

**Wisconsin Department of Natural Resources
Natural Resources Board Agenda Item**

SUBJECT: Request approval of housekeeping changes and incorporation of the April 24, 2013 Lean Six Review approvals to Manual Code 1103.1 - The Organization and Operation of the Natural Resources Board

FOR: October 2013 Board meeting

TO BE PRESENTED BY: Preston Cole, Board Chair, and Tim Andryk, Legal Services Bureau Director

SUMMARY:

The proposed revisions reflect housekeeping changes and the Board's approval of recommendations from the Lean Six Sigma review of administrative rulemaking procedures at their April 24, 2013 meeting.

The following changes to the Natural Resources Board's Manual Code are as follows:

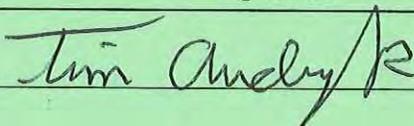
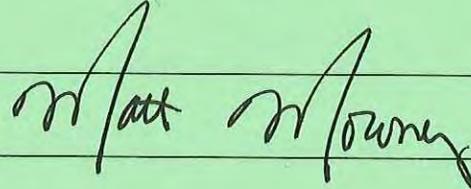
1. Removal of "March" from the meeting schedule
2. Requirement that meetings be broadcast live via Media Site or similar technology and that these files be archived on the Board website
3. That staff presenters have the flexibility to appear at Board meetings via Live Meeting or other technology as appropriate
4. Board procedures for the conduct of meetings to include Live Meeting or other technology, notification to staff regarding Board questions, and that the combined use of Media Site recordings and the approved Brief of Action will be used as the legal record of Board meetings
5. Board members shall receive a department issued and maintained laptop or tablet at their request
6. Board members are encouraged to notify department staff regarding questions on agenda items so staff can tailor presentations
7. Inclusion of 2011 WI Act 149 regarding Board organization
8. Minor modifications to the agenda format
9. Addition of a Security Plan
10. Public Appearance revisions, to include: change in deadline to register, information required, that public testimony will not be allowed on Board reconsiderations after rule adoption, that public testimony will be allowed on statement of scope approval, testimony protocol, and to allow citizens to testify via Live Meeting or other technology
11. Citizen Participation/Listening Session revisions, to include: that appearances are allowed before the Board at each regularly scheduled meeting, change in deadline to register, information required, testimony protocol, and to allow citizens to testify via Live Meeting or other technology
12. Housekeeping changes to Authority and Responsibility of DNR Secretary

10/15/13 CORRECTIONS:
Page 6, Item 12;
Page 8, III. (B)(4)
Page 15, IV. (C)(4)

RECOMMENDATION: That the Board approve the revisions to Manual Code 1103.1

LIST OF ATTACHED MATERIALS (check all that are applicable):

- | | | |
|--|-----|--|
| <input type="checkbox"/> Background memo | N/A | <input checked="" type="checkbox"/> Matrix of Changes |
| <input checked="" type="checkbox"/> Manual Code 1103.1 | | <input checked="" type="checkbox"/> 2011 Wisconsin Act 149 |

Approved by	Signature	Date
Tim Andryk, Bureau Director		10-8-13
Not applicable, Administrator		
Cathy Stepp, Secretary		10/14/13

Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board

Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
1	Reduce number of Board meetings from 10 to 9 per year to begin January 1, 2014. 9 meetings tentative schedule: January 21-22, February 25-26, April 8-9, May 27-28, June 24-25, August 12-13, September 23-24, October 28-29, and December 9-10. This reduces time and resource commitments for Board members, staff and stakeholders; Proposed schedule accommodates key rules deadlines (e.g. annual waterfowl rules) and holidays; Allows increased time for staff and Board member preparation, briefings and site tours; Ability to hold emergency meetings is retained; Less meetings will not reduce Board relevance or authority because rules-related agenda items and voting is still required by statute	The Board normally meets monthly on the <u>second or fourth</u> Wednesday of the month and the preceding afternoon if necessary. The Board sets its annual meeting schedule at the August meeting. The Board does not generally meet during the months of <u>March</u> , July, and November unless a special meeting is scheduled. The Board will give appropriate notice if it is necessary to change its meeting calendar.	IV. (A) (2) Meetings/Time and Place; REFORMATTED: IV. (D) (4) Procedure/Board Meetings
2	Use Media Site for Board meetings and consider broadcast for the public. Promotes public transparency and openness; Enhances staff access to and knowledge of Department/Board issues; Distance, weather and costliness less of an impediment to attendance.	<u>Meetings will be broadcast live using Media Site or similar technology and will be archived on the Board website at http://dnr.wi.gov/about/nrb/.</u>	IV. (A) (3) Meetings/Time and Place; REFORMATTED: IV. (D) (7) Procedure/Board Meetings
3	Allow staff presenters the flexibility to appear at out-state meetings via Live Meeting or conference call. Improves work allocation and backlog by reducing staff time out of office; Reduced travel is fiscally and environmentally responsible.	The monthly meeting may be <u>conducted</u> by conference telephone, <u>Live Meeting</u> , or other technology upon call of the chairperson of the Board, after consultation with the Secretary, when the agenda for the monthly meeting involves routine matters and is not extensive. <u>Staff presenters will have the flexibility to appear at Board meetings via Live Meeting or other technology as appropriate.</u>	IV. (F) (4) Meetings/Rules for the conduct of Meetings; REFORMATTED: IV. (D) (9) Proedure/Board Meetings

**Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board
Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12**

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
4	Use Media Site meeting recordings and Brief of Action as legal record for Board meetings, rather than typed minutes. Embed recordings with jump points to allow listeners to fast forward to desired agenda items. Promotes public transparency and openness; Improved efficiency for Board Liaison, freeing time for other Board-related tasks; Listeners will be able to comprehend tone and pace, otherwise lost in printed minutes; Written transcripts will only be produced as needed; Listening opportunities available at DNR Service Centers for individuals without computer or media access.	<u>Media Site recordings and the Brief of Action will be used as the legal record of Board Meetings. NRB Liaison will draft the Brief of Action which will be reviewed by the Board Secretary. The Board Secretary will give approval to the Board Liaison for distribution and posting of the draft Brief of Action to the Board's website with the understanding that the draft Brief of Action will be listed on the following month's agenda for Board approval and will then be distributed.</u>	IV. (F) (6) Meetings/Rules for the conduct of Meetings; REFORMATTED: IV. (J) Procedures/Media Site
5	Board Members receive Department-issued tablets which will reduce copying costs and paper waste. Increases mobility and accessibility of documents (can download documents from email or website); Reduces paper waste; Provides access to DNR email and intranet (including program resources, tools, manuals, handbooks, etc.); Electronic note-taking capabilities; Instant receipt of agenda items via email instead of mail; Enhanced/more immediate public access; Maintenance provided by Department, not individual members; Compatible programming across all Board members; Ability to search documents for keywords; Reduces competition for limited copying and printing equipment.	<u>Each Board Member shall receive a Department-issued laptop or tablet for "paperless" proceedings at their request. Laptop or tablet will be purchased and maintained by the Department.</u>	VII. (D) Authority and Responsibility of Individual Board Members; REFORMATTED: IV. (N) (5) Procedures/ Authority and Responsibility of Individual Board Members

**Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board
Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12**

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
6	Alert appropriate Department contact of questions in advance of Board meetings so presentations can be tailored accordingly.	<u>Board Members are encouraged to notify appropriate Department staff of questions regarding agenda items prior to Board meetings so that staff presenters can tailor presentations accordingly.</u>	IV. (F) (5) Meetings/Rules for the conduct of Meetings; REFORMATTED: IV. (D) (10) Procedure/Board Meetings
7	Include language from 2011 Wisconsin Act 149 regarding Board member backgrounds.	<u>2011 Wisconsin Act 149 states that beginning on May 1, 2013, at least one member of the Natural Resources Board must have an agricultural background and at least three members of the Natural Resources Board must have held a hunting, fishing, or trapping license in at least seven of the ten years before the year of nomination except if an individual served on active duty in the U.S. armed forces or national guard during the 10 years previous to the year in which the individual is nominated, the number of years in which the individual is required to have held an annual hunting, fishing, or trapping license equals 7 minus the number of years of active duty served during those 10 years.</u>	III. Organization; REFORMATTED: V. Background

**Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board
Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12**

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
8	Modifications to meeting agenda format for added flexibility.	<p>The agenda of matters to be considered by the Board shall be prepared by the Secretary in consultation with the chairperson in the <u>using</u> the following form and order <u>as guidance and</u> delivered or posted to members of the Board with supporting papers to be received two weeks or more before the next regularly scheduled meeting unless circumstances intervene to make this deadline infeasible.</p> <ol style="list-style-type: none"> 1. Organizational Matters <ol style="list-style-type: none"> a. Calling the Roll b. Approval of Agenda c. Approval of Minutes draft Brief of Action from previous meeting 2. Ratifications of Acts of the Department Secretary 3. Action Items 4. Citizen Participation/<u>Listening Session</u> and Recognition <u>Citizen participation/listening sessions will be held every other month at all regularly scheduled Board meetings.</u> 5. Information Items 6. Special Committees' Reports 7. Department Secretary's Matters <ol style="list-style-type: none"> a. Retirement Resolutions b. Donations c. Secretary's Report 8. Board Members' Matters <p>Board members may bring up informational matters. When known in advance, such informational matters shall be specifically mentioned in the meeting agenda and can be discussed and acted upon. Matters not specifically mentioned in the meeting agenda can be raised by preliminary discussion, and referral to the Department or placement on a future agenda. <u>It is recommended that Board Member requests be in writing and given to the Board Liaison for accurate recording.</u></p>	IV. (C) Meetings/Agenda; REFORMATTED: IV. (F) Procedure/Board Meeting Agendas

Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board
Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
9	Security Plan.	<u>Security Plan. Due to the potential for verbal and/or physical disturbance over potential rule and decisions, department wardens will be present at all noticed Board meetings and events.</u>	IV. (F) (G) Meetings/Rules for the conduct of Meetings/Security Plan; REFORMATTED: IV. (K) Procedure/Safety
10	Housekeeping and clarifications on Board Protocols for public testimony (appearances) on action items.	A. Requests for public appearances on specific agenda items shall be made to the Board Liaison no later than 4:00 p.m. <u>11:00 a.m.</u> on the Friday prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Board. <u>Request must include: name, name of organization/title, agenda item, whether you support, oppose, or have concerns, city of residence, phone number, and email or mailing address for confirmation. Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law.</u> B. Appearances will not be allowed on information items, on legislative modifications reconsiderations, <u>on Governor modification reconsiderations,</u> and at the time the Board... Requests for appearances will be allowed when the rule proposed is submitted to the Board for <u>statement of scope approval and final adoption...</u> G. <u>Testimony that threatens, intimidates or includes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that do so may be removed from the meeting.</u> H. <u>Allow citizens to appear at Board meetings via Live Meeting or other technology from DNR offices when appropriate technology and staffing are available.</u>	V. Public Appearances- Testimony on Action Items; REFORMATTED: IV. (L) Procedure/Guidance and Responsibilities for Public Testimony on Action Items

Proposed Revisions to Manual Code 1103.1 - Organization and Operation of the Natural Resources Board
Board procedures and housekeeping changes 10/15/13 CORRECTION - P. 6, item 12

PROPOSED REVISION	DESCRIPTION	PROPOSED LANGUAGE	Location within Manual Code
11	Housekeeping and clarifications on Board Protocols for Citizen Participation/Listening Sessions	<p>The Board provides opportunity for citizens to appear before the Board to provide information to the Board on items not listed on the agenda. When the board meets at different locations around the state, Appearance requests are accepted every month. When the Board meets in Madison, appearances are accepted every other month. Requests for citizen participation shall be made to the Board Liaison no later than 4:00 p.m. <u>11:00 a.m.</u> on the Friday prior to the meeting. The request shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Board. <u>Each request must include: name, name of organization/title, agenda item, topic, city of residence, phone number, and email or mailing address for confirmation.</u> Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law. Such appearances shall be brief and concise. In order to accommodate as many persons as possible in the allotted time, the guidelines are as follows: <u>E. Testimony that threatens, intimidates or includes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that do so may be removed from the meeting. F. Allow citizens to appear at Board meetings via Live Meeting or other technology from DNR offices when appropriate technology and staffing are available.</u></p>	V. Guidelines for Citizen Participation/Listening Sessions; REFORMATTED: IV. (M) Procedure/Guidelines and Responsibilities for Citizen Participation/Listening Sessions
12	Housekeeping changes to Authority and Responsibility of the DNR Secretary	<p>All of the administrative powers and duties of the Department are vested in the Secretary under the policy direction of the Board. The Secretary also functions as head of the Department between Board meetings, operating within and pursuant to the statorily <u>statutorily</u> delegated authority and jurisdiction of that administrative agency, but does not have the authority to adopt administrative rules. CORRECTED (statutorily)</p>	VII Authority and Responsibility of the DNR Secretary; REFORMATTED: IV (O) Procedure/Authority and Responsibility of the DNR Secretary

revised 10/11/13

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State of Wisconsin
Department of Natural Resources

SUBJECT: The Organization and Operation of the Natural Resources Board

Effective 4-28-10: Proposed Revisions 10/09/13; 10/15/13 CORRECTION – P. 8, III. (B) (4)

I. GENERAL

These policies and procedures are intended to guide the operation and organization of the Natural Resources Board. It is published for the guidance of individual Board members, for the guidance of Department personnel and for public information. "Board" means "Natural Resources Board;" "Secretary" means "Secretary of Department of Natural Resources" and "Department" means "Department of Natural Resources and its staff."

II. AUTHORITY AND RESPONSIBILITIES

The State statutes state Board's authority, method of operation and responsibilities sections 15.04, .05, .07, .34, and 23.12, Wis. Stats. The purpose of these policies is to supplement the operational procedures for the Board.

III. ORGANIZATION

The Board consists of seven members nominated by the Governor with the advice and consent of the Senate for six-year terms. Three members are appointed from the territory north of a line running east and west through the south limits of Stevens Point, three members from the territory south of the line and one member from the state at large. 2011 Wisconsin Act 149 states that beginning on May 1, 2013, at least one member of the Natural Resources Board must have an agricultural background and at least three members of the Natural Resources Board must have held a hunting, fishing, or trapping license in at least seven of the ten years before the year of nomination except if an individual served on active duty in the U.S. armed forces or national guard during the 10 years previous to the year in which the individual is nominated, the number of years in which the individual is required to have held an annual hunting, fishing, or trapping license equals 7 minus the number of years of active duty served during those 10 years.

A. Officers.

The Board shall have a chairperson, vice-chairperson and secretary elected by the Board at the first meeting of each calendar year. The chairperson may serve no more than three consecutive one-year terms.

B. Committees.

In order to make the most effective use of time by members of the Board, the following procedures shall apply.

1. The Board Chairman may assign two Issue Coordinators annually:
(more)

Preston Cole
Natural Resources Board Chair

And _____
Matt Moroney
Deputy Secretary

Date: revision date

Responsible bureau/division: Natural Resources Board

- a. Land Management, Recreation, Fisheries, and Wildlife Issue Coordinator assists chairperson on issues relating to forestry, fish, wildlife, parks and trails, endangered resources and recreation.
 - b. Air, Waste, Water, and Enforcement Issue Coordinator assists chairperson on issues relating to air, solid and hazardous waste, watershed management, drinking water, groundwater, and other environmental quality issues.
2. Special committees may be appointed by the Board for the study of specific problems. After submission of reports required, these committees are terminated unless reappointed.
 3. Special Committee reports. Special Committees will report as they feel appropriate or at the request of the chairperson of the board.
 4. Reports of statutory ~~bodies~~ ~~bodies~~' advisory to the Board and committees appointed by the Board are to be submitted to the Board Liaison for consideration by the Board. **CORRECTED (bodies')**
 5. The chairperson may also make assignments to individual Board members to coordinated Board activities on individual issues and subject areas.

IV. MEETINGS

A. Time and Place.

1. The Board normally meets ~~monthly~~ on the ~~second or~~ fourth Wednesday of the month and the preceding afternoon if necessary. The Board sets its annual meeting schedule at the August meeting. The Board does not generally meet during the months of ~~March~~, July, and November. The Board will give appropriate notice if it is necessary to change its meeting schedule.

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2. The time and place of the monthly and special meetings shall be established by the chairperson of the Board, in consultation with the secretary, unless the Board or the chairperson acts under IV B. – Special Meetings.

~~2.3. Meetings will be broadcast live using Media Site or similar technology and will be archived on the Board website at <http://dnr.wi.gov/about/nrb/>.~~

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B. Special Meetings.

Special meetings may be called by the chairperson or shall be called upon the request of three or more members of the Board.

1. A call for a special meeting by Board members shall be directed to the chairperson of the Board and contain a statement of matters to be acted upon with supporting data. The chairperson of the Board shall then order such meeting to be held within fourteen (14) days of the request.
2. A special meeting may be held by means of a conference telephone system when called by the chairperson of the Board after consultation with the Secretary.

C. Agenda.

The agenda of matters to be considered by the Board shall be prepared by the Secretary in consultation with the chairperson ~~in the~~ using the following form and order ~~as~~ guidance and delivered or posted to members of the Board with supporting papers to be received two weeks or more before the next regularly scheduled meeting unless circumstances intervene to make this deadline infeasible.

1. Organizational Matters
 - a. Calling the Roll
 - b. Approval of Agenda
 - c. Approval of Minutes~~draft Brief of Action from previous meeting~~
 2. Ratifications of Acts of the Department Secretary
 3. Action Items
 4. Citizen Participation/Listening Session and Recognition
 - a. Citizen participation/listening sessions will be held at all regularly scheduled Board meetings ~~outside of Madison.~~
 - b. ~~Citizen participation sessions will be held every other month at regularly scheduled Board meetings in Madison. These sessions will be scheduled by the Chair in consultation with the Secretary.~~
 5. Information Items Board Members' Matters

~~Board members may bring up informational matters. When known in advance, such informational matters shall be specifically mentioned in the meeting agenda and can be discussed and acted upon. Matters not specifically mentioned in the meeting agenda can be raised by preliminary discussion, and referral to the Department or placement on a future agenda.~~
 6. Special Committees' Reports
 7. Department Secretary's Matters
 - a. Retirement Resolutions
 - b. Donations
 - b-c. Secretary's Report
 8. Board Members' Matters

Board members may bring up informational matters. When known in advance, such informational matters shall be specifically mentioned in the meeting agenda and can be discussed and acted upon. Matters not specifically mentioned in the meeting agenda can be raised by preliminary discussion, and referral to the Department or placement on a future agenda. It is recommended that Board Member requests be in writing and given to the Board Liaison for accurate recording.
 - ~~8. Information Items~~
- D. Board Member Additions to Agenda.
1. With the exception of paragraph 2, Board members may request an item be added to the Board agenda at a specific future meeting.
 2. Board members may add items to the Conservation Congress Spring Hearing questionnaire at the meeting the Board approves the questionnaire.
- E. Conservation Congress Additions to Agenda.

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Requests by the Conservation Congress Executive Committee to appear before the Board to exercise its responsibility pursuant to section 15.348, Wis. Stats., shall be added to future Board Agenda after consultation with chairperson.

F. Rules for the Conduct of Meetings.

1. All meetings of the Board and its committees shall be conducted according to Robert's Rules of Order, Revised, these procedures and the open meetings laws sections 19.81-19.98, Wis. Stats. A majority of the Board membership constitutes a quorum.
2. All agenda items will be determined by the Secretary in consultation with the chairperson.
3. The Board may go into closed session for a statutorily authorized purpose, only after an affirmative roll call vote of the Board.
4. The monthly meeting may be conducted by conference telephone, Live Meeting, or other technology upon call of the chairperson of the Board, after consultation with the Secretary, when the agenda for the monthly meeting involves routine matters and is not extensive. Staff presenters will have the flexibility to appear at Board meetings via Live Meeting or other technology as appropriate.

5. Board Members are encouraged to notify appropriate Department staff of questions regarding agenda items prior to Board meetings so that staff presenters can tailor presentations accordingly.

4. Media Site recordings and the Brief of Action will be used as the legal record of Board Meetings. NRB Liaison will draft the Brief of Action which will be reviewed by the Board Secretary. The Board Secretary will give approval to the Board Liaison for distribution and posting of the draft Brief of Action to the Board's website with the understanding that the draft Brief of Action will be listed on the following month's agenda for Board approval and will then be distributed.

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5-6. Board Quorum.

- a. A quorum for the Board is 4 if there are 6 Board members. If there are 4 or 5 Board members, the Board quorum is 3.
- b. Upon a determination that a quorum of the Board is not available for a meeting, the chairperson shall adjourn the meeting.

c. All meetings or adjournments shall be noticed in accordance with the open meeting laws, sections 19.81-19.98, Wis. Stats.

G. Security Plan.

Due to the potential for verbal and/or physical disturbance over potential rule and decisions, department wardens will be present at all noticed Board meetings and events.

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V. PUBLIC APPEARANCES TESTIMONY ON ACTION ITEMS

Public appearances are made immediately after an agenda item has been presented to the Board and prior to voting. Board members may question citizens following their presentations.

- A. Requests for public appearances on specific agenda items shall be made to the Board Liaison no later than ~~4:00 p.m.~~ 11:00 a.m. on the Friday prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Board. Request must include: name, name of organization/title, agenda item, whether you support, oppose, or have concerns, city of residence, phone number, and email or mailing address for confirmation. Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law. Those requesting an appearance may provide Board members copies of any written materials to be presented or a written statement of a position. Organizations will be limited to one spokesperson for each agenda item. Presentations will be limited to a maximum of five minutes, unless otherwise authorized by the chairperson. Depending on the number of registered speakers, the Board chairperson may reduce the time limit.
- B. Appearances will not be allowed on information items, on legislative modifications reconsiderations, on Governor modification reconsiderations, and at the time the Board authorizes a rule proposal for public hearing, unless otherwise authorized by the chairperson. Requests for appearances will be allowed when the rule proposal is submitted to the Board for statement of scope approval and final adoption. (This should encourage interested parties to attend the public hearings and get their comments on the record at the appropriate time in the process.)
- C. In addition to the provision to appear under A., section 227.18, Wis. Stats., provides that a person who presents testimony at an administrative rules hearing may present his argument to the Secretary or to the Board if the request is made in writing at the hearing. Those requests will be submitted by the presiding hearing examiner to the Board Liaison for review and action.
- D. Persons complying with section 227.18, Wis. Stats., must be provided with an opportunity to submit oral or written arguments to the Board at the Board's discretion.
- E. In emergency or unusual situations, these requirements may be waived by suspension of the rules by the Board.
- F. For an appearance before the Natural Resources Board, contact the Board Liaison, Department of Natural Resources, Box 7921, Madison, WI 53707. Telephone (608) 267-7420. The subject or subjects to be discussed must be identified to prevent discussion of items in litigation or hearing authorizations.

G. Testimony that threatens, intimidates or makes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that do so may be removed from the meeting.

H. Allow citizens to appear at Board meetings via Live Meeting or other technology from DNR offices when appropriate technology and staffing are available.

VI. GUIDELINES FOR CITIZEN PARTICIPATION/LISTENING SESSIONS

The Board provides opportunity for citizens to appear before the Board to provide information to the Board on items not listed on the agenda. ~~When the Board meets at different locations around the state,~~ appearances requests are accepted every month. ~~When the Board meets in Madison, appearances are accepted every other month.~~ Requests for citizen participation shall be made to the Board Liaison no later than ~~4:00 p.m.~~ 11:00 a.m. on the Friday prior to the meetings. The request shall outline the reasons for the

Manual Code 1103.1 – The Organization and Operation of the Natural Resources Board Error! Reference source not found.

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request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Board. Each request must include: name, name of organization/title, agenda item, topic, city of residence, phone number, and email or mailing address for confirmation. Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law. Such appearances shall be brief and concise. In order to accommodate as many persons as possible in the allotted time, the guidelines are as follows:

A. Items that are not on the agenda.

1. Individuals or organizations will be limited to a maximum of (five) 5 minutes before the Board, regardless of the number of topics or speakers, and following their presentations, may be questioned by Board members. Each organization will be limited to one spokesperson on any single subject matter. Depending on the number of registered speakers, the Board chairperson may reduce the time limit.
2. On complex issues, individuals wishing to appear before the Board are encouraged to mail advance materials that the Board may read to be better informed on the subject in question.
3. No matters that are in current litigation will be brought before the Board.

B. The Board will not allow citizen participation on any proposal or the subject of the proposal that is on the Board agenda or on information items.

C. The Board encourages individuals to confine their remarks to broad general policy issues rather than day-to-day operations of the Department.

D. For an appearance before the Natural Resources Board, contact the Board Liaison, Department of Natural Resources, Box 7921, Madison, Wisconsin 53707. Telephone (608) 267-7420. The subject or subjects to be discussed must be identified to prevent discussion of items in litigation or hearing authorizations.

~~D.~~

E. Testimony that threatens, intimidates or includes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that do so may be removed from the meeting.

F. Allow citizens to appear at Board meetings via Live Meeting or other technology from DNR offices when appropriate technology and staffing are available.

VII. AUTHORITY AND RESPONSIBILITY OF INDIVIDUAL BOARD MEMBERS

A. Interim work by a special committee may be conducted by the assigned committees of the Board between regular Board meetings. The chairperson of each special committee may be authorized by the Board to have the power to conduct meetings and public hearings when necessary. No administrative functions are assigned to members of the Board. All acts of individual members and committees of the Board between meetings are unofficial and without authority, except as specifically authorized by the Board.

B. Individual Board members shall have authority to do whatever is reasonably necessary to carry out the powers and duties of the Board set forth in s. 15.05(1)(b), Wis. Stats. (... the powers and duties of the Board shall be regulatory, advisory and policy making...). Such action shall include but not be limited

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to attending meetings, visiting sites and meeting with individuals and groups as required. Provided, however, that no statements or representations made by individual Board members shall be considered the position of the Board unless specifically authorized. Interim work by special committees may be conducted by the assigned committee of the Board between regular Board meetings.

C. Travel expenses will be reimbursed at the Uniform Travel Schedule Amounts. Out of state travel requests are subject to Department of Administration and Department of Natural Resources travel guidelines and must be approved by the Board chairperson. The Board chairperson's travel request must be approved by the Board's vice-chairperson. Travel guidelines are incorporated under ss. 16.52, 20.916, 230.03 and 230.12, Wis. Stats.

~~C.D. Each Board Member shall receive a Department-issued laptop or tablet for "paperless" proceedings at their request. Laptop or tablet will be purchased and maintained by the Department.~~

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VIII. AUTHORITY AND RESPONSIBILITY OF THE DNR SECRETARY

The Secretary is appointed by the Governor. The Secretary's responsibilities are set forth in section 15.05(1)(b), Wis. Stats., as well as statutes assigning the Department's specific duties.

All of the administrative powers and duties of the Department are vested in the Secretary under the policy direction of the Board. The Secretary also functions as head of the Department ~~between Board meetings~~, operating within and pursuant to the statutorily delegated authority and jurisdiction of that administrative agency, but does not have the authority to adopt administrative rules.

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The Secretary shall represent the Department in its relations with all persons and bodies whether they be private individuals or other state and federal agencies. The responsibility and duty to represent the Department may be delegated by the Secretary to other Department personnel.

Routine and special reports requested by the Board, along with full record keeping and preparation of transcripts of Board meetings disclosing the appearances before, discussion at and action of the Board shall be prepared by and be the responsibility of the Board Liaison. The Board Liaison shall also prepare a summary of the action of the Board and its special committees to be distributed in lieu of or in addition to transcripts.

IX. REVISION

No changes to procedure contained herein may be made unless such action is presented at a regular meeting of the Board and approved by a majority of the members at the next regular meeting of the Board.

State of Wisconsin
Department of Natural Resources

~~Manual Code~~ **Organization and Operation of the Natural Resources Board** # 1103.1 (~~Insert number and title~~)

Preston Cole, NRB Chair

Date

Matt Moroney, Deputy Secretary

Date

10/15/13 CORRECTION – P. 15, IV. (C)(4)

I. SCOPE

~~Instructions: Who/What does this manual code apply to?~~

These policies and procedures are intended to guide the operation and organization of the Natural Resources Board. It is published for the guidance of individual **Board members**, for the guidance of Department personnel and for public information **and participation**.

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II. POLICY

~~Instructions: The policy should be a very clear and concise statement. (Ex. It is the Department's policy to.....)~~

The State statutes state Board's authority, method of operation and responsibilities sections 15.04, .05, .07, .34, and 23.12, Wis. Stats. The purpose of these policies is to supplement the operational procedures for the Board.

III. DEFINITIONS (if needed)

~~Instructions: the term being defined is in bold font w/ quote marks around the word. The definition is in non-bold font. Use italics when directly quoting code or statute.)~~

~~"Board" or "NRB" = means "Natural Resources Board;"~~

~~"Secretary" = Secretary of Department of Natural Resources~~

~~"Department" = means "Department of Natural Resources and its staff."~~

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IV. PROCEDURE

~~Instructions: Outline using capital letters followed by numbers (see example below). Include a visual process map if appropriate.~~

A. ~~Section Title~~ Annual Officer Elections

- ~~Procedure~~ **Shall be noticed for** ~~At~~ the first meeting of each calendar year
- ~~Procedure~~ **The Board** shall elect: A chairperson, vice-chairperson and secretary
- ~~Procedure~~ ~~The~~ **A** The chairperson may serve no more than three consecutive one-year terms

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B. ~~Section Title~~ Chairperson may assign two Issue Coordinators annually

- ~~Procedure~~ Land Management, Recreation, Fisheries, and Wildlife **Issue Coordinator** assists chairperson on issues relating to forestry, fish, wildlife, parks and trails, endangered resources and recreation.
- ~~Procedure~~ Air, Waste, Water, and Enforcement **Issue Coordinator** assists chairperson on issues relating to air, solid and hazardous waste, watershed management, drinking water, groundwater, and other environmental quality issues

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C. ~~Section Title~~ Special committees, reports and assignments

State of Wisconsin
 Department of Natural Resources
 Manual Code Organization and Operation of the Natural Resources Board # 1103.1 (Insert
 number and title)

Preston Cole, NRB Chair Date Matt Moroney, Deputy Secretary Date

1. ~~Procedure~~ **Special committees** may be appointed by the Board for the study of specific problems. After submission of reports required, these committees are terminated unless reappointed
2. ~~Procedure~~ **Special Committee reports.** Special Committees will report as they feel appropriate or at the request of the chairperson of the board
- 2.3. ~~Special Committees are subject to Open Meeting Laws – see I.~~
- 3.4. ~~Procedure~~ Reports of statutory ~~bodies~~ **bodies'** advisory to the Board and committees appointed by the Board are to be submitted to the **Board Liaison** for consideration by the Board. **CORRECTED (bodies')**
- 4.5. ~~Procedure~~ The chairperson may also make assignments to individual Board members to coordinated Board activities on individual issues and subject areas

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D. ~~Section Title~~ **Board Meetings**

1. Board meetings (e.g. monthly meetings, seminars, listening sessions, tours) are open to the public
2. ~~Procedure~~ The Board normally meets m~~Are m~~ onthly on the fourth Wednesday of the month and the preceding afternoon if necessary. (NRB meets on variety of dates)
3. The Board sets its annual meeting schedule at the August meeting.
4. The Board does not ~~generally~~ meet during the months of March, July, and November unless a special meeting is scheduled.
- 4.5. The Board will give appropriate notice ~~if it is necessary to change its~~ for meeting schedule changes
- 2.6. ~~Procedure~~ The time and place of the monthly and special meetings shall be established by the chairperson ~~of the Board~~, in consultation with the secretary, unless the Board or the chairperson acts under ~~IV-BE~~. – Special Meetings
7. ~~Procedure~~ Meetings will be broadcast live using Media Site or similar technology as available and will be archived on the Board website. ~~Link?~~ at <http://dnr.wi.gov/about/nrb/>.
8. Monthly meeting may be conducted by conference telephone. Live Meeting, or other tehnology upon call of the chairperson of the Board, after consultation with the Secretary, when the agenda for the monthly meeting involves routine matters and is not extensive.
9. DNR Staff presenters will have the flexibility to appear at Board meetings via Live Meeting or other technology as appropriate.

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State of Wisconsin
Department of Natural Resources

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Freston Cole, NRB Chair

Date

Matt Moroney, Deputy Secretary

Date

10. Board Members are encouraged to notify appropriate DNR staff of questions regarding agenda items prior to Board meetings so that staff presenters can tailor presentations accordingly.

~~3.11.~~

E. ~~Section Title~~ Special Meetings

1. ~~Procedure~~ Special meetings may be called by the chairperson or shall be called upon the request of three or more members of the Board.
2. ~~Procedure~~ A call for a special meeting by Board members shall be directed to the chairperson of the Board and contain a statement of matters to be acted upon with supporting data. The chairperson of the Board shall then order such meeting to be held within fourteen (14) days of the request.
3. ~~Procedure~~ A special meeting may be held by means of a conference telephone system when called by the chairperson of the Board after consultation with the Secretary.

F. ~~Section Title~~ Board Meeting Agendas

1. ~~Procedure~~ ~~The agenda of matters~~ All agenda items to be considered by the Board shall be ~~determined~~ prepared by the ~~SS~~ Secretary in consultation with the chairperson ~~in the~~ using the following form and order as guidance.
- 1.2. Board liaison secretary shall will and delivered or posted to members of the Board the agenda with supporting papers ~~with supporting papers to be received and post to the Board's website~~ two weeks or more before the next regularly scheduled meeting unless circumstances intervene to make this deadline infeasible.

NATURAL RESOURCES BOARD AGENDA FORMAT

1. ~~Procedure~~ Organizational Matters
 - a. Calling the Roll
 - b. Approval of Agenda
 - c. Approval of Minutes ~~draft Brief of Action from previous meeting~~
2. Ratifications of Acts of the Department Secretary
3. Action Items
4. Citizen Participation/Listening Session and Recognition

Citizen participation/listening sessions will be held at all regularly scheduled Board meetings outside of Madison.

~~Citizen participation sessions will be held every other month at regularly scheduled Board meetings in Madison. These sessions will be scheduled by the Chair in consultation with the Secretary.~~
5. Information Items Board Members' Matters

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State of Wisconsin
 Department of Natural Resources
~~Manual Code~~ Organization and Operation of the Natural Resources Board # 1103.1 ~~(insert number and title)~~

Preston Cole, NRB Chair	Date	Matt Moroney, Deputy Secretary	Date
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~~Board members may bring up informational matters. When known in advance, such informational matters shall be specifically mentioned in the meeting agenda and can be discussed and acted upon. Matters not specifically mentioned in the meeting agenda can be raised by preliminary discussion, and referral to the Department or placement on a future agenda.~~

- ~~6. Special Committees' Reports~~
- ~~7. Department Secretary's Matters~~
 - ~~a. Retirement Resolutions~~
 - ~~b. Donations~~
 - ~~c. Secretary's Report~~
- ~~8. Board Members' Matters~~

~~Board members may bring up informational matters. When known in advance, such informational matters shall be specifically mentioned in the meeting agenda and can be discussed and acted upon. Matters not specifically mentioned in the meeting agenda can be raised by preliminary discussion, and referral to the Department or placement on a future agenda. It is recommended that Board Member requests be in writing and given to the Board Liaison for accurate recording.~~

~~Information Items~~

~~2.3.~~

~~G. Section Title~~ Board Member Additions to Agenda

- ~~1. Procedure~~ With the exception of paragraph 2, Board members may request an item be added to the Board agenda at a specific future meeting.
- ~~2. Procedure~~ Board members may add items to the Conservation Congress Spring Hearing questionnaire at the meeting the Board approves the questionnaire.

~~3.~~

~~H. Section Title~~ Conservation Congress Additions to Agenda

- ~~1. Procedure~~ Requests by the Conservation Congress Executive Committee to appear before the Board to exercise its responsibility pursuant to section 15.348, Wis. Stats., shall be added to future Board Agenda after consultation with chairperson.

~~I. Section Title~~ Rules for the Conduct of Meetings

- ~~1. Procedure~~ All meetings of the Board and its committees shall be conducted according to Robert's Rules of Order, Revised, ~~these procedures and the~~ open meetings laws sections 19.81-19.98, Wis. Stats. ~~and these procedures.~~ A majority of the Board membership constitutes a quorum.
- ~~2. Procedure~~ All agenda items will be determined by the Secretary in consultation with the chairperson.

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Freston Cole, NRB Chair

Date

Matt Moroney, Deputy Secretary

Date

3. ~~Procedure~~ The Board may go into closed session for a statutorily authorized purpose, only if properly noticed and after an affirmative roll call vote of the Board.

4. ~~Procedure~~ The monthly meeting may be conducted by conference telephone, Live Meeting, or other technology upon call of the chairperson of the Board, after consultation with the Secretary, when the agenda for the monthly meeting involves routine matters and is not extensive.

~~Staff presenters will have the flexibility to appear at Board meetings via Live Meeting or other technology as appropriate.~~

5. ~~Procedure~~ Board Members will notify appropriate Department staff of questions regarding agenda items prior to Board meetings so that staff presenters can tailor presentations accordingly.

4. ~~Procedure~~ Media Site recordings and the Brief of Action will be used as the legal record of Board Meetings. NRB Liaison will draft the Brief of Action which will be reviewed by the Board Secretary. The Board Secretary will give approval to the Board Liaison for distribution and posting of the draft Brief of Action to the Board's website with the understanding that the draft Brief of Action will be listed on the following month's agenda for Board approval and will then be distributed.

J. Section Title Board Quorum

1. ~~Procedure~~ A quorum for the Board is 4 if there are 6 Board members. If there are 4 or 5 Board members, the Board quorum is 3.

2. ~~Procedure~~ Upon a determination that a quorum of the Board is not available for a meeting, the chairperson shall adjourn the meeting.

3. ~~Procedure~~ All meetings or adjournments shall be noticed in accordance with the open meeting laws, sections 19.81-19.98, Wis. Stats.

K. Section Title Security Safety Plan

1. Due to the potential for verbal and/or physical disturbance over potential rule and decisions, Department Wardens will be present at all noticed Board meetings and events.

L. Section Title Guidance and Responsibilities for PUBLIC APPEARANCES TESTIMONY ON ACTION ITEMS

1.2. ~~Procedure~~ Public appearances testimony are made will shall occur immediately after an agenda item has been presented to the Board and prior to voting. Board members may question citizens following their presentations.

3. ~~Procedure~~ Requests for to provide public appearances testimony on specific agenda items shall be made to the Board Liaison no later than 4:00 p.m. 11:00 a.m. on the Friday prior to the meetings. Board Liaison, Department of Natural

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 Preston Cole, NRB Chair

 Date

 Matt Moroney, Deputy Secretary

 Date

Resources, Box 7921, Madison, WI 53707. Telephone: (608) 267-7420 or to email address listed on agenda. ~~The~~ Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law.

_____ Each request for public testimony shall include:

~~e~~ a. - Outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible ~~prior to the meeting of the Board.~~ Request must include _____ n

b. Name: _____ n

c. Name of organization/title: _____ a

d. Agenda item: _____ s

e. Support, oppose, or with concerns: _____

e f. City of residence: _____

p g. Phone number with area code, and _____

e h. E-mail or mailing address for confirmation _____

~~At the meeting. Those~~ Those requesting confirmed to provide an ~~an~~ appearance public testimony may provide Board members copies of any written materials to be presented to the Board or a written statement of a position prior to or at the meeting.

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- 4. Organizations will be limited to one spokesperson for each agenda item.
- 2.5. Presentations will be limited to a maximum of five minutes, unless otherwise authorized by the chairperson. Depending on the number of registered speakers, the Board chairperson may reduce the time limit.
- 3.6. ~~Procedure~~ Appearances ~~Testimony~~ will not be allowed on information items, on legislative modifications reconsiderations, on Governor modification reconsiderations, items in litigation or hearing authorizations, and or at the time the Board authorizes a rule proposal for public hearing, unless otherwise authorized by the chairperson. Requests ~~for to~~ appearances ~~testimony~~ testify will be allowed when the rule proposal is submitted to the Board for statement of scope approval and final adoption as well as on non-rule action items. (This should encourage interested parties to attend the public hearings and get their comments on the record at the appropriate time in the process.)
- 4.7. ~~Procedure~~ In addition to the provision to appear under L.2.A., section 227.18, Wis. Stats., provides that a person who presents testimony at an administrative rules hearing may present his argument to the Secretary or to the Board if the request is made in writing at the hearing. Those requests will be submitted by the presiding hearing examiner to the Board Liaison for review and action.

State of Wisconsin
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Matt Moroney, Deputy Secretary

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5.8. ~~Procedure~~ Persons complying with section 227.18, Wis. Stats., must be provided with an opportunity to submit oral or written arguments to the Board at the Board's discretion.

6.9. ~~Procedure~~ In emergency or unusual situations, these requirements may be waived by suspension of the rules by the Board.

10. ~~Procedure For an appearance before the Natural Resources Board, contact the Board Liaison, Department of Natural Resources, Box 7921, Madison, WI 53707. Telephone (608) 267-7420. The subject or subjects to be discussed must be identified to prevent discussion of items in litigation or hearing authorizations [LEAVE IN].~~

11. ~~Procedure~~ Testimony that threatens, intimidates or makes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that do so may be removed from the meeting.

7.12. ~~Procedure~~ Citizens will be allowed to appear at Board meetings via Live Meeting or other technology from DNR offices when appropriate technology and staffing are available.

M.L. ~~Section Title~~ GUIDELINES and Responsibilities FOR CITIZEN PARTICIPATION/LISTENING SESSIONS

1. ~~Procedure~~ The Board provides opportunity for citizens to appear before the Board to provide information to the Board on items not listed on the agenda. ~~When the Board meets at different locations around the state, a~~ Appearances and participation requests are accepted every month for each of the nine regularly scheduled Board meetings. When the Board meets in Madison, appearances are accepted every other month. Requests for citizen participation shall be made to the Board Liaison no later than ~~4:00 p.m.~~ 11:00 a.m. on the Friday prior to the meetings. Board Liaison, Department of Natural Resources, Box 7921, Madison, WI 53707. Telephone: (608) 267-7420 or to email address listed on agenda. Information provided would be considered a public record and would be subject to disclosure under Wisconsin's Open Records Law.

1.2. ~~The request~~ Each request for citizen participation/listening sessions shall include:
a. Outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible.
b. Name
c. Name of organization/title
d. Agenda item Specify Citizen Participation and topic
e. Support or oppose
f. City of residence
g. Phone number with area code
h. E-mail or mailing address for confirmation -shall

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~~outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Board. Each request must include: name, name of organization/title, agenda item, support or oppose, city of residence, phone number, and email or mailing address for confirmation~~ Such appearances shall be brief and concise. In order to accommodate as many persons as possible in the allotted time, the guidelines are as follows:

~~2.~~

~~3. Procedure~~ The Board will not allow citizen participation on any ~~proposal agenda item, or~~ the subject of the ~~proposal agenda item~~ that is on the Board agenda, ~~or on information items, or on items in litigation or hearing authorizations.~~

~~4. Procedure~~ The Board encourages individuals to confine their remarks to broad general policy issues rather than day-to-day operations of the Department.

~~5. Procedure For an appearance before the Natural Resources Board, contact the Board Liaison, Department of Natural Resources, Box 7921, Madison, Wisconsin 53707. Telephone (608) 267-7420. The subject or subjects to be discussed must be identified to prevent discussion of items in litigation or hearing authorizations. On complex issues, confirmed speakers are encouraged to email or mail background materials in advance of the meeting so Board Members may read to be better informed on the topic.~~

~~6. Procedure~~ Testimony that threatens, intimidates or includes disparaging comments about Board Members, Department staff, and other members of the public will not be allowed. Those that continue to do so may be removed from the meeting.

~~7. Procedure~~ Allow eCitizens will be allowed to appear at Board meetings via Live Meeting or other technology from regional DNR offices when appropriate technology and staffing are available.

N.M. Section Title Authority and Responsibility of Individual Board Members

~~1. Procedure~~ Interim work by a special committee may be conducted by the assigned committees of the Board between regular Board meetings. The chairperson of each special committee may be authorized by the Board to have the power to conduct meetings and public hearings when necessary. No administrative functions are assigned to members of the Board. All acts of ~~individual members and special~~ committees of the Board between meetings are unofficial and without authority, except as specifically authorized by the Board.

~~1.2.~~ All acts of individual board members between Board meetings are unofficial and without authority, except as specifically authorized by the Board.

~~2.3.~~ ~~Procedure~~ Individual Board members shall have authority to do whatever is reasonably necessary to carry out the powers and duties of the Board

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Matt Moroney, Deputy Secretary

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set forth in s. 15.05(1)(b), Wis. Stats. (...the powers and duties of the Board shall be regulatory, advisory and policy making...). Such action shall include but not be limited to attending meetings, visiting sites and meeting with individuals and groups as required. Provided, however, that no statements or representations made by individual Board members shall be considered the position of the Board unless specifically authorized. ~~Interim work by special committees may be conducted by the assigned committee of the Board between regular Board meetings.~~

4. ~~Procedure~~ Travel expenses will be reimbursed at the Uniform Travel Schedule Amounts. Out of state travel requests are subject to Department of Administration and Department of Natural Resources travel guidelines and must be approved by the Board chairperson. The Board chairperson's travel request must be approved by the Board's vice-chairperson. Travel guidelines are incorporated under ss. 16.52, 20.916, 230.03 and 230.12, Wis. Stats.

3.5. ~~Procedure~~ Each Board Member shall receive a Department-issued laptop or tablet for "paperless" proceedings at their request. Laptop or tablet will be purchased and maintained by the Department.

~~Q.N.~~ ~~Section Title~~ Authority and Responsibility of the DNR Secretary

1. ~~Procedure~~ The Secretary is appointed by the Governor. The Secretary's responsibilities are set forth in section 15.05(1)(b), Wis. Stats., as well as statutes assigning the Department's specific duties.

2. ~~Procedure~~ All of the administrative powers and duties of the Department are vested in the Secretary under the policy direction of the Board. The Secretary also functions as head of the Department ~~between Board meetings~~, operating within and pursuant to the statutorily delegated authority and jurisdiction of that administrative agency, but does not have the authority to adopt administrative rules.

3. ~~Procedure~~ The Secretary shall represent the Department in its relations with all persons and bodies whether they be private individuals or other state and federal agencies. The responsibility and duty to represent the Department may be delegated by the Secretary to other Department personnel.

4. ~~Procedure~~ Routine and special reports requested by the Board, along with full record keeping and preparation of briefs of action transcripts of Board meetings disclosing the appearances before, discussion at, and action of the Board shall be prepared by and be the responsibility of the Board Liaison. The Board Liaison shall also prepare a summary of the action of the Board a brief of action for and its special committee meetings to be distributed in lieu of or in addition to transcripts.

P.O. ~~Section Title~~ Revision

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State of Wisconsin
Department of Natural Resources

Manual Code Organization and Operation of the Natural Resources Board # 1103.1 (Insert number and title)

Preston Cole, NRB Chair

Date

Matt Moroney, Deputy Secretary

Date

1. ~~Procedure~~ No changes to procedure contained herein may be made unless such action is presented at a regular meeting of the Board and approved by a majority of the members at the next regular meeting of the Board.

V. **BACKGROUND (if needed)**

The Board consists of seven members nominated by the Governor with the advice and consent of the Senate for six-year terms. Three members are appointed from the territory north of a line running east and west through the south limits of Stevens Point, three members from the territory south of the line, and one member from the state at large.

2011 Wisconsin Act 149 states that beginning on May 1, 2013, at least one member of the Natural Resources Board must have an agricultural background and at least three members of the Natural Resources Board must have held a hunting, fishing, or trapping license in at least seven of the ten years before the year of nomination except if an individual served on active duty in the U.S. armed forces or national guard during the 10 years previous to the year in which the individual is nominated, the number of years in which the individual is required to have held an annual hunting, fishing, or trapping license equals 7 minus the number of years of active duty served during those 10 years.

Date of enactment: **March 23, 2012**

2011 Assembly Bill 104 Date of publication*: **April 6, 2012**

* Section 991.11, WISCONSIN STATUTES 2009-10 : Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication as designated" by the secretary of state [the date of publication may not be more than 10 working days after the date of enactment].

2011 WISCONSIN ACT 149

AN ACT *to create* 15.34 (2) (bg) and (br) of the statutes; **relating to:** membership of the Natural Resources Board.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 15.34 (2) (bg) and (br) of the statutes are created to read:

15.34 (2) (bg) At least one member of the natural resources board shall have an agricultural background. The governor may request statewide agricultural organizations to submit recommendations for nominees under this paragraph. The requirements of this paragraph apply to individuals who are members of the natural resources board on May 1, 2017, and thereafter.

(br) 1. At least 3 members of the natural resources board shall be individuals who held an annual hunting, fishing, or trapping license, in this state or another state, in at least 7 of the 10 years previous to the year in which the individual is nominated, except as provided in subd. 2. The governor may request statewide organizations that are primarily interested in supporting hunting, fishing, or trapping to submit recommendations for nominees under this paragraph. The requirements of this paragraph apply to individuals who are members of the natural resources board on May 1, 2017, and thereafter.

2. If an individual served on active duty in the U.S. armed forces or national guard during the 10 years previous to the year in which the individual is nominated, the number of years in which the individual is required to have held an annual hunting, fishing, or trapping license equals 7 minus the number of years of active duty served during those 10 years.

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