

# Wildlife Rehabilitation Advisory Council Bylaws

## I. Mission

The Wildlife Rehabilitation Advisory Council, as directed in NR 19.82, shall assist the department with recommendations in rehabilitation, wildlife health or captive wildlife matters, which may be used in Department decision making as it pertains to wildlife rehabilitation activities.

## II. Overview

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

## III. Purpose/Goals

1. The Council shall advise the Department on matters pertaining to wildlife rehabilitation, wildlife health, and captive wildlife, as needed.
2. The Council shall help the Department define public outreach and continuing education on wildlife rehabilitation, wildlife health, and captive wildlife topics.
3. The Council shall assist the Department with facility inspections required as part of the wildlife rehabilitation license.

## IV. Organization

### A. Membership

1. The Council consists of voting and non-voting members appointed by the Department Secretary for three-year terms. The number of terms any member can serve is unlimited.
2. The Council shall be comprised of:  
Voting position:
  - a. 1-2 licensed rehabilitators from each DNR district (including at least 1 from a home-based facility, and no more than 1 rehabilitator from each facility)
  - b. 1 representative from a rehabilitation facility per DNR district (not a licensed rehabilitator and shall not be from a facility that is already represented)
  - c. 1 member from the Wisconsin Wildlife Rehabilitation Association (shall not be from a facility that is already represented)
  - d. 1 licensed Veterinarian from the Wisconsin Veterinary Medical Association

- e. 1 member from the University of Wisconsin System with experience/knowledge in captive wildlife/rehabilitation
- f. 1 member from the Conservation Congress Wildlife Health Committee
- g. 1 humane officer (municipal or state)
- h. 2 members from the captive cervid industry
- i. 1 member from the captive wildlife industry

Non-voting positions:

- j. DNR Wildlife Rehabilitation Program Manager
  - k. 1 member from DNR Bureau of Wildlife Management
  - l. 1 member from DNR Bureau of Endangered Resources
  - m. 1 member from DNR Bureau of Law Enforcement
  - n. 1 member from the United States Fish and Wildlife Service permit staff
  - o. 1 member from the Department of Agriculture, Trade and Consumer Protection
  - p. 1 member of the Department of Agriculture, Trade & Consumer Protection captive cervid program
3. A member of the Council may attend the meetings of the Council, vote upon questions that are considered by the Council and serve on and vote in committees established by the Council.
  4. Vacancies in the Council will be filled by appointment by the Secretary of the Department.
  5. No member of the Council other than the Chair of the Council or other Council member appointed, may speak in the name of the council or act in its behalf without the prior authorization of the Council or its officers.

**B. DNR Communication**

1. DNR staff shall maintain minutes of all Council meetings, maintain records of attendance at all meetings, safeguard all documents, and maintain reports as directed by the Council.
2. The DNR Wildlife Rehabilitation Program Manager will be the primary point of contact for providing messages, requests, or information, to the Council from the DNR Secretary and vice versa.

**C. Officers**

1. The Council shall have a chairperson, vice-chairperson, and secretary elected by the Council to serve for a period of one year.
2. Non-voting members shall not hold officer positions.
3. Elections shall occur in the month of October, or the annual meeting closest to this month.

4. The Chair and the Vice-Chair shall:
  - a. Set the agenda for each meeting of the Council. Additional agenda items may be submitted by any Council member.
  - b. Assign duties to ad hoc and standing committees with approval of the Council.
  - c. Supervise preparation of reports containing Council advice on wildlife rehabilitation, wildlife health, and captive wildlife matters, subject to approval by the Council.
  - d. Other responsibilities as authorized or requested by a vote of the Council.
5. The Secretary shall document and organize meeting minutes, which will be given to the Wildlife Rehabilitation Program Manager and made available to the Council.

#### **D. Compensation of Members**

1. All members of the Council and its committees shall serve without compensation, but may be reimbursed for their actual and necessary expenses incurred in the performance of their duties and, if such reimbursement is made, such reimbursement in the case of an officer or employee of this state who represents an agency as a member of the Council shall be paid by the agency which pays the officer's or employee's salary.
2. Expense reimbursements are limited to meals and travel mileage.
3. Expense reimbursements are limited to those authorized for State employees.
4. Expense reimbursements are applicable to all Council and committee meetings.

#### **E. Committees**

1. Council applicants will indicate on the Council application form which committee(s) they want to apply for. The chairperson will add the request(s) to the agenda for the next meeting to obtain votes from Council members.
2. Council members will indicate in writing to the chairperson which committee(s) they want to apply for. The chairperson will add the request(s) to the agenda for the next meeting to obtain votes from Council members.
3. Committee appointments shall be finalized by the majority vote of the voting quorum.
4. Committee of the Whole
  - a. Shall review items of concern and significance that require review of the Council as they may affect policy, rule, and related matters.
  - b. The chairperson of the Committee of the Whole shall be the duly elected chairperson and its membership shall consist of all Council members.

5. Education
  - a. The Education Committee shall assist with education on wildlife rehabilitation, wildlife health, and captive wildlife topics. The committee shall also assist with developing future editions of the Wildlife Rehabilitation Study Guide and exams, and shall assist with creating training and continuing education opportunities.
6. Research
  - a. The Research Committee shall assist in the development of research projects including, but not limited to post releases, infectious and/or non-infectious diseases, human related causes for wildlife admissions to rehab centers, or advancements in wildlife rehabilitation techniques.
7. Licenses and Rules
  - a. The Licenses and Rules Committee shall assist with developing recommendations on rule and policy revisions, which shall be brought to the Committee of the Whole for final recommendations. The committee shall assist the Department with license applications where the experience or qualification of the applicant requires further consideration.
8. Other committees will be created on an as needed basis (ad hoc).
9. Interim committee work will be conducted by the assigned committees of the Council between regular Council meetings, and reported at the next Council meeting. All acts of individual members and committees of the Council between meetings are unofficial and without authority, except as specifically authorized by the Council.

## **V. Meetings**

1. Meeting arrangements shall be the responsibility of the chairperson.
2. Time and Place
  - a. The Council shall meet at least bi-annually or at the request of the chairperson.
  - b. Locations and exact dates of the meetings will be determined by the Council.
  - c. Fifty-one percent (51%) of the voting members of the Council shall represent a quorum.
  - d. Upon determination that a quorum of the Council is not available for a meeting, the chairperson may cancel or adjourn the meeting.
3. Special meetings may be called by the chairperson and shall be called upon the request of three or more members of the Council. 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 or the vice chairperson of the Council.

4. Council members unable to attend a regular meeting of the Council may send a non-voting delegate to attend in their place.
5. A member of the Council who cannot attend a meeting may, after receiving the agenda of matters, submit to the chairperson their comments on matters from the agenda. The chairperson shall include these comments in relevant discussions during the meeting, but the absent member is not included in the quorum and does not vote.
6. A member of the Council may bring up additional matters not submitted by the committees of the Council at any regular meeting.
7. The agenda of matters to be considered by the Council shall be compiled and prepared by the Council Secretary in consultation with the chairperson and vice-chairperson and delivered to the DNR Wildlife Rehabilitation Program Manager for distribution to the members of the Council with supporting papers at least 5 working days before the next regularly scheduled meeting, except for emergencies. A public comment section shall be included in every agenda.
8. All Council and committee meetings shall be open to the public, unless designated as a closed meeting in accordance to sec. 19.85(1), Wis. Stats.
9. Department staff shall be in charge of public meeting notices 24 hours prior.

## **VI. Publications**

1. The Council shall issue a report to the Department Secretary after the fall meeting, for the previous year's activities.
2. The Council may issue documents that are consistent with the purpose and goals of the Council.

## **VII. Revision**

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

## **VIII. Rules of Order**

The rules contained in the most current edition of Robert's Rules of Order shall govern all Council and Committee meetings.

## **IX. Adoption and Amendments**

These Bylaws shall be deemed adopted when approved by a majority of the voting members of the Wisconsin Wildlife Rehabilitation Council either in attendance at the meeting upon which a vote on these Bylaws is requested or by mail ballot.