

Bylaws for the Nonmotorized Recreation and Transportation Trails Council

Section 1 General

These procedural bylaws are intended to guide the operation and organization of the Wisconsin Nonmotorized Recreation and Transportation Trails Council in order to provide guidance to council members, department staff and for public information.

Section 2 Definitions

- Council: Nonmotorized Recreation and Transportation Trails Council (also NRTTC).
- Council member: A person appointed to the council by the governor.
- Department: Wisconsin Department of Natural Resources (WDNR) or Wisconsin Department of Transportation (WisDOT).
- Chair: A council member elected by a majority vote of the council as the chairperson for the council.
- Vice-chair: A council member elected by a majority vote of the council as the vice-chairperson for the council.
- Committee: An advisory body established by the council, its membership and responsibilities to be defined when established.

Section 3 Authority and Responsibilities

State Statutes provide the council's authority and responsibilities in sections 15.347(20) and 23.177, Wisconsin Statutes. The purpose of these bylaws is to provide an operational supplement for the council.

It is the mission of the NRTTC to

- Secure funding for trails and trail-related activities that is sufficient, sustainable, dedicated, and maintained in a segregated account.
- Nurture user groups through intergroup and intragroup cooperation and coordination.
- To support user groups in their cooperation and coordination.
- Educate peers, the general public, and government on the value of nonmotorized trails and related topics.
- Facilitate nonmotorized trail connectivity and continuity to foster greater use for recreation and transportation.
- Promote the economic benefits of nonmotorized trails.
- Promote the health and wellness benefits of nonmotorized trails.
- Promote the environmental benefits of nonmotorized trails.

Section 4 Organization

The council shall consist of members appointed by the governor. Members shall include representatives who have expertise in nonmotorized recreation and transportation issues that include the interests of

- hiking and pedestrians

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- nonmotorized water trails
- nonmotorized snow trails
- equestrian trail users
- all forms of bicycling
- bird watching and nature study
- tourism
- business and industry related to nonmotorized recreation and transportation
- trail facility planning, building and maintenance
- members of the disabled community

Members are expected to serve a minimum of four years. The council shall conduct a periodic review of the membership in order to better represent the current and future needs of the nonmotorized trail community.

A. Officers

The council will have a chair and vice-chair elected by the council annually at the first meeting of each new year. Both the chair and vice-chair may be elected for no more than three successive terms.

B. Voting Rights

Each council member shall have one (1) vote. Action items and resolutions shall be determined by a simple majority of members in attendance. A quorum shall consist a simple majority of currently appointed members in attendance.

C. Location

The principal office of the council shall be located in Madison in the central office of the Department of Natural Resources.

D. 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, budgets and related matters.

b. The Chair of the Committee of the Whole shall be the duly elected council chair or vice-chair and its membership shall consist of all council members.

2. Other committees

a. Other ad hoc committees as may be deemed necessary may be created by the chair or established by vote of council members. These ad hoc committees shall have a specific charge. Upon meeting the charge and presenting its work to the Committee of the Whole, these committees are terminated unless reappointed.

b. The chair shall make appointments to ad hoc committees.

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c. Ad hoc committees will report as they feel appropriate or at the request of the chair.

E. Meetings

1. The council shall normally meet not any less than quarterly.
2. The chair of the council shall establish the time and place of the quarterly meeting, unless the council or the chair acts under subsection 3 or 4 below.
3. Special meetings may be called by the chair 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 chair of the council and contain a statement of matters to be acted upon with pertinent data. The chair 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 chair of the council after consultation with the vice-chair.
4. Upon a determination that a quorum of the council is not available for a meeting, the chair may cancel or adjourn the meeting.

F. Agenda

The agenda of matters to be considered by the council shall be prepared by the WDNR's appointed representative in consultation with the chair in the following form. The agenda and supporting documents will be delivered or posted to members of the council at least 24 hours prior to a scheduled meeting. Agendas may include the following items and any additional items that the chair deems necessary:

1. Introductions of members and guests
2. Approval of minutes of the previous council meeting.
3. Report of the chairperson.
4. Reports of council members
5. Department reports
6. Ad Hoc Committee reports.
7. Council agenda items.
8. Public comment
9. Other matters that may come before the council for future consideration.
10. Adjournment

G. 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

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19.81-19.98, Wis. Stats. A majority of the council membership constitutes a quorum (membership consists of those positions currently filled).

2. All actionable agenda items will be assigned to committees or members of the council by the chair in consultation with the vice-chair for study and recommendation except that the chair may elect to present certain items personally.
3. Requests for appearance.
 - a. Requests for appearance shall be made to the chair no later than seven 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.
 - 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 upon request to the chair.
5. All items may be voted on only if they appear on publicly noticed agendas.

H. Authority and Responsibility of Individual Council Members

1. General

- a. Council members unable to attend a regular meeting of the council may send a delegate to attend in their place. The delegate may vote with the consent of the chair and the appointed member.
- b. 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. All acts of individual members and committees of the council between meetings are unofficial and without authority, except as specifically authorized by the council.

2. 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.

I. Responsibilities of the Department of Natural Resources (DNR) and the Wisconsin Department of Transportation (WisDOT)

1. Both departments will provide information as requested by the council.
2. The DNR will provide full record keeping of NRTTC meetings.

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3. The DNR will be responsible for maintenance and updating of the department website to include NRTTC actions.
4. Both departments will attend and participate in NRTTC meetings and committee meetings.

J. 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 present at the next quarterly meeting of the council.

Adopted 03/14/2013.