

Richmond's Andrews Community Forest  
Management Committee  
~ Bylaws ~

Adopted: November 19, 2018

Amended: May 6, 2024

Amended: October 21, 2024

1. The purpose of the Andrews Community Forest Management Committee (the "ACF Committee") is to manage Richmond's town forest with the broadest possible representation of the perspectives and interests of the community of Richmond.
  - a. The ACF Committee is charged with management of Richmond's town forest to meet priorities and goals outlined in the Town Forest Management Plan or as directed by the Selectboard or Town Manager.
    - i. Each ACF Committee member shall avail their expertise and background to the forest's management, but are elected to represent the interests of the forest and the town.
  - b. *Line of Authority:* Decisions made by the ACF Committee are presented to the Richmond Selectboard for final approval.
  - c. *Consulting:* Individuals or groups with needed expertise may be consulted on issues requiring specialized review or broader input.
  
2. Management Committee:
  - a. *Voting Members:* Richmond's Andrews Community Forest (ACF) Management Committee (the "ACF Committee") will have 7-9 members with appointments by the Richmond Selectboard (SB).
    - i. *Committee Chair and Secretary:* The committee's chair will be nominated by the ACF Committee membership and must be approved by a simple majority of Committee members
      1. The Committee may choose to select a standing secretary from among members with approval by a simple majority of Committee members vote, or
      2. The Committee may choose to select a secretary at each meeting by voice vote.
      3. *Terms of appointment:* Terms on the ACF Committee are for 3-years running from June 1st to May 31st upon appointment or reappointment by the Richmond Selectboard. Appointments made for an expiring term will be made by the Selectboard in May for a term to start on June 1.
      - 4.

Appointments to the Committee to fill a vacant seat mid-term shall begin on the date of Selectboard approval and shall expire when that seat's term was scheduled to be completed.

5. The Chair and Secretary of the Committee shall maintain a schedule of appointment, renewal and retirement dates for each standing member and track the number of years each member serves.
    - ii. *Renewal/Replacement:* Retirements from the ACF Committee shall be replaced within two (2) months by nomination of a new member and acceptance by the ACF Committee with approval by a simple majority of Committee members. Within one (1) month of nomination, the new member shall be put before the Selectboard for formal appointment of new members. For all open seats, whether open mid-term due to a resignation or at the end of a full term, the ACF Committee shall review applicants for the seat and nominate an applicant with approval by a simple majority of Committee members. If one of the vacancies is a seat recommended by or occupied by a member of the RCC or RTC, the ACF Committee will seek a nomination from the appropriate body. The person nominated will be put before the Selectboard for formal appointment. The ACF Committee will also send information on all other applicants for the open seat to the Selectboard.
  - b. *Delegation:* Of the ACF Committee's voting members, one shall be appointed from the Richmond Conservation Commission (RCC) and one appointed from the Richmond Trails Committee (RTC). Both the RCC and the RTC shall also each recommend an individual that are not members of these committees.
    - i. Members of the RCC and RTC are expected to update their respective committees on a regular basis and to provide comment during ACF meetings to represent those committees' interests and concerns
  - c. *Ex Officio Members:* Additional personnel shall be invited to regularly attend the ACF Committee, including staff from Vermont Land Trust and other organizations with a financial or partnership stake in the ACF.
  - d. *Consulting:* The RCC, RTC and other standing committees of the town or other groups and experts shall be consulted on an as needed basis
3. Regular Meetings:
- a. *Schedule:* Regular meetings of the ACF Committee members shall be held at least monthly at a time and place designated by the Committee Chair. Electronic notice of meetings shall be provided to Committee members at least four days prior to the meeting.
  - b. *Notice:* ACF meetings are open to the public and agendas shall be posted in accordance with the State Open Meeting Law, and online such as on Front Porch Forum and on the town's website. Postings shall be no later than 48hrs before the meeting time.
  - c. *Quorum:* A majority of voting members of the ACF Committee, but no fewer than 5 members, shall constitute a quorum.

- d. *Voting*: Approval of all matters requiring Committee vote shall require approval of a simple majority of Committee members
4. Rules of Procedure:
- a. The ACF Committee shall otherwise follow the most recently amended version of the “Rules of Procedure” adopted by the Richmond Selectboard. These Rules can be obtained from the Richmond Town Manager and/or from the Town of Richmond website.