

OPERATING GUIDELINES FOR THE MEDBOW-ROUTT RESOURCE ADVISORY COMMITTEE

These operating guidelines and ground rules are general in nature and were developed to aid the overall flow of business and are not legally binding for operations of the resource advisory committee (RAC).

1. A simple majority (9 out of 15) is necessary to have an official meeting.
2. If you are unable to attend a meeting, contact RAC Coordinator Diann Ritschard at 970-870-2187, or 970-819-2898 (cell) and give at least a 24-hour notice if possible. You may designate your proxy for voting on a specific item. It must be in writing to Ritschard or another appointed RAC member.
3. Ground Rules during meetings are as follows:
 - Remember the purpose of the Act – to stabilize payments to counties; to make additional investments in and provide employment opportunities through projects in forest ecosystems; and to improve cooperative relationships.
 - Listen to each other.
 - No cell phones or pagers (except for emergency communications).
 - Come prepared.
 - Respect each other and each other's time.
 - Speak up.
 - Agree to disagree.
 - Keep it simple
 - Keep it fun and productive.
4. The Designated Federal Official, Phil Cruz, will ensure that Forest Service representatives and specialists will be at the meetings when needed.

5. Meetings need to start and end on time (especially END on time).
6. The group will operate in the spirit of Robert's Rules of Orders.
7. Chairman or Vice Chairman will serve as the meeting facilitator, or may request another facilitator. Public comment will be accepted after each agenda topic discussion and before each vote. Discussion and comment from the public will be facilitated by the Chairman. Response to public comments will be at the discretion of the Chairman.
8. Projects to be considered which are not on the RAC agenda, or for public comments not pertaining to agenda items, will need to be in writing and sent to the Designated Federal Official at least three weeks prior to the next meeting.
9. The RAC coordinator will be the contact for all letters and will mail or email them to the committee in a pre-meeting packet.
10. Alternate members will attend and have full participation at all meetings, except that replacement members cannot vote.
11. Absenteeism – Two consecutive meetings missed by a member may be cause for removal by the Secretary of Agriculture. The absent member will be contacted to discuss their situation and that could result in a discussion and recommendation from members. Attendance by teleconference will be considered as full attendance.
12. RAC member and RAC replacement member mileage expenses will be paid from the SRS funds. The transportation reimbursement rate is the IRS standard per mile; all other reimbursements will be actual expense up to the limit established by federal regulations. Receipts will be required for lodging and meals. Invited guest speakers may also be reimbursed at the same rates for their expenses.
13. DFO will make the call whether bad weather will prevent safe travel to a meeting, and cancel a meeting if necessary.
14. Meeting locations will be selected by the committee.
15. The Federal Register will be provided with the future meeting date as well as the alternate date in case the regular meeting gets cancelled.
16. Jerry Paxton is the Committee Chair; John Rich is the Vice Chairman. The term is for one year.

19. The Forest Service project overhead assessment rate for Fiscal Years 2008-2011 is 5% or less of project costs, and waived if possible.

20. The Forest Service will provide an official note taker for RAC meetings.

21. RAC Meetings will be widely advertised in local publications throughout the RAC area of influence.