

BYLAWS
WILDLIFE MANAGEMENT PUBLIC EDUCATION ADVISORY COUNCIL
FIRST DRAFT AMENDED 10/2/15
SECOND DRAFT AMENDED 11/03/15
THIRD DRAFT AMENDED 1/28/16

ARTICLE I - NAME

In accordance with Colorado Revised Statutes (C.R.S.) 33-4-120, which created the wildlife management public education advisory council in the Division of Colorado Parks and Wildlife (CPW) in the Department of Natural Resources, the formal name of the council shall be the Wildlife Management Public Education Advisory Council. For branding purposes, the name shall be the **Wildlife Council (referred to herein as the “Council”)**.

ARTICLE II - PURPOSE

Section 1. *Statutory Purpose.* In accordance with C.R.S. 33-4-120, the purpose of the Council shall be to:

1. Oversee the design of a comprehensive media-based public information program to educate the general public about the benefits of wildlife, wildlife management, and wildlife-related recreational opportunities in Colorado, specifically hunting and fishing.
2. Prepare an annual operational plan for the approval of the Director of Colorado Parks and Wildlife in coordination with the Director and staff. The budget in the annual operational plan shall reflect the State fiscal year.
3. Expend monies from the Wildlife Management Public Education Fund in accordance with the operational plan approved by the Director; except that all such expenditures shall be within the scope of the activities and funding levels authorized in such operational plan.

ARTICLE III - MEMBERSHIP

Section 1. *Definition of Membership.* Membership of the Council shall be appointed by the CPW Director in accordance with C.R.S. 33-4-120(b).

Section 2. *Resignation and Termination of Members.* Resignation from the Council should be in writing and received by the Staff Liaison. Members who have two consecutive unexcused absences from meetings may be referred by the Council Chairman to the CPW Director for termination and replacement. The Director may terminate a Council member for cause, including, but not limited to, two unexcused consecutive absences.

Section 3. *Conflict of Interest.* The Chairperson and the Council shall act in the best interest of the Council. The purpose of this Section is to protect the integrity of the Council’s decision-making process, to enable the general public and constituencies to

have confidence in the Council's integrity, and to protect the integrity and reputations of Council members. Conflict of interest guidelines are as follows:

1. A conflict of interest is defined as a direct economic benefit on a business or other undertaking in which a Council member has a direct or substantial financial interest. Additionally, a conflict of interest is any interest in a transaction or decision where a Council member, their business or nonprofit affiliations, their family, employer or close associations will receive a benefit or gain, or any other situation where a Council member's duty of loyalty to the Council would be impaired.
2. Council members, in the course of meetings or activities, shall provide disclosure of any such interests to the Chairperson.
3. Council members should recuse themselves and shall not otherwise be permitted to vote on a question when a conflict of interest exists.

ARTICLE IV – OFFICERS AND CPW STAFF ROLES

Section 1. *Officers.* The officers of the Council shall be Chairperson, Vice-Chairperson and Treasurer, and shall be for a period of two years. The officers shall be filled by a quorum vote of the Council. If needed, Council elections will occur in December.

Section 2. *Chairperson.* The Chairperson shall preside at all meetings of the Council and shall be a member of any committee created by the Council. In the event of a vacancy in the office of Chairperson, the Council shall elect a new Chairperson. The Chairperson may act for the Council between meetings for the purposes of determining the content of the agenda, scheduling conference calls and meetings, and making procedural decisions not otherwise requiring a vote of the Council. All activities of the Chairperson shall be in accordance with the approved annual operational plan.

Section 3. *Vice-Chairperson.* The Vice-Chairperson shall act as Chairperson during the absence of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the Council may elect a chairperson to chair the meeting.

Section 4. *Treasurer.* The Treasurer shall monitor the revenue and expenses for the Council. The Staff Liaison shall provide the Treasurer financial updates prior to each in-person Council meeting.

Section 5. *Staff Liaison.* CPW shall provide a Staff Liaison who shall manage the Council budget tracking and expenditures, manage the advertising contract, coordinate agendas with the Chairperson, coordinate and post meeting documents, provide communication between CPW and the Council, and perform other duties related to Council functions.

ARTICLE V - MEETINGS

Section 1. *Meeting Requirements.* Meetings of the Council shall be set by the Chairperson. The Council is an advisory council to the CPW director and therefore a

“state public board” subject to the Colorado Open Meetings Act (“COMA”), C.R.S. 24-6-401-402. All meetings between two or more Council members to discuss Council business shall be publicly noticed by CPW in advance and open to the public. Meeting documents, including agendas, shall be posted on the Wildlife Council page of Colorado Parks and Wildlife’s website. In addition to posting documents online, the Staff Liaison shall email all documents to the Council members, CPW staff, and members of the public who have requested such meeting materials prior to the meeting.

Section 2. Special Meetings and Conference Calls. Special meetings may be called by the Chairperson. Special meetings and conference calls shall be publicly noticed in advance on the Wildlife Council page of Colorado Parks and Wildlife’s website pursuant to COMA C.R.S. 24-6-401-402. CPW staff will provide a conference room and moderator for members of the public who wish to listen to and provide public comment in conference calls. Absences from special meetings and conference calls shall not be counted as missed attendance.

Section 3. Committees. The Council may create committees of Council members as needed to perform preliminary investigation and work on any Council matter for later consideration and action by the full Council. All committee communication and meetings shall adhere to the requirements in Article V, Sections 1 and 2.

Section 4. Notice. The Staff Liaison will publicly notice Council meetings at least two weeks in advance in the manner described in Article V, Sections 1 and 2. Members of the public who have requested meeting notification shall be sent meeting information by the Staff Liaison.

Section 5. Public Comment. All Council meetings shall be open to the public. Members of the public wishing to provide comments to the Wildlife Council on agenda items may fill out a request form at the meeting and submit it to the Chairperson. Comments on each agenda item are generally limited to 3 minutes per person at the Chairperson’s discretion. Members of the public wishing to provide comment to the Council on any topic not on the agenda can do so during “Public Presentations” agenda item; however, these comments are subject to the 3 minute limitation on comment. Persons wishing to provide a presentation to the Wildlife Council that exceeds 3 minutes in length or requires the use of audio/visual equipment must submit a written request to the Chairperson at least 15 days in advance of the Council meeting setting forth the subject matter of the presentation, the time requested and the equipment needed for the presentation. The granting of such requests is at the discretion of the Chairperson. In all cases, the Council appreciates and encourages the provision of written materials on the subject matter of the comment or presentation prior to the meeting in question.

Section 6. Voting. Each member of the Council shall have one vote. Email voting shall not be conducted nor shall there be any voting by proxy allowed. If a Council member is present via phone the Council member may cast votes. A simple majority of quorum shall constitute passage of a voting issue.

Section 7. *Quorum.* Five members of the Council shall constitute a quorum.

ARTICLE VI - REIMBURSEMENT OF EXPENSES

Section 1. *Reimbursement Procedure.* Council members shall be reimbursed for mileage and travel at the prevailing per diem rate set by the State of Colorado for official business travel and adhering to State fiscal rules. One night's lodging and per diem meal reimbursement is allowed for one day meetings if the Council member lives 100 miles or more from the meeting location. To streamline payment processes, the Staff Liaison will make lodging arrangements for Council members whenever feasible. Travel expense forms shall be submitted with the required receipts to the Secretary at Colorado Parks and Wildlife, Education Section, 6060 Broadway, Denver, CO, 80216. Receipts are required for lodging but are not required for meals.

ARTICLE VII - FUNDING

Section 1. *Fund.* The Council budget is appropriated through the Wildlife Management Public Education Fund. This fund is generated through a surcharge on every Colorado hunting and fishing license. The spending authority is approved by the Colorado State Legislature as part of Colorado Parks and Wildlife's annual appropriation.

Section 2. *Donations.* Donations may be accepted by the Council. CPW staff will be responsible for ensuring donations are deposited into the fund and tracked.

Section 3. *Additional Revenue.* The Council may enter into formal financial agreements with businesses or organizations for the purpose of creating additional revenue sources, (e.g., revenue from agreements from trademarked phrases). All such revenue shall be deposited into the Council fund. All such formal financial agreements shall be subject to the approval of the Director of Colorado Parks and Wildlife.

Section 4. *Expenditures.* The CPW Staff Liaison shall manage a cost center in the Information & Education Branch. The Staff Liaison shall be responsible for management of the Wildlife Council contract with the advertising firm. The Council may expend funds for personal services through payroll services. Expenditure of funds, except for travel costs, shall adhere to the approved operational plan and shall be pre-approved by the Council.

ARTICLE VIII - AMENDMENT

Section 1. *Amendment Procedure.* The bylaws may be amended by a quorum plus 1 at a publicly noticed meeting. Proposed bylaw amendments shall be presented in writing to each Council member at least one week prior to action.