




## OREGON DEPARTMENT OF FORESTRY POLICY DOCUMENT

<b>Title:</b> Governance Policy	
<b>Division/Program:</b> Board of Forestry	
<b>Applicability:</b> All Board Members	
<b>Effective Date:</b> July 22, 2020	<b>Last Review Date:</b> TBD
<b>Approval Name:</b> Peter Daugherty	<b>Review Interval:</b> 4 Years
<b>Signature:</b> 	<b>Custodian:</b> Peter Daugherty
	<b>Position:</b> State Forester

### **POLICY STATEMENT:**

It is the Policy of the Oregon Board of Forestry (Board) to have a set of bylaws to direct and clarify its actions, procedures and organization, which include expectations of members. The Board will establish written documentation for Board processes and procedures developed to execute its statutory responsibility.

### **AUTHORITY:**

[ORS 526-009 to 526-052](#), [OAR 629-010-0005 to 629-010-0100](#), [Membership Handbook for Boards & Commission](#). Kate Brown, Governor State of Oregon. Revised 2/18/15.

### **DEFINITIONS:**

**Governance:** the effective and responsible management of the organization, which includes considering needs, communication and decision making.

### **RESPONSIBILITIES:**

**Board Chair:** Oversees and administers the Board policy framework and governance process, which provides the structure to guide the development of Board Policies.

**State Forester:** As Secretary to the Board, supports the Board Chair in administering the Board policy framework and governance processes.

**Board of Forestry:** Approves all Policies and ensures that they are appropriately reviewed and vetted with the Department.

### **STANDARDS:**

- A. Establishment of Policies and support documentation shall only occur by approval of the Board of Forestry.

- B. All Policies and supporting documentation will be posted on the Board website and reviewed at least every four years, as specified in the Policy. Review of support documentation shall not exceed the policy review interval.
- C. Detailed instructions and forms will not be included in Policies but should be included in procedures, guidance, and other supporting documents associated with a Policy.
- D. If there is an existing policy from statute, administrative rule, or another agency (such as the Department of Administrative Services, State Archives, etc.) that applies to the Board, then this policy will not be duplicated in a Board Policy, and referenced appropriately.

**SUPPORTING DOCUMENTATION:**

Board of Forestry Governance: [Expectations of Board of Forestry Members](#), July 22, 2020.

Board of Forestry Governance: [Governance Topics](#), July 22, 2020.

Board of Forestry [Approved Meeting Minutes](#), July 22, 2020.

Policy History	
<i>Date</i>	<i>Description</i>
07/22/2020	Adopted by the Board of Forestry [ <a href="#">audio</a> ]

# Board of Forestry Governance

## GOVERNANCE TOPICS

Generated from the October 9, 2019, January 8, 2020 Board of Forestry Executive Sessions on the State Forester's Annual Performance Review, and March 4, 2020 Board meeting.

- Board develops a statement of expectations or guidelines to which members commit. For example, a code of conduct for Board members, Board charter, operating principles, or working guidelines. (In progress)
- Board reviews current process on developing Board work plans and revises as appropriate (Board discussion planned for September 2020 meeting).
- Board process to manage individual requests for information. While we currently use an informal process, the Board has not specifically discussed the process as a governance issue.
- Board process for two board members to submit a request for agenda topics. The Board discussed a potential process at the October retreat, but no decision was made to formalize the process.
- Board discussion on priorities and process for the revision of the Board's strategic plan, *Forestry Program for Oregon*. (Board will address this topic under the *Overarching Issues work plan*).
- Board members work collaboratively with staff on agenda topics to increase efficiencies and develop working relationships, e.g., call lists to discuss ideas.
- Board discussion on the level of information needed for policy decisions, their expectations about science included in Department staff reports, and the role of science in policy decisions.
- Process for assigning Board members to liaison positions to other Boards and Commissions and other Board positions.
- Process for staff evaluations/feedback of the Board performance. To be conducted in conjunction with Board self-evaluation process.
- Board prepares for calendared events and work plan topics that are communicated by State Forester or staff.

# Board of Forestry Governance

## Expectations of Board of Forestry Members

*The first set of expectations are from the Governor's Membership Handbook for Boards and Commissions – revised 2/18/2015 (Adopted by Board, March 4, 2020).*

- Regularly attend board meetings.
- Prepare for meetings by reading reports, proposals and other documents prepared or distributed by staff.
- Recognize that serving the public interest is the top priority. All members have been appointed to the board to serve the public at large.
- Understand the primary responsibility of every board member is to protect the health, safety and welfare of the general public.
- Recognize the board must operate in a public and open manner.
- If you were recommended by a professional association or special interest group, you will be expected to provide the board with your technical expertise and to bring the point of view of the group to the board.
- All board members must work for the benefit of the public first, with the good of any particular profession, industry or special interest group taking a secondary position.
- Listen to all viewpoints and work as a cohesive group to create a forum for developing good policies and procedures and finding fair solutions to problems.
- Learn about issues affecting the board.
- Examine all available evidence before making judgment.
- Acknowledge that authority to act is granted to the board as a whole, not to individual members.
- Board members must be familiar with and operate within their board's governing statutes and bylaws, and state and federal laws at all times.
- To ensure accountability, all applicable policies and procedures adopted by the board should be in written form.
- No board member should make decisions or take unilateral action without the consent of the board as a whole.
- Questions about board issues should be directed to the board's administrative or executive officer, who will see that all board members receive full information by the next regular meeting.
- Board members should disclose no details of board investigations or matters dealt with in executive session unless they are part of the public record.
- Board members should use caution about participating in private discussions on behalf of one party in the absence of other parties to a dispute.

Board of Forestry Governance Policy Supporting Document

Revision Date: July 08, 2020

Adopted Date: July 22, 2020

Rescinded Date: March 6, 2024

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- Board members should remember they are seen as representatives of the board when they appear at industry or professional gatherings. They must take care not to appear to be speaking for the board unless specifically authorized by the board to do so.
- Board members must keep in mind that their mission is to serve the public, and it is inappropriate to use board membership to create a personal platform.

*This set of expectations are from discussions with Board Members and March 4, 2020 Board meeting. (Adopted by Board, July 22, 2020).*

- Understand that the board set standards for the department through policy.
- Individual Board members may not agree with a decision, but once a Board decision is made, all Board members will respect the decision and move forward.
- The Board will take action only after hearing the State Forester's (Department's) recommendation.
- Avoid surprising staff. If you have alternate recommendations or new requests for information, discuss with State Forester or staff prior to a board meeting so they can prepare accordingly.
- Board members will strive to get out in the forests to discuss policy topics with staff and stakeholders.
- Board members commit to fostering an environment that respects all individuals, that seeks diverse perspectives, and values differences.

Inactive