

# **State of Wisconsin State Trails Council Bylaws**

## **I. GENERAL**

These procedural bylaws are intended to guide the operation and organization of the State Trails Council. They are established for the guidance of individual Council members, for the guidance of Department personnel and for public information. "Council" means State Trails Council, "Department" means Department of Natural Resources.

## **II. AUTHORITY AND RESPONSIBILITIES**

The authority and responsibilities of the Council are defined by Wisconsin statutes, sections 15.09, 15.347(16) and 23. 175(2)(c), supplemented by these procedural bylaws.

## **III. ORGANIZATION**

### **A. Membership**

1. The Council consists of eleven voting members appointed by the Governor for four-year terms.
2. The Department may appoint additional non-voting, advisory members to include:
  - a) Wisconsin Department of Natural Resources
  - b) Wisconsin Department of Transportation
  - c) Wisconsin Department of Tourism or designee
  - d) Accessibility Expert knowledgeable in Accessibility Issues and Standards.
3. Appointees shall serve at the pleasure of the appointing authority. Members whose terms expire will continue to represent their user group until they are replaced by a new appointee unless the member resigns or is otherwise formally relieved from appointment.

### **B. Officers**

The Council shall have a chairperson, vice-chairperson, and secretary elected by the Council to serve for a period of one calendar year.

C. Committees

1. Committee of the Whole
  - a) Shall review items of generally broad concern that are significant and require intensive review of the Council as they may affect policy, budgetary commitment, and related matters.
  - b) The chairperson of the Committee of the Whole shall be the duly elected Council chairperson or vice-chairperson and its membership shall consist of all Council members.
2. Other committees will be appointed as needed on an ad hoc basis.
  - a) Other specific purpose committees as may be deemed necessary by the chairperson or as established by vote of Council members. These ad hoc committees shall have a specific charge listing work products (e.g. findings, a report). Upon meeting the charge and presenting work products to the Committee of the Whole, these committees are terminated unless reappointed.
  - b) The chairperson shall make appointments to ad hoc committees.
  - c) Ad hoc committees will report as they feel appropriate or at the request of the chairperson.

IV. MEETINGS

A. Time and Place

1. The Council shall normally meet not any less than quarterly.
2. The chairperson of the Council shall establish the time and place of the quarterly meeting, unless the Council or the chairperson acts under subsection 3 or 4 below.
3. Special meetings may be called by the chairperson and shall be called upon the request of three or more members of the Council. The meeting shall be held in Madison unless the Council decides that a particular meeting shall be held at some other location. A call for a special meeting shall be directed to the chairperson of the Council and contain a statement of matters to be acted upon with pertinent data. The chairperson of the Council shall then order such meeting to be held. A

special meeting may be held by means of conference telephone when called by the chairperson of the Council after consultation with the secretary.

4. Upon a determination that a quorum of the Council is not available for a meeting, the chairperson may cancel or adjourn the meeting.

B. Agenda

The agenda of matters to be considered by the Council shall be prepared by the Department's appointed representative for administrative duties in consultation with the chairperson in the following form and order and delivered or posted to members of the Council with supporting papers at least 10 calendar days before the next regularly scheduled meeting, except for emergencies.

1. Approval of minutes of the previous Council meeting.
2. Report of the chairperson.
3. DNR Representatives' matters.
4. Ad Hoc Committee reports.
5. Council agenda items.
6. Council members' matters.
7. Housekeeping matters.
8. Public comment
9. Other matters that may come before the Council.

C. Rules for the Conduct of Meetings.

1. All meetings of the Council shall be conducted according to Robert's Rules of Order, Revised; this policy statement; and the open meeting laws, sections 19.81-19.98, Wis. Stats. A majority of the Council membership constitutes a quorum (membership consists of those positions currently filled).
2. All agenda items will be assigned to committees or members of the Council by the chairperson in consultation with the secretary for study and recommendation except that the chairperson may elect to present certain items personally.

3. Requests for appearance
  - a) Requests for appearance shall be made to the chairperson no later than 10 calendar days prior to the meetings. They shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Council. Those requesting an appearance will be requested to provide Council members with copies of written materials to be presented or a written statement of a position. Individual presentations to the Council or committees will be limited to five minutes, unless otherwise authorized by the chairperson.
  - b) In emergency or unusual situations, these requirements may be waived by chairperson's suspension of the rules.
4. Council members may bring up any additional matters not submitted by the committees of the Council at any regular meeting under the agenda item "Council Members Matters".

## V. AUTHORITY AND RESPONSIBILITY OF INDIVIDUAL COUNCIL MEMBERS

### A. General:

1. Council members unable to attend a regular meeting of the Council may send a non-voting delegate to attend in their place.
2. Interim committee work will be conducted by the assigned ad hoc committees of the Council between regular Council meetings. The chairperson of each committee shall have the power to conduct meetings and public meetings when necessary. No administrative functions are assigned to members of the Council or committees. All acts of individual members and committees of the Council between meetings are unofficial and without authority, except as specifically authorized by the Council.

### B. Specific:

The chairperson of the Council with concurrence of a majority of Council members shall appoint spokesperson(s) to meetings, hearings and sessions as may be deemed necessary. Spokesperson(s) shall represent the views and opinions of the Council as a body. Council members may not present themselves as representatives of the Council unless they have specific authorization from the majority of the Council to do so.

## VI. RESPONSIBILITIES OF THE DEPARTMENT

Routine and special reports requested by the Council, full record keeping of Council meetings disclosing the appearances before and discussion at regular meetings, and a summary of the action of the Council and its committees. Meeting arrangements, including meeting location, shall also be the responsibility of the Department.

## VII. REVISION

Changes to these Council procedural bylaws herein may be made if such changes are presented in written form at a regular meeting of the Council and approved by a two-thirds majority vote of the members at the next regular meeting of the Council.

Adopted 9/27/1991

Amended 11/19/1991, 12/10/1993, 4/10/2000, 10/10/2005, 1/7/2008, 7/31/2014