

**Charter for the Wildland Fire Management Working Group
of the National Military Fish & Wildlife Association**

ARTICLE I. NAME, SCOPE, AND AFFILIATION

Section 1. NAME - The name of this organization shall be the Wildland Fire Management Working Group of the National Military Fish & Wildlife Association, hereinafter referred to as the Working Group.

Section 2. SCOPE - This Working Group shall have, as its scope of organization, the development and transfer of information relative to wildland fire management activities in both prescribed and wildland fire which natural resource professionals deal with directly or indirectly on military installations. Specific subjects within the scope of this working group include, but are not limited to, updates to requirements in the services, training opportunities and needs, resources and personnel requirements.

Section 3. AFFILIATION - The Working Group shall conform to the Bylaws, goals, objectives, policies and positions adopted by the National Military Fish & Wildlife Association, hereinafter referred to as the Association or NMFWA.

ARTICLE II. GOALS AND OBJECTIVES

Section 1. GOALS - Consistent with the goals of NMFWA, the Working Group's goals are:

1. Facilitate communication and information exchange among members of NMFWA interested or involved with wildland fire management programs.
2. Increase awareness and appreciation within Department of Defense (hereinafter referred to as DOD) of issues related to wildland fire management programs for protection of life, and property, and associated natural resource management.

Section 2. OBJECTIVES - To aid in the achievement of these goals, the Working Group objectives are:

1. Provide regular communication among members of NMFWA interested in wildland fire management programs through various means including meetings and workshops, e-mail discussions, newsletters, and other publications.
2. Promote membership in NMFWA to DOD natural resources professionals interested in wildland fire management programs.
3. Provide information and technical assistance to NMFWA members in the area of wildland fire management programs to include training, updates, and regulations, etc.

4. Make recommendations to the NMFWA Board of Directors for specific actions by NMFWA in the area of fire management and associated natural resource management.
5. Develop draft technical reviews, position statements, and other materials in the area of fire management and associated natural resource management for consideration by the NMFWA Board of Directors.
6. Provide information and technical assistance to government officials, journalists, educators, other organizations, and the general public in the area of fire management and associated natural resource management on military installations.

ARTICLE III. MEMBERSHIP

Section 1. MEMBER - Membership in the Working Group shall be available to any member of NMFWA with an interest in wildland fire on military installations. Working Group membership shall be available only to members of NMFWA.

Section 2. NUMBER OF MEMBERS - The Working Group shall be comprised of not less than ten (10) NMFWA members to maintain active status.

ARTICLE IV. ELECTIONS AND OFFICERS

Section 1. OFFICERS - Officers of the Wildland Fire Management Working Group shall consist of two Co-Chairpersons. Their duties are:

Clause A. Co-CHAIRPERSON - The Co-Chairs shall preside at all meetings of the membership; shall appoint chairs of all committees; and shall be an ex officio member of all committees. The Co-Chairs may represent the Working Group or appoint alternate representatives to other NMFWA working groups, the NMFWA Board of Directors, or to other groups or meetings as may be designated by the NMFWA Board of Directors. The Co-Chairs shall be responsible for submitting an annual report of the Working Group's activity to the NMFWA Board of Directors by 15 February.

The Co-Chair shall conduct the nominations and election of the soon to be vacant Co-Chair. The Co-Chairs shall be responsible for maintaining the files and records (Article VI) of the Working Group. Duties shall also include recording the minutes of all membership meetings and issuing copies of the minutes to the NMFWA Board of Directors and Working Group members (on request). Upon completion of one or two full terms (determined by whether the Co-Chair is re-elected for a second term), the Co-Chair succeeds to the position of immediate Past Co-Chair.

Clause B. PAST Co-CHAIR - The immediate Past Co-Chair shall

perform any duties assigned by the active Co-Chairs.

Section 2. NOMINATIONS - The Co-chairs shall nominate one candidate every year for the elected position of Co-Chair. The Co-Chair serving the second year of their term will be responsible for annual reports and organizing the Working Group Meeting at the Annual NMFWA Training Workshop.

Clause A. Nominees must consent to becoming a candidate.

Clause B. The nominee for Co-Chair shall be submitted to the membership at the Annual Training Workshop. The election will take place at the Annual Training Workshop. Or, in the absence of a NMFWA Workshop, an e-mail election will take place.

Clause C. A member may be elected for up to two consecutive terms (even or odd year terms so as to not create a vacancy) in the Co-Chair position (not to exceed four years).

Clause D. The Past Co-Chair must not hold an elected position for one year before he/she can be nominated again for an elected position (if served two consecutive terms).

Section 3.

Clause A. VOTING – A vote will be held during the NMFWA Wildland Fire Working Group Meeting with the candidate receiving the majority of the votes being elected.

Clause B. BALLOTING - Balloting shall occur by email in the absence of the NMFWA Training Workshop. Ballots shall be sent to the current Co- Chairs prior to the end of March, who will tabulate and report the results. The candidate receiving the largest number of votes on the written ballot shall be elected.

Section 4. TERM OF OFFICE - The officers serve for approximately 24 months; are inducted at the Annual Meeting or, if no meeting is held, at the conclusion of the NMFWA Annual Meeting; assume office immediately following induction; and, unless re-elected, terminate their duties at the second Annual Meeting after elected, or as such time as their successors are elected and installed. One Co-Chair's term begins on odd years and one Co-Chair begins on even years.

Section 5. VACANCIES - If the offices of both Co-Chairs are vacated for any reason, the NMFWA Board of Directors shall appoint Acting Co-Chairs from among the Working Group's members to complete the rest of the term until the next Working Group election. If only one Co-Chair is vacated, the other Co-Chair shall elect to serve out the term acting alone or ask the NMFWA Board of Directors to appoint another Co-Chair to

serve out the remaining term. All appointments shall conform to the criteria for nominees found in Article IV, Section 1, Clause A, C, and E.

ARTICLE V. MEETINGS

Section 1. MEMBERSHIP MEETINGS - Membership meetings shall be held at such times and places as determined and published by the Co-Chairs.

Clause A. ANNUAL MEETING - The membership meeting held in conjunction with the Association's Annual Meeting shall be known as the Annual Meeting of the Working Group and shall be for the purposes of electing and/or inducting officers, receiving reports of officers and committees, and for any other business that may arise.

Clause B. DUE NOTICE - Members must be notified at least 30 days prior to meetings.

Clause C. QUORUM - Quorum for meetings shall be 15 percent of the membership or five (5) members in good standing, whichever are greater.

Clause D. MEETING RULES - Order of business and parliamentary procedures shall follow ***Robert's Rules of Order***, latest revision.

Clause E. CHARTER - The Working Group charter shall be available for inspection during every meeting.

ARTICLE VI. MANAGEMENT AND FINANCING

Section 1. REPORTS - Within 21 days of an election or other official action of the Working Group, the Co-Chairs shall report such action to the NMFWA Board of Directors. An annual report shall be submitted to the NMFWA Board by February 15, which shall include the Working Group's activities for the past year (Article IV, Section 3, Clause A) and a list of the current membership of the Working Group.

Section 2. FILES - The Working Group shall maintain files containing: Bylaws of the National Military Fish & Wildlife Association, Charter of the Wildland Fire Management Working Group, minutes of all meetings of the membership, correspondence pertinent to the Working Group's affairs, list of membership, and all other material designated as pertinent by the Co-Chairs.

Section 3. FINANCES - Should the Working Group desire to take an action that requires finances, such as a committee activity or event, the Co-Chairs shall ask the NMFWA Board as to the availability of funds. Should funds be granted, the accountability and reporting requirements for the funds are at the determination of the NMFWA Board.

ARTICLE VII. COMMITTEES

Section 1. COMMITTEES - Any committee that the Working Group establishes to accomplish the Working Group's goals and objectives shall be considered ad hoc.

Section 2. APPOINTMENTS - The Working Group Co-Chairs shall appoint chairs for any committee. Committee chairs shall complete their committees with the assistance of the Working Group Co-Chairs.

Section 3. REPORTS - All committee chairs shall submit a written summary of committee activities to the Working Group Co-Chairs before the close of each annual meeting of the Working Group.

Section 4. ACCOUNTABILITY - All committees shall be accountable to, and under the general supervision of, the Working Group Co-Chairs.

Section 5. TENURE - All committees shall serve until the duties assigned to the committee have been discharged.

ARTICLE VIII. TECHNICAL REVIEWS AND POSITION STATEMENTS

Section 1. GUIDELINES - At the request of the NMFWA Board of Directors, or on their own initiative, the Working Group may develop draft technical reviews and draft position statements on issues pertaining to requirements in the services, training opportunities and needs, resources and personnel requirements.

Section 2. PROCEDURES - Proposed technical reviews and position statements may be drafted by a special committee or individual member for consideration by the Working Group. Approval by a majority of the Working Group membership voting is required before the statement can be forwarded to the NMFWA Board of Directors for appropriate action.

ARTICLE IX. DISSOLUTION

Section 1. STANDARDS TO CONTINUE - The Working Group must continue to demonstrate its viability to the NMFWA Board of Directors by meeting the following requirements:

- 1) filing the required annual reports (Article VI, Section 1),
- 2) maintaining at least ten members,
- 3) conducting at least one activity each calendar year (can include an electronic mail discussion), and
- 4) fulfilling the purposes of this charter.

Section 2. GRACE PERIOD - If the Working Group is unable to meet the standards of Section 1 in this article for a given calendar year, the Group shall have a one-year grace period in which to resume compliance before the NMFWA Board of Directors may begin dissolution of the Working Group.

Section 3. DISSOLUTION - The NMFWA Board of Directors may withdraw official recognition of the Working Group and order the Group to disband if the Board finds that the Group was unable to maintain the standards of Section 1 of this Article for two consecutive years. The NMFWA Board may also dissolve the Working Group if it does not conform as stated in Article 1, Section 3.

ARTICLE X. AMENDMENT TO CHARTER

Section 1. PROCEDURE - This charter may be altered or amended by a majority of the Working Group members voting by mail or email ballot, or at any membership meeting provided that due notice of the proposed changes (Article V, Section 1, Clause B) has been provided.

Section 2. CONFORMANCE - No amendment to this charter shall be enacted that results in a conflict with the National Military Fish & Wildlife Association Bylaws. Amendments to this charter that are approved by the Working Group's membership, as defined in Section 1 of this Article, do not become effective until approved by the NMFWA Board of Directors.