State of Wisconsin
Department of Natural Resources

SUBJECT: **The Wisconsin Conservation Congress – Code of Procedure**

EFFECTIVE: May 12, 2013

GENERAL

These policies and procedures are intended to guide the operation and organization of the Wisconsin Conservation Congress. It is published for the guidance of individual delegates to allow the orderly transaction of business and to ensure that all citizens of Wisconsin have an opportunity to be heard. The Wisconsin Conservation Congress adopts this Code of Procedures.

I. Definitions

A. "Board" means Natural Resources Board.

B. "Congress" means all delegates of the Wisconsin Conservation Congress.

C. "Convention" means the annual statewide meeting of all 360 Conservation Congress delegates.

D. "Delegate" means a citizen of a county who is elected to represent their fellow county residents at the annual Conservation Congress statewide meeting.

E. "Congress Liaison" means an employee of the Department of Natural Resources who is assigned to act as the liaison officer between the Congress and the Department of Natural Resources.

F. "Department" means the Wisconsin Department of Natural Resources.

G. "Stakeholders" means citizens, clubs and organizations.

H. "Spring hearing" consists of the Department's annual rule hearing, and the Congress county meeting.

II. Authority And Responsibilities

State statute 15.348 indicates that the Conservation Congress shall be an independent organization of citizens of the state and shall serve in an advisory capacity to the Natural Resources Board on all matters under the jurisdiction of the Board. Its records, budgets, studies and surveys shall be kept and established in conjunction with the Department of Natural Resources. Its reports shall be an independent advisory opinion of said Congress.

III. Purpose

To represent the citizens of Wisconsin by working with the Natural Resources Board and the Department of Natural Resources to effectively manage Wisconsin's greatest asset, our abundant natural resources, for present and future generations to enjoy.

IV. Mission

A. To work together with citizens locally, regionally and statewide to gain opinions regarding the management of Wisconsin's natural resources.

B. To work with local and statewide organizations regarding management and support of Wisconsin's natural resources.

C. To work with local and statewide organizations, the Department, educators and citizens to develop and promote outdoor opportunities for youth, men, women and minorities.

D. To review the results of the spring hearings and to assist the Department in unifying the results of the hearings.

E. To consider resolutions on all matters pertaining to management of natural resources.

F. To request that the Board support or oppose legislation pertaining to natural resources.

G. To receive and discuss technical data and provide the Board with information, advice and recommendations relative to matters pertaining to natural resources issues.

V. Organizational Structure

The Conservation Congress consists of 360 delegates, five (5) in every county who are elected to two or three year terms by the citizens of Wisconsin attending at the spring hearings.

A. Executive Committee

The Executive Council of the Conservation Congress shall elect a Chair, Vice-Chair and Secretary at the convention in May of each calendar year to one-year terms. These three individuals along with two at large positions make up the Congress Executive Committee.

B. Executive Council

The Conservation Congress shall have an Executive Council that is comprised of two delegates from each district to serve as Executive Councilors. Delegates from each district will elect two delegates from within each district at the convention in May of each calendar year to one-year terms. Executive Councilors shall be elected from all county committee persons and not more than one councilor shall be elected per county. Current Councilors will actively participate in the Executive Council meeting held on the day prior to the convention.

C. County Delegates

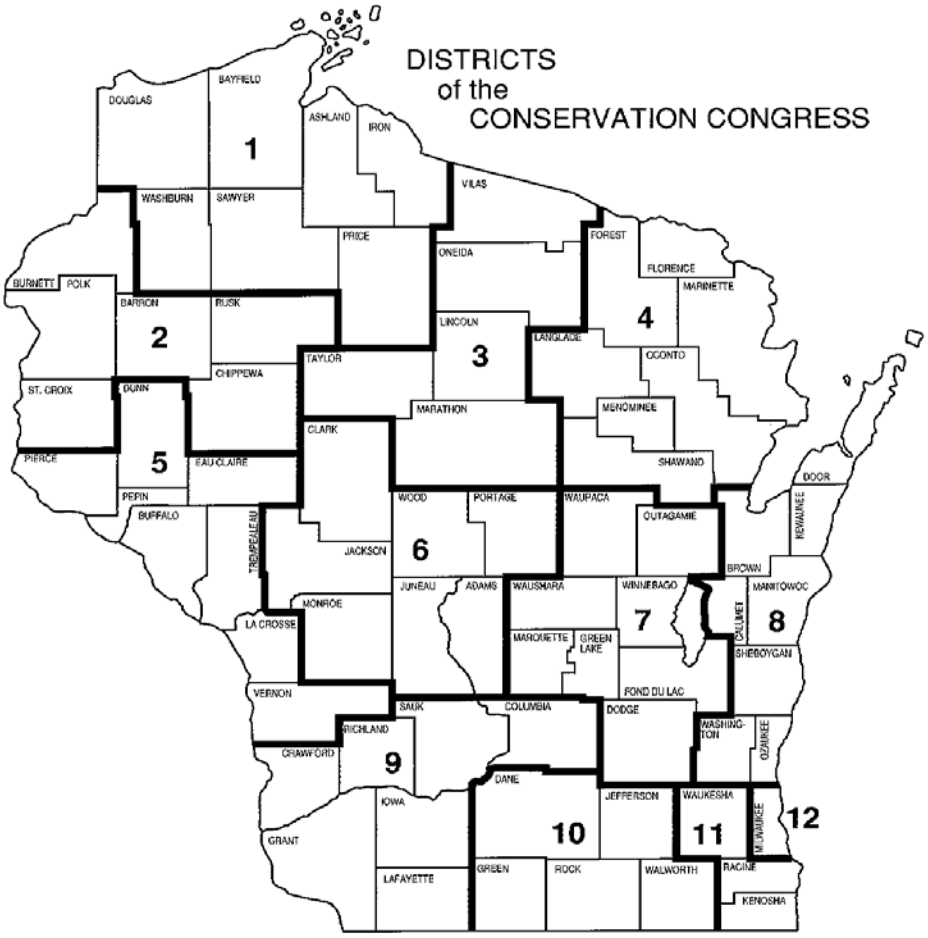
The Conservation Congress shall have representation in each county. There shall be five elected delegates from each county. Individuals who have the majority vote in their county shall become a delegate from their county. County delegates are elected to serve a two or three-year term as a county delegate. Delegates of the county at the spring hearings will elect a county chair and vice-chair to represent their county to serve a one-year term.

D. Statewide Conservation Congress Districts

The district delegation is composed of county delegates within each county that forms said district. The following counties shall compose the districts:

District 1: Counties of Ashland, Bayfield, Douglas, Iron, Price, Sawyer and Washburn
District 2: Counties of Barron, Burnett, Chippewa, Polk, Rusk and St. Croix
District 3: Counties of Lincoln, Marathon, Oneida, Taylor and Vilas

District 4: Counties of Florence, Forest, Langlade, Marinette, Menominee, Oconto and Shawano
District 5: Counties of Buffalo, Dunn, Eau Claire, La Crosse, Pepin, Pierce, Trempealeau and Vernon
District 6: Counties of Adams, Clark, Jackson, Juneau, Monroe, Portage and Wood
District 7: Counties of Dodge, Fond du Lac, Green Lake, Marquette, Outagamie, Waupaca, Waushara and Winnebago
District 8: Counties of Brown, Calumet, Door, Kewaunee, Manitowoc, Ozaukee, Sheboygan and Washington
District 9: Counties of Columbia, Crawford, Grant, Iowa, Lafayette, Richland and Sauk
District 10: Counties of Dane, Green, Jefferson, Rock and Walworth
District 11: Counties of Kenosha, Racine and Waukesha
District 12: County of Milwaukee



E. Advisory Committees

1. Purpose - All advisory committees shall address citizen concerns. The committees shall review assigned resolutions and provide recommendations to the Executive Council, and review Department opinions and positions regarding specific areas directly pertaining to the advisory committee's mission statement. Committees may generate questions for review by the Executive Council and

possible addition to the spring hearings if the questions are directly related to the purpose of the committee.

2. Mission statements - In order to make the most efficient use of time by delegates, each advisory committee shall develop a working mission statement that clearly defines the areas of interest of the advisory committee.
   a. For existing advisory committees, the advisory committee chair and secretary will be responsible for submitting their committee's mission statement to the Executive Committee or the Executive Council for approval.
   b. For any new advisory committees, it will be the responsibility of the creating body to provide a mission statement prior to forming the committee's membership.

3. Established advisory committees- The advisory committees of the Congress include:

Bear Committee
Deer & Elk Committee
Environmental Committee
Fur Harvest Committee
Great Lakes Committee
Land Use Committee
Legislative Committee
Migratory Committee
Mississippi River Committee
Outdoor Heritage & Education Committee
Outreach & Public Relations Committee
Rules & Resolutions Committee
Trout Committee
Upland Game Committee
Warm Water Committee
Wolf Committee

4. The Congress Chair may form special or ad hoc committees to address issues needing special attention or in depth study. Upon completion of the committee's assigned duties, these committees are terminated unless reappointed.

VI. Meetings: All meetings of the Congress shall be open to the pubic and properly noticed in accordance with Chapter 19, Subchapter V., Wis. Stats.. Meetings may be held by means of a conference telephone system provided public notice and open meeting law requirements are followed.

Note: The minimum requirement for the notice of a public meeting is 24 hours, unless there is an emergency situation, and then a minimum of 2 hours is required.

A. Time and Place

1. The Executive Council of the Conservation Congress will meet annually in January and twice in May each calendar year. The January meeting shall be scheduled in the center portion of the state. The first May meeting is scheduled in conjunction with the convention, and the second May meeting is scheduled in conjunction with the Board's May meeting.

2. The spring district meetings take place during the first two weeks of March within each district.

3. The Congress county meeting will be held in conjunction with the spring hearings in April. The county meeting shall follow the Department's rules hearing. A county meeting will be held in each of the 72 counties within the state.

4. The Executive Committee of the Conservation Congress may meet throughout the year as needed to address issues including, but not limited to developing official Congress positions, reviewing study committee requests, assigning study committee memberships, and planning the convention.

5. The convention occurs in May, following the spring hearings and prior to the May Board meeting at different locations throughout the state.

6. The fall district meetings take place during the first two weeks of August within each district.

7. Advisory Committee meetings of the Congress meet annually August through April of each calendar year. Additional advisory committee meetings may be conducted at the discretion of the committee chair and the Chair of the Congress. All advisory committee meetings shall be noticed at least 30 days prior to the meeting.

B. Special Meetings

Special district or area meetings may be held at the discretion of the Executive Committee in conjunction with the Executive Councilors and with the cooperation of the Congress Liaison, or upon request of one-half (1/2) of the county delegations in the district or area.

a. A call for a special meeting by the Chair, Executive Committee, Executive Councilors or the county delegates shall be directed to the Chair of the Congress and contain a statement of matters to be discussed with supporting data. The Chair of the Congress shall then order such meeting to be held within fourteen (14) days of the request.

b. A special meeting may be held by means of a conference telephone system when called by the Chair of the Conservation Congress after consultation with the Executive Committee.

C. Agendas

1. The agenda of matters to be discussed by advisory committees of the Congress shall be prepared by the chair and secretary of the advisory committee, with input from the Executive Committee, Congress Liaison and DNR liaisons assigned to the advisory committee. Agendas for advisory committee meetings shall be finalized and noticed at least 30 days prior to the meeting.

2. Agendas for spring and fall district meetings, the Convention, Executive Council Meetings, and Executive Committee meetings shall be prepared by the Executive Committee, with input from the Executive Councilors and the Congress Liaison

D. Delegate Additions to Agenda

1. Delegates may request an item be added to the advisory committee agenda by making that request known in writing to the chair, vice-chair and secretary of the advisory committee no later than 60 days prior to the meeting.

2. The Chair of the Congress, the Executive Committee, the Executive Council or a Department liaison may advise that an item be added or deleted from the advisory committee agenda. These requests must be in writing and received by the Executive Committee and the chair, vice-chair and secretary of the advisory committee no later than 60 days prior to the meeting.

E. Rules for the Conduct of Meetings

1. All meetings of the Conservation Congress and its committees shall be conducted according to Robert's Rules of Order Revised, these procedures and the open meeting laws, sections 19.81-19.98, Wis. Stats.. A majority of the Conservation Congress and/or its committees constitutes a quorum.

2. All agenda items will be assigned to committees of the Conservation Congress in consultation with the Chair for study and recommendation, except that the Vice-Chair and Secretary may elect to present certain items personally if done in conjunction with the Chair.

3. All Conservation Congress meetings are in open session for the general public.

4. Conservation Congress Quorum

   a. Thirty-seven (37) county delegations shall constitute a quorum at the Annual Congress Convention.

   b. On all advisory committee, county delegation and the Executive Council meetings, a quorum exists when there are more than 50% of the members present, either in person or by electronic device.

   c. Upon a determination that a quorum of the Conservation Congress is not available for a meeting, the Chair shall adjourn the meeting.

F. Guideline for Citizen Participation Sessions

The Conservation Congress shall provide opportunity for citizens to appear before the Advisory Committees of the Conservation Congress to provide information on items listed or not listed on the agenda. These appearances shall be brief and concise. To accommodate as many persons as possible in the allotted time, the following guidelines are established:

1. Public Forum.

   a. Individuals or organizations will be limited to a total of 5 minutes for their presentations to the Advisory Committee, regardless of the number of topics. Following these presentations, committee members may ask questions.

   b. An organization is limited to two (2) spokespersons on an issue.

   c. On complex issues, individuals wishing to appear before an Advisory Committee are encouraged to mail materials in advance to all Advisory Committee members and the Executive Council. This will allow the reading of these materials prior to the meeting.

   d. The Executive Council of the Congress encourages individuals to restrict their remarks to issues and solutions pertaining to the appropriate advisory committee issue.

VII. Roles and Responsibilities

A. All Delegates

1. As a delegate to the Wisconsin Conservation Congress, your actions are primarily governed by the Conservation Congress Code of Procedures.

2. When appearing in public, if you invoke your affiliation with the Conservation Congress, you are required to give the Conservation Congress position. Delegates who invoke their Conservation Congress affiliation and promote a view different from the Conservation Congress position will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress. This provision does not prohibit any Congress delegate from presenting his or her personal position or opinion, but requires him or her to identify such statement as that, and not the Conservation Congress position.

3. When elected by popular vote at the annual statewide spring hearings, you will represent your county on all matters that are under the jurisdiction of the Natural Resources Board.

4. Each delegate has an obligation to represent the views, perspectives, opinions, directions and wishes of the individuals and stakeholders they represent on all natural resource issues within their county and represent their opinions at the district meeting.

5. Read, share, discuss and disseminate information, materials and the directions you obtain from the Conservation Congress, Natural Resources Board, and the DNR to fellow delegates, local and statewide groups, individuals and stakeholders.

6. Attend all Conservation Congress functions, including the annual spring hearings (April), the district meetings (March & August) the annual Conservation Congress Convention (May) and assigned advisory committee meetings.

7. All delegates are encouraged to participate in advisory committees. If appointed to an advisory committee, you will participate, support and carry out your assignment as a committee representative. You may be asked or required to carry out additional duties or assignments beyond attending the committee meeting by the advisory committee chair.

8. If for any reason you are unable to attend a Conservation Congress function, it is your responsibility to notify your county chair if it is the spring hearings, district meetings or Annual Convention in advance and request an excused absence. Should you be unable to attend an advisory committee meeting it is your responsibility to notify the committee chair and vice-chair or secretary in advance and request an excused absence. Failure to attend scheduled advisory committee meetings without an excused absence may result in removal from the advisory committee.

9. Delegates must complete the personal data questionnaire no later than the Friday following the spring hearings. Delegates are encouraged to fill it out online but may also complete a hardcopy and turn it into your county chair on the evening of the spring hearings.

10. Introduce yourself to your local DNR staff members, fellow delegates, Executive Councilors and stakeholders at all functions.

11. Each delegate will make every effort to adhere to good conservation practices, and to uphold all laws, rules and regulations as an ethical sports person and loyal conservationist.

12. Attend local county and regional conservation club and stakeholders meetings when possible. Share and communicate your knowledge and information on resources concerns. Communicate and gather information to educate others as a part of your duties.

13. Recognize that the Congress encourages equal opportunity, which means equal treatment in behavior amongst delegates, stakeholders, Department staff, Board members and during the election process. Delegates should encourage participation in the Congress regardless of race, age, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, marital status, arrest, conviction, veteran status or political affiliation.

14. Explain what the Congress is, its mission and importance within Wisconsin.

15. Members shall aid and assist Department personnel whenever possible, and shall attempt to resolve local issues at the county level.

16. A delegate's term will begin and end at the start of the annual convention.

    Note: A delegate whose term has expired in accordance with VII.A.16, may appear at the annual convention, or study committee meetings, at the request of the Executive Committee, however, in accordance with VII.A.16 they would not have voting rights.

B. County Chairs and Vice-Chairs - When elected to the position of County Conservation Congress Chair, additional duties to those of the Conservation Congress Delegate include the following:

1. Contact County Conservation Congress delegates with regard to the spring hearing, district and state meetings, encourage attendance and coordinate travel.

2. If for any reason you are unable to attend a Conservation Congress function, it is your responsibility to notify your district councilor in advance of the spring hearings, district meetings or annual convention and request an excused absence. Should one be unable to attend an advisory committee meeting it is your responsibility to notify the committee chair, vice-chair or secretary in advance and request an excused absence.

3. Obtain through discussion and meetings a consensus on resource matters from the citizens of your county. Use other Conservation Congress delegates to assist you in obtaining these ideas.

4. Attend local county and regional conservation club meetings when possible. Share and communicate your knowledge and information on resources concerns. Communicate and gather information to educate others as a part of your duties.

5. Conduct the Conservation Congress portion of the spring hearing in conjunction with the spring hearing provisions within the Code of Procedures. A conservation warden, or other designated DNR person, is the hearing officer and conducts the DNR portion of the hearing.

6. Explain the resolution process to the spring hearing attendees. Information will be sent to county chairs and vice-chairs regarding this process.

7. Collect personal data questionnaires from Conservation Congress delegates at the spring hearings and give them to the hearing officer to send in with the spring hearing results.

8. Handle the Conservation Congress resolutions and county recommendations at the annual spring hearing, record the Conservation Congress delegates election results, conduct the county elections (chair, vice-chair, and three regular members; one three-year and one two-year members shall be elected each year) and present results to the DNR hearing officer for mailing to Madison.

9. Work with the hearing officer to go over the local resolutions and verify that they are sent to the Congress Liaison.

10. Work with the hearing officer at the beginning of the spring hearings to verify residency for county elections for delegates through a drivers license. Attendees must be at least 18 years old to vote for a county delegate. The election must be 50% + 1 of eligible voters in attendance.

11. Cooperate with the local hearing officer~~s~~ regarding spring hearing procedures.

12. Work with local media outlets and stakeholders on promoting Congress positions, upcoming meetings and special events.

C. Executive Councilors - When elected to the position of Executive Council of the Conservation Congress, you are a representative and spokesperson for your entire district, as well as your county. Additional duties of an executive councilor include:

1. Of primary importance is the year-round accessibility of a district councilor to his/her district. It is impossible to effectively represent your district if you are unavailable to your delegates, constituents or stakeholders for extended periods of time.

2. Represent the district's views, perspectives, opinions, directions and wishes on all stated natural resource issues.

3. Be able to donate up to 10 days a year to Conservation Congress matters and concerns in addition to your other Conservation Congress duties.

4. Serve as a committee chair or secretary to one or more advisory committees.

5. Conduct these committee meetings as a chair or secretary depending upon your assignment including but not limited to:

a. Setting the agenda for the meeting with the Executive Committee, Congress Liaison, and the committee liaisons.

b. Keep accurate records of the committee, including attendance for prompt recording and transmittal to the Congress Liaison.

c. Prepare advisory questions when necessary for the annual spring hearing questionnaire.

d. Handle all referred county recommendations and resolutions. Direct action to the appropriate committee for their approval.

- Report on the final outcome of your assigned county resolutions to the resolution author.

- Follow the consensus or popular vote of the Conservation Congress and support that consensus. Individual statements on behalf of the councilor that do not reflect the wishes of the entire council or the consensus of the committees should not be made. It is not appropriate for a chair to request a reversal of a committee's actions by the Executive Council. As a councilor, you represent the Conservation Congress. You may offer a minority opinion.

6. Respond to the Conservation Congress Executive Committee and the Congress Liaison for assistance with legislative appearances, public contacts, attendance at meetings, routed correspondence and assigned duties.

7. Conduct district meetings in your respective districts. Contact DNR staff for suggested dates and locations.

8. It is the councilor's duty to be informed on all resource matters that come before the Conservation Congress jurisdiction.

9. It is the councilor's duty to bring concerns and/or opportunities on all resource matters that could come before the Conservation Congress.

10. Councilors have the responsibility to share and disseminate information regarding natural resources to other Conservation Congress members, to local conservation clubs, organizations within the district's jurisdiction, appropriate statewide organizations, constituents and stakeholders.

11. Accept speaking engagements and appearances as appropriate relating to Conservation Congress activities.

12. Duties will include all previous items and others as requested by the Conservation Congress Executive Committee.

13. Legislative contacts and appearances may be requested by the Executive Committee.

14. Councilors are many times the most visible representative of the Wisconsin Conservation Congress. They will adhere to conducting themselves in a respectable manner and represent the Congress appropriately.

15. Councilors shall not miss any council meeting during the Congress year without being excused by the Congress Chair. A councilor may be removed from the Executive Council by majority vote of the Council. The vacancy shall be filled at the district meeting by the vote of the district where the vacancy occurs. Misconduct by any councilor shall be cause for removal by a majority vote of the Executive Council.

16. Only delegates that have been elected by the citizens of their county to serve as a county delegate by popular vote are eligible to serve on the Executive Council.

D. Executive Committee

The Executive Committee consists of the Conservation Congress Chair, Vice-Chair Secretary, and two at large positions. They are elected by the Executive Council to represent the interests of the Conservation Congress on a statewide level. The Executive Committee is responsible for making advisory committee assignments following the May Executive Council meeting. They collectively or singly appear at various state functions to present the views and put forth the ideas of the Wisconsin Conservation Congress, and most importantly, represent citizen and stakeholder interests on a statewide level.

E. Executive Committee – Secretary.

1. In addition to all of the duties stated previously, or as set forth by the current Conservation Congress Code of Procedures, the Secretary is also responsible for the following:

   a. Attend committee meetings as assigned, not as recording secretary, but to forward information to the Executive Committee and Executive Council.

   b. Represent the Executive Committee either with the Conservation Congress Chair and Vice-Chair, or in their absence.

   c. Provide Executive Council Meeting minutes.

   d. Assist in compiling or assembling support materials for the Annual Conservation Congress Convention, as needed.

   e. Other duties as requested by the Conservation Congress Executive Committee.

F. Executive Committee – Vice-Chair.

1. In addition to all of the duties stated previously, or as set forth by the current Conservation Congress Code of Procedures. The Vice-Chair is also responsible for the following:

   a. Work with the DNR Liaison to facilitate setting of committee dates and locations.

   b. Represent the Conservation Congress at the direction of, or in place of the Chair.

   c. Attend committee meetings with, or as a representative of the Executive Committee and Executive Council.

   d. Represent the Conservation Congress at legislative hearings as directed by the Chair or the Executive Committee.

   e. In cooperation with the Congress Liaison, is responsible for organizing the location, facilities and other matters as related to the Annual Conservation Congress Convention.

   f. Serve as the parliamentarian and rule on all questions of procedure and points of order at the annual Congress convention, as requested by the Chair.

   g. Other duties as requested by the Executive Committee.

G. Executive Committee – Chair.

1. The duties of Chair include all duties as any Conservation Congress delegate or position, and is governed by the current Conservation Congress Code of Procedures and Robert's Rules of Order, Revised.

2. The Chair may assign specific duties to Conservation Congress officers, Executive Council members and Conservation Congress delegates.

3. The Chair, or assigned representative, is responsible to report Conservation Congress activities and positions to the Natural Resources Board.

4. The Chair of the Wisconsin Conservation Congress represents the voice of the Conservation Congress in whatever capacity necessary, and will reflect the views, positions and votes of the Conservation Congress.

5. If the Executive Council changes a question that was forwarded to them the committee(s) involved shall be notified of its disposition: i.e. accepted, rejected, tabled, or modified along with the reason(s).

H. Advisory Committee Members

As a Conservation Congress Advisory Committee member, you are representing yourself, your county, your district and the Conservation Congress. To be appointed to a committee, you must have indicated your interest in an advisory committee to your district councilor. As an advisory committee member you agree to devote occasional weekdays and/or weekends throughout the year to Conservation Congress activities.

These responsibilities include the following, in addition to those duties of a county delegate.

1. A dedication and commitment to the assignment of the respective committee.

2. A willingness to prepare, study and evaluate the assignments given to and deliberated by the Congress Advisory Committee.

3. Faithfully attend and participate in all committee meetings.

4. If unable to attend a committee meeting, you must request an excused absence from that meeting, generally through the chair of that committee. An unexcused absence is automatic dismissal from that committee per the Conservation Congress Code of Procedures. Additionally, inform your county chair or district councilor of your absence.

5. Know and share your county and district opinions and wishes with your respective committee.

6. As a committee member, you should share these deliberations and results with your county delegates and district councilors.

7. Know your DNR committee liaisons.

8. All appointed advisory committee members shall serve a term of one-year ending after the annual Conservation Congress convention.

I. Responsibilities of Advisory Committee Chair(s), Vice-Chairs, Secretary's and Mentors

1. In addition to those duties of an advisory committee member.

a. Work together with the assigned DNR Liaison to set the meeting date, committee goals and agenda for the meeting.

b. Provide the Congress Liaison with the meeting date and items for the agenda at least 45 days prior to the meeting.

c. Provide the meeting minutes in the sample format and committee questions to the Congress Liaison within 14 days after the meeting.

d. The Congress Liaison shall provide a sample agenda and sample minute format for the advisory committee chair.

e. The author of a resolution approved by a committee, as well as the chair and secretary of the committee that forwarded the resolution to the Executive Council shall be notified of its disposition: i.e. accepted, rejected, tabled, or modified along with the reason(s). It is expected that the committee will furnish a question that is accurate, clearly written, and ready to be presented to the public.

VIII. County Conservation Congress Meeting Procedures

A. The spring hearing shall be held in each county at least annually at such times and places as the Board shall designate to consider proposals from the Department for changes in fish and game regulations, and such other matters as the Board shall determine.

B. Any person attending the spring hearing shall be eligible to express their views on such matters.

C. A Department employee shall designate a hearing officer who will conduct the Department portion of the hearing. The county chair, vice-chair or designated county delegate shall conduct the Congress portion of the meeting.

D. County Conservation Congress meetings shall be held at the same time and place as the spring rule hearings.

E. The purpose of the county meetings shall be to consider advisory questions proposed by the Congress, local resolutions, and other issues relating to natural resources, and to elect a county delegation.

F. All attendees are eligible to record their opinions on the questions in the spring hearing questionnaire.

IX. Delegate Election Process

A. Delegate Eligibility

1. Must be a Wisconsin resident.

2. Any resident of the county who is 18 years old and able to perform the responsibilities is eligible to run for election that evening.

3. The Conservation Congress encourages equal treatment regardless of race, age, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, marital status, arrest, conviction, veteran status or political affiliation.

4. To give the widest geographic representation, it is recommended that not more than three delegates be from the same civil town, city or village.

5. To guard against possible conflict of interest or bias, no full or part-time employee of the Department or member of the Board shall be a county delegate.

B. County Voter Eligibility

1. Individuals voting for county delegates shall be:

A. Residents of the county in which they are voting, and

B. At least 18 years of age.

2. Since delegates are selected for their knowledge and judgment, delegates have the privilege of exercising reasonable judgment in making final recommendations at the annual Congress meeting whenever a conflict arises between local wishes and the welfare of the state as a whole, and their vote may be in opposition to the vote taken at their spring hearing when they believe it is in the best interest of good conservation.

C. Delegate Election Process

1. The elections for county delegates shall be conducted by the county chair, or the vice-chair of the county, if the chair is a candidate in that particular year.

2. One three-year and one two-year delegate shall be elected each year, unless a vacancy occurs, in which case, it shall be filled for the unexpired term at the county meeting.

3. County Congress delegates shall be elected on separate written ballots. At least two nominations should be requested from the floor for each vacancy.

4. Election must be by 50% + 1 vote of eligible voters in attendance.

D. Delegate Vacancies

1. The term of any member who does not attend the annual Congress meeting, unless excused by the county chair, shall automatically expire.

2. If a vacancy occurs the county chair or vice-chair (in the absence of the chair) may appoint someone to fill the vacancy.

3. In the absence of the county chair and vice-chair the district councilor shall appoint to fill the vacancies.

E. County Officer Elections (Chair and Vice-Chair) - Immediately following the county meeting, the county delegate shall select a county chair and vice-chair and complete and turn into the hearing officer the county delegation summary.

X. Local Resolutions

Local resolutions are submitted at the annual spring hearings, as part of the Congress county meeting. In order for a resolution to be accepted for further consideration by the Conservation Congress, all local resolutions introduced must meet the following requirements:

A. Local resolution content

1. The concern must be of statewide impact ***or*** the concern has been unable to be resolved at a local county level (*within your county*) or district level (*within your Congress district*).

2. The resolution must clearly define the concern that is of statewide impact ***or*** define~~s~~ an unresolved concern at the local county level or district level.

3. Current state statutes and law must be considered, with reasonable cause for change being presented if applicable.

4. The resolution must suggest a solution to the concern that is of statewide impact ***or*** define~~s~~ an unresolved concern at the local county level or district level.

5. Description of further action desired for the resolution.

6. Concerns must be practical, achievable, reasonable and not obviously inappropriate.

B. Local resolution format

1. The resolutions must be typed, or written legibly on 8 ½ x 11 white paper.

2. The resolution author must provide two copies of the resolution to the Congress county chair.

3. The author's name, mailing address, county, telephone number and signature shall be included at the bottom of the resolution.

4. Resolutions must be 250 words or less, with no attachments or additional sheets accepted.

C. Local resolution presentation

1. Only the individual author or designated representative of the organization may present a resolution within the county.

2. No more than two resolutions may be introduced by any person or organization.

3. Written resolutions not meeting the above criteria and/or verbal resolutions will not be accepted.

D. Local resolution voting

1. All resolutions that meet the above criteria will be accepted and will be read by the county chair or vice-chair, and attendees of the spring hearing will vote on the resolution.

2. If the resolution has a passing vote at the county level, the resolution will be referred to the Congress Rules and Resolutions Committee of the Congress. Any same or like resolution that has passed in at least the same three counties for two consecutive years shall be automatically forwarded for a statewide vote.

3. The Rules and Resolutions Committee will meet after the spring hearings and prior to the convention. The committee has the option of assigning the resolution to an advisory committee, with discretion on sending a resolution to multiple committees, or may send the resolution directly to the Executive council.

4. If the resolution did not have a passing vote at the county level, it will not be considered for further action.

E. Resolution Follow-up

1. The Congress Liaison will contact the author in writing after the spring hearings to report the county vote and the status of the resolution. If the resolution passed, the author will also be notified as to which advisory committee the resolution was assigned to.

2. The Congress Liaison will contact in writing the authors of resolutions and invite them to appear before the committee, or write a letter to the assigned advisory committee to further explain the resolution or provide additional information.

Note: Advisory committee meetings take place in the fall and meeting notices will be sent out to authors of the resolution.

3. When the Rules and Resolutions Committee forwards a local resolution to an advisory committee, the committee must act on the resolution, and the committee chair may combine similar resolutions that are assigned to the committee. “Act”, means that the resolution shall be read, discussed and voted on by the committee.

4. The advisory committee chair and/or secretary will contact in writing the resolution’s author to inform him or her of what action was taken on their resolution.

XI. Executive Council Election

A. Each district shall elect its Executive Councilors by separate written ballot, on the first morning of the annual Conservation Congress meeting.

B. Newly elected Executive Councilors will not assume office until adjournment of said meeting, and will serve a one-year term until adjournment of the following the convention.

C. There shall be at least two (2) nominations requested for each councilor post, and each county delegate in that district in attendance at the convention shall be entitled to one vote.

D. A majority (50% + 1) of delegates in the district is required for election to the council. If a majority cannot be gained by any candidate in three ballots, the councilor will be chosen by drawing of lots from the nominees remaining.

XII. Executive Committee Election

A. The Executive Council shall elect its Executive Committee by separate written ballot, on the Saturday morning of the annual convention.

B. Newly elected Executive Committee members will not assume office until adjournment of the annual convention, and will serve a one-year term until adjournment of the following annual convention.

C. There shall be at least two (2) nominations requested for each committee post (chair, vice-chair and secretary), and each district councilor shall be entitled to one vote.

D. A majority (50% + 1) of councilors in attendance is required for election to the committee. If a majority cannot be gained by any candidate in three ballots, the committee member will be chosen by drawing of lots from the nominees remaining.

XIII. Removal from the Conservation Congress

A. All delegates are subject to removal from the Conservation Congress for any of the following:

1. Delegates that have unexcused absences from any of the required meetings including: the spring hearings, spring district meeting, fall district meeting, annual convention and assigned advisory committee meetings, will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress.

2. When appearing in public, if delegates invoke their affiliation with the Conservation Congress, they are required to speak the Conservation Congress position. Delegates who invoke their Conservation Congress affiliation and promote a view different from the Conservation Congress position will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress.

3. If a delegate is physically, mentally or by choice not performing the responsibility of his/her elected position as outlined under Section VII, Roles and Responsibilities of the Code of Procedures.

4. If a delegate moves out of the county that he/she is elected, his/her membership within that county is void. It is the responsibility of the delegate to provide in writing to the county chair, vice-chair and district councilors, written confirmation of his/her status. Pursuant to Section IX. D., the county chair has the authority to fill the unexpired seat with another individual.

XIV. Conservation Congress Official Position

A. Official Position - The official position of the Conservation Congress on any issue is formed by any of the following:
1. A majority vote of the entire Congress delegation, or

2. A majority vote of the Executive Council, or
3. A unanimous vote of the Executive Committee, with the concurrence of the chair(s) of the appropriate committee or committees. (*This could occur when time is not available to call an Executive Council meeting*)

B. An advisory committee, county committee or district may take a position on an issue but that position will not be the official Congress position until one of the above occurs.

XV. Amendments to the Code of Procedures

Amendments to the Code of procedures can be accomplished in two ways:

A. Statewide Delegation Vote - Amendments shall be submitted in writing by any county delegate to the Rules and Resolutions Committee at least 90 days prior to the annual convention. Notice of the proposed amendment shall be given to county delegates at least ten (10) days prior to the next Executive Council meeting. After such notice, amendments shall be effective upon majority vote of the counties present at the annual convention.

B. Executive Council Vote - Amendments shall be submitted in writing by any member of the Executive Council at least 30 days prior to a meeting of the Executive Council. Notice of the proposed amendment shall be given to Executive Council members at least ten (10) days prior to the next Executive Council meeting. After such notice, the amendment shall be effective upon three-quarters vote of the councilors.