

# Youghiogheny River Advisory Board Administrative Rules

## I. Introduction

- In alignment with the Scenic and Wild Rivers Act and the general acceptance of "Robert's Rules of Order," these are hereby adopted as the operational standard for the board.

## II. Robert's Rules of Order Supplements

1. **Chairmanship:** The Chairman calls all meetings to order. In their absence, a temporary Chairman is elected by attending members' plurality of votes.
2. **Quorum:** Defined as the presence of the Chairman (or temporary Chairman) and a simple majority of board members.
3. **Minutes Procedure:** The first agenda item is the minutes from the previous meeting, requiring reading, correction, and board approval. Approved minutes are the official record, signed by the Chairman.
4. **Meeting Minutes Content:** Must include:
  - Board name, meeting date, location, and time.
  - Meeting type (regular or special).
  - Attendees' names, including members, DNR representatives, and visitors.
  - Previous minutes' approval status.
  - Motions made, including proposers, unanimous or split votes, and outcomes.
  - Points of order and appeals.
  - Summaries of agenda topics and presentations.
  - Future agenda items.
  - Meeting adjournment time.
  - Recording secretary's signature.

## III. Public Participation

- The general public is invited to all meetings, with specific agenda time for visitors to discuss relevant matters.

#### **IV. Member Attendance Confirmation**

- The Recording Secretary confirms member attendance one day before meetings to ensure a quorum.

#### **V. Meeting Duration**

- Meetings are limited to two hours, extendable by a majority vote.

#### **Guidance Context**

- These rules are crafted considering the Youghiogheny River Advisory Board's purpose from the 1996 management plan: To oversee the plan's effective implementation, facilitate citizen input, and ensure the scenic and wild river's preservation. The board consists of diverse representatives to reflect broad community interests and has specific responsibilities, including advising on plan implementation, resolving conflicts, and engaging public involvement in the river's conservation efforts.