairs Committee for editorial review and presentations to the Board of Directors. The appropriate Society committee chairperson and/or Advisory Council president shall be present during deliberations and be prepared to support such statements.

(d) Statements shall be approved by a two-thirds majority vote of the Board of Directors to become an official statement of the Society.

(e) Interim statements approved by the Board of Directors will be submitted to the appropriate committee and Advisory Council at the next meeting of the Society for review and consideration through regular formulation procedures. (1) Statements presented through the regular formulation procedures that fail to receive a two-thirds majority vote of the Board may be reintroduced by referendum election. A referendum election shall be initiated by the Board when petitioned by fifteen percent of the current members of the Society or sixty-seven percent of the entire official Advisory Council.

(g) Each Chapter and Section shall have the authority to formulate statements which are within the area of its jurisdiction and are consistent with Society Policy Statements.

(h) Chapters must file statements with the Section. Sections must file both Chapter and Section statements with the Society's Executive Vice President.

Adopted by SRM Board on November 5, 2019