

ARIZONA GAME AND FISH DEPARTMENT
Heritage Public Advisory Committee – CHARTER
(As Amended and Approved by Arizona Game and Fish Commission, April 11, 2014)

I. History

The Heritage Public Advisory Committee (HPAC) was established in December 1996 by the Arizona Game and Fish Commission (Commission).

II. Organization

A. Purpose. The purpose of the HPAC is to increase public involvement and enhance public awareness of Arizona Game and Fish Department (Department) Heritage funded programs.

1. HPAC may provide recommendations and advice for Commission consideration; and
2. HPAC offers another forum for the Commission and Department to communicate to the public on accomplishments or issues associated with the Heritage Fund; and
3. Participate in the Department's Heritage Grant scoring team process in the selection of Heritage Grant award recipients.

B. Operation of HPAC shall be guided by the direction of the Commission and administered by the Department, and by the Charter hereafter listed.

1. The Department shall provide Heritage program orientation for new committee members;
2. HPAC members may provide presentations about the Heritage Fund program; and
3. HPAC members are encouraged to participate in Department sponsored Heritage Grant workshops within their respective Department region; and
4. HPAC members are encouraged to participate in the Department's Heritage Grant evaluation and scoring process.

C. Meetings

1. HPAC meets up to 3 times per year (twice minimum), usually on a Saturday at locations throughout the state. In order to provide an opportunity for widespread involvement in the actions of HPAC, no more than one meeting per year will be held in the Phoenix metropolitan area. HPAC members are responsible to pay their own travel costs associated with meeting attendance.
2. All meetings shall be in accordance with the Arizona open meeting law, A.R.S. 38-431 et seq. Meetings shall be conducted in accordance with parliamentary procedure. Written or recorded minutes will be kept for all committee meetings. Such minutes shall reflect the agenda items considered by HPAC and the disposition of those items.

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3. Draft minutes shall be circulated to all HPAC members within 60 days following each meeting and shall be considered for approval at the next official meeting of the HPAC. Copies of approved minutes shall be sent to all HPAC members, to members of the Commission, and posted to the Department's website.
4. An active Commissioner shall chair the HPAC and a vice-chair shall be elected by the HPAC at its annual January meeting (as needed). The chair shall be responsible for the conduct of the meeting and the development of the agenda, in consultation with the Department. The vice-chair shall act as chair in the event the chair is unavailable.
5. The Department will assist the HPAC and is responsible for scheduling meetings, distributing the agenda, securing meeting sites and quorums, and publicizing the meeting. The Department shall also provide administrative support for the purpose of recording and distributing HPAC meeting minutes.

Every effort shall be made to invite and accommodate as many members of the public as possible. Each meeting shall be accessible to persons with disabilities in accordance with The American with Disabilities act of 1990, 42 USC Sec 12101. Each meeting shall end with an opportunity for HPAC members and public to ask questions of Department staff, submit ideas or requests for future meeting agendas, and make suggestions and recommend items that should be brought to the attention of the Department or Commission. The chair shall provide these recommendations to the commission at a regularly scheduled public commission meeting.

III. Membership

- A. Membership consists of 16 individuals representing various interests and may include private citizens, members of clubs, not-for-profit organizations, governmental agencies, and educators interested in serving on the HPAC. HPAC members must be Arizona residents. A member's primary residential address shall determine the Department region represented.
- B. Because the emphasis is on Heritage Fund outreach and advocacy, there shall be no more than one representative from any organization, agency or school and the Department shall strive to insure broad based representation in recommending members. It is the goal of the HPAC to maintain diversity in the membership serving at any time.
- C. Members serve at the pleasure of the Commission and represent the Department and the State of Arizona.
- D. Political activities – Members may not use state resources to conduct political activities.
- E. HPAC membership shall include the following individuals: twelve regional representatives (two from each Department Region), two statewide (perspective) representatives, one national (perspective) representative, and one Commissioner.

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F. Selection of Members:

1. Positions open due to term expiration will be filled through a public solicitation process, as follows:
 - a. The Department will identify any open positions or projected vacancies by August 31st each year or sooner, as needed to backfill any unexpected member resignations. Announcements for applicants interested in the vacancies will be solicited via a notice posted on the Department's webpage, contact with the respective Regional Supervisor where the vacancy exists, public information announcements, HPAC members, and email directed to potential applicants.
 - b. Department Regional Offices are responsible for developing at least 1 member nomination for each anticipated vacancy within their Region. If a **national** or **statewide** vacancy is anticipated, the Department's Leadership Team is responsible for developing at least 1 member nomination to fill each of the respective vacancies which may include current HPAC members interested in filling such a vacancy. Nominations are sent to the Heritage Fund Administrator, who will present them to the Department' Executive Staff for review. Executive staff will consider each nominee and recommend a selection for each vacancy to the Director for approval.
 - c. The Department will present the list of recommended candidates to the Commission for final approval and appointment to the HPAC no later than the annual November commission meeting.

G. Membership Term

1. Regional Representative:
 - a. The term for a newly appointed HPAC Regional Representative is three (3) calendar years. Member terms will commence on January 1st and end on December 31st.
 - b. An HPAC Regional Representative may be appointed to no more than two (2) consecutive three-year terms serving as a Department Regional Representative. However, if a regional representative's position expires at the end of the calendar year and that member is completing a second term and a replacement has not been nominated and appointed, the Department may ask that member to serve for one additional year.
 - c. The term for a position being filled due to vacancy prior to the normal end of that term will be the same as a newly appointed HPAC member, three (3) calendar years.

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2. Statewide or National Representatives:
 - a. An HPAC member may request and be appointed to serve an unlimited term as a **statewide** or **national** HPAC representative if a vacancy exists.

H. Member Resignation or Termination

1. An HPAC member may resign by written (electronic communication accepted) notice to the HPAC Chair or Department Heritage Fund Administrator.
2. An HPAC member whose service is no longer needed will be notified (written, electronic or telephonic) by the HPAC chair, and membership will cease as of the date of the communication.
3. If an HPAC member's resignation is received or services are no longer needed, the process to backfill the vacancy will adhere to the normal solicitation and selection process, as needed.

I. Attendance

1. HPAC members are expected to attend committee meetings in person. Accommodations to facilitate attendance at a meeting via teleconference will only be considered if it is necessary to establish a quorum of members.

IV. Amendment

This Charter has been approved by the Arizona Game and Fish Commission; any changes or amendments to this Charter must be approved by the Commission.