

## **Minutes of special meeting of Natural Area Advisory Committee: 22 August 2007**

Wednesday, 4 to 4:15pm, NATL pavilion. Members present were Mark Clark (chair), Doug Levey, Marilyn Martin, and Tom Walker (admin. asst.). Kevin Ratkus (NATL TA) was also present.

### **1. Initial vote on revised NAAC Operating Policies**

This special meeting was called on 13 Aug 2007 to consider a proposed revision of NAAC Operating Policies. The proposed Operating Policies were attached to the notice of the special meeting and are also copied below.

Those present at the special meeting unanimously approved the proposed revision. The revised policies will again be voted on at the regular Fall Semester meeting (to convene at 4 pm, 28 Aug. 2007, at the NATL pavilion). If approved at that meeting they will replace the current ones.

## **Natural Area Advisory Committee (NAAC) Operating Policies**

### **Mission**

Develop and help implement a plan to restore and maintain a variety of ecosystems in the University of Florida Natural Area Teaching Laboratory (NATL) while maximizing the use of the area for teaching and public education.

### **Meetings**

Early in the Fall Semester and during the Spring Semester, NAAC will meet at NATL to learn of NATL's problems and progress and to tend to NAAC business matters. Other meetings may be called by the Chair or upon request to the Chair by two or more members.

Meetings are open to all who are interested. Anyone who wishes to be notified of meetings will be put on the NAAC e-mail list.

### **Membership**

NAAC will include at least one faculty member from each department, school, or other unit that makes significant use of NATL; one or more student members representing organizations interested in NATL; the Chair of the Lakes, Vegetation and Landscape Committee; the PPD Urban Forester; and a planner from UF Facilities Planning and Construction Division. In addition, anyone who wants to be a member can become one if approved by a majority of NAAC members.

Prior to the Spring Semester meeting, members who have not participated in NAAC affairs during the previous 12 months will be polled to see if they wish to continue as members.

At the Spring Semester meeting, NAAC membership will be discussed and plans made to insure that it remains representative of the units that use NATL.

## **Officers**

Officers will consist of a Chair, elected by a majority of NAAC members for a term of two years, and a Vice-Chair, appointed by the Chair and confirmed by a majority of NAAC members. Voting may be by email.

The Chair and the Vice-Chair may serve an unlimited number of terms. New chairs may self-nominate and must have served on NAAC.

## **Committee business**

Committee business may be accomplished either at meetings or via email.

At meetings, a quorum of seven members (chair included) is required for issues to be decided. If a quorum is lacking, decisions will be made by email after issues have been discussed by those present at the meeting and the discussion summarized for those absent. A person designated by the Chair will be responsible for keeping minutes that include a statement of each motion for which a vote is taken and the count of yes and no votes unless the issue is decided by a voice vote. No later than one week after a meeting, draft minutes of the meeting will be emailed to the membership as information and for corrections. If no substantive changes are suggested within one week, the draft minutes (including minor changes) will be considered approved and posted on the NATL web site. If substantive changes are suggested, the issues will be resolved by those who attended the meeting. If substantive changes are needed, the minutes will be modified and posted on the web site and the membership notified.

For business via email, the Chair will propose an action and allow a week or more for discussion. The Chair will then call for a vote, drop the matter, or begin again with a modified proposal. When a vote is called for, members will have one week to respond with a yes, no, or abstention. For a vote to be final, half the membership must respond and at least seven must vote yes or no. The Chair, or a person he or she designates, will report the vote to the membership and maintain a record of actions proposed via email and how they were disposed of. This record will be an information item at each Fall and Spring Semester meeting and will be made an addendum to the minutes of the meeting.

Annually, the Chair will propose a spending plan that will be an action item at the Fall Semester meeting. Expenditures that exceed \$200 and are not in the approved spending plan must be approved by a majority of NAAC members.

## **Duties of Chair**

- See that NAAC Operating Policies are followed (or updated).
- See that the long-term management plans for NATL are followed (or updated).
- Schedule the Fall and Spring Semester meetings at least 6 months in advance.
- Call special meetings on own initiative or at request of two or more members.
- Prepare and circulate an agenda prior to each meeting.
- See that minutes of meetings are kept, approved, and put on the NATL web site.
- Initiate proposals for actions via email and see that such proposals and their outcomes are recorded.
- Prepare a spending plan for the fiscal year to be acted on at the Fall Semester meeting.
- Oversee spending of NAAC funds.

- Select, with the approval of a majority of NAAC members, the NATL Graduate Teaching Assistant.
- Select, with the approval of a majority of NAAC members, a Vice-Chair and keep him or her apprised of NAAC and NATL affairs.
- See that the Graduate Teaching Assistant fulfills his or her NATL obligations.
- Keep the Physical Plant Division informed of NATL's maintenance needs.
- Report each Fall Semester to the Lakes, Vegetations and Landscaping Committee on issues important to NATL, on the previous year's uses of NAAC funds, and on the current year's NAAC-approved spending plan.
- See that the NATL web site and kiosks are kept current.

The Chair may delegate these duties to others but is ultimately responsible for their fulfillment.

#### **Duties of Vice-Chair**

- Serve as Chair when the Chair is temporarily unable to serve.
- Keep apprised of NAAC and NATL affairs.
- Assist the Chair in mutually agreeable ways.

If the Chair is permanently unable to serve prior to the end of his or her term, the Vice-Chair will serve as Chair until a new Chair is elected, which should occur no later than the next Fall or Spring Semester meeting.

#### **NATL Operations Manual**

The NATL Operations Manual [under development], developed by past NAAC Chairs, will be updated by the retiring Chair each time a new Chair is elected. The manual will explain the duties of the Chair and give details of how previous chairs have fulfilled their responsibilities.

#### **Changes in committee operating policies or long-term management plans**

Changes will be proposed in writing, sent to members prior to a meeting, discussed at that meeting, and acted upon no sooner than the next meeting.