

<b>DEPARTMENTAL REGULATION</b>		<b>NUMBER:</b> 1042-106
<b>SUBJECT:</b> National Urban and Community Forestry Advisory Council	<b>DATE:</b> September 4, 2007	
	<b>OPI:</b> Forest Service	

## 1. PURPOSE

- a. The Charter for the National Urban and Community Forestry Advisory Council is hereby renewed pursuant to Section 9 of the Cooperative Forestry Assistance Act, as amended by Title XII, Section 1219 of Public Law No. 101-624 (Act) (16 U.S.C. 2105), and the Federal Advisory Committee Act (5 U.S.C. App.) (FACA).
- b. The purpose of the Council is specifically to:
  - (1) Develop a national urban and community forestry action plan in accordance with Section 9 (g)(3)(A-F) of the Act;
  - (2) Evaluate the implementation of that plan; and
  - (3) Develop criteria for, and submit recommendations with respect to the urban and community forestry challenge cost-share program as required by Section 9 (f)(1-2) of the Act.

## 2. SPECIAL INSTRUCTION

This regulation will expire 2 years from the date of filing.

## 3. CANCELLATIONS

This regulation supersedes DR-1042-106, dated September 9, 2005.

## 4. MEMBERSHIP AND OFFICERS

- a. The Council shall be composed of fifteen members appointed by the Secretary, as follows:
  - (1) Two members representing national nonprofit forestry and conservation citizen organizations;

- (2) Three members, one each representing State, county, and city and town governments;
  - (3) One member representing the forest products, nursery, or related industries;
  - (4) One member representing urban forestry, landscape, or design consultants;
  - (5) Two members representing academic institutions with an expertise in urban and community forestry activities;
  - (6) One member representing state forestry agencies or equivalent state agencies;
  - (7) One member representing a professional renewable natural resource or arboricultural society;
  - (8) One member from Extension Service;
  - (9) One member from the Forest Service; and
  - (10) Two members who are not officers or employees of any governmental body, one of whom is a resident of a community with a population of less than 50,000 as of the most recent census and both of whom have expertise and have been active in urban and community forestry.
- b. Members of the Council shall be appointed for terms of 3 years, and no member may serve for more than 2 consecutive terms.
  - c. Vacancies in the Council shall be filled in the manner in which the original appointments were made. Any member appointed to fill a vacancy occurring before the expiration of the term of the member's predecessor shall be appointed only for the remainder of such term. Appointments to vacant or expiring positions will be made annually.
  - d. The Secretary shall select one member, from members appointed to the Council, who is not an officer or employee of the United States nor any State, county, city or town government, who shall serve as the chairperson of the Council.
  - e. The Secretary shall appoint a designated Federal officer (DFO) under sections 10(e) and (f) of the FACA for the Council.

- f. Equal opportunity practices, in line with USDA policies, will be followed in all appointments to the Council. To ensure that the recommendations of the Council have taken into account the needs of the diverse groups served by the Department, membership should include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

## **5. DUTIES**

- a. The Council shall prepare and submit a National Urban and Community Forestry Action Plan every 10 years as described in Section 9 of the Cooperative Forestry Assistance Act, as amended by Section 1219 of Public Law No. 101-624. The plan may be amended by a majority of the Council members.
- b. Beginning not later than one year after the plan is submitted, and annually thereafter, the Council shall submit to the Secretary a review of the plan. Amendments to the plan shall be incorporated into this review.

## **6. ESTIMATED ANNUAL OPERATING COSTS**

- a. Members of the Council shall serve without compensation, but may be reimbursed for travel and per diem expenses incurred in carrying out their duties and responsibilities, in accordance with USDA travel regulations.
- b. Annual operating costs of the Council are estimated at \$150,000. This includes direct costs, as well as .5 staff years of support.

## **7. NUMBER AND FREQUENCY OF MEETINGS**

- a. The Council shall meet on a periodic and regular basis, at least bi-annually. Notices of meetings shall be published in the Federal Register at least 15, but no more than 45, calendar days prior to the meeting.
- b. Members shall be notified personally of the date, time, and place of each meeting at least 60 days in advance of such meeting. Council meetings shall be held at locations and in such a manner as to ensure adequate public participation.
- c. Eight members of the Council shall constitute a quorum. The operation of the Council shall not be impaired by the fact that a member has not been appointed as long as a quorum has been attained. Only appointed members may serve on the Council. If a member is unable to attend a meeting, the member may not send a representative to act in their stead.

- d. Meetings will be open to the public. Members of the public wishing to speak at Council meetings must make arrangements with the Council staff at least 24 hours in advance of the meeting. The name and telephone number of the staff contact will be announced in the Federal Register notice of the meeting (see clause 7.b above).

## **8. REPORTS/SUPPORT/GUIDELINES**

- a. The Council reports to the Secretary of Agriculture through the Deputy Chief, State and Private Forestry, Forest Service; the Chief of the USDA Forest Service; and the Under Secretary of Natural Resources and Environment.
- b. Financial and technical support for the Council will be provided by the Forest Service.

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