

**Cedar Creek & Belle Grove National Historical Park
Advisory Commission Bylaws
Approved by Vote of Park Advisory Commission – Nov. 16, 2006**

Section I: Purpose

The purpose of the Cedar Creek & Belle Grove National Historical Park Commission (Commission) is to advise the Secretary of the Interior (Secretary) in the preparation and implementation of a general management plan and to advise the Secretary with respect to the identification of sites of significance outside the Park boundary deemed necessary to fulfill the purposes of the park's enabling legislation.

Section II: Authority

The Cedar Creek & Belle Grove National Historical Park Advisory Commission is established by Public Law 107-373, The Cedar Creek and Belle Grove National Historical Park Act, December 19, 2002. The Commission is subject to the Federal Advisory Committee Act (FACA), as outlined in its Charter, filed with the Congress on December 8, 2003.

Section III: Membership Selection and Appointment

Members of the Cedar Creek & Belle Grove National Historical Park Advisory Commission are appointed by the Secretary for 3-year terms except that initial appointments will consist of four members appointed for 1-year terms, five members appointed for 2-year terms, and six members appointed for 3-year terms. Any vacancy on the Commission shall be filled in the same manner in which the original appointment was made.

No member may serve more than two successive terms.

Membership includes the responsibility to attend Commission meetings. The Secretary reserves the ability to replace any member who is unable to fully participate in the Commission's meetings. Alternate members will not be permitted to represent those individuals appointed by the Secretary without prior written agreement by the Designated Federal Official.

Section IV: Meeting Procedures

The Commission will meet as required. Meetings will be called by the Designated Federal Official (DFO) in consultation with the Chairperson according to the following considerations:

- A. Agenda.** The DFO will approve the agenda for all meetings. The DFO will distribute the agenda to the members prior to each meeting and will publish topics to be discussed with the notice of meeting in the Federal Register. Items for the agenda may be submitted to the DFO and/or the Chairperson by any member of the Commission. Items may also be suggested by non-members, including members of the public.
- B. Minutes and Records.** The Commission's DFO will prepare minutes of each meeting and will distribute copies to each Commission member. Minutes of meetings will be available to the public upon request. The minutes will include a record of the persons present (including the names of Commission members, names of staff, and the names of members of the public from whom written or oral presentations were made) and a

complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Commission.

Documents, reports, or other materials prepared by, or for, the Commission constitute official government records and must be maintained according to Department of the Interior policies and procedures.

- C. Meetings.** All meetings of the Commission will be open to the public. All materials brought before, or presented to, the Commission during the conduct of a meeting, including the minutes of the proceedings of a meeting, will be available to the public for review or copying at the time of the scheduled meeting.

Members of the public may attend any meeting or portion of a meeting, and may, at the determination of the Chairperson, offer oral comment at such meeting. The Chairperson may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that oral comment from the public is excluded and will invite written comment as an alternative. Members of the public may submit written statements to the Commission at any time.

Section V: Voting

When a decision or recommendation of the Commission is required, the Chairperson requests a motion for a vote. Any member, including the Chairperson, may make a motion for a vote. No second after a proper motion will be required to bring any issue to vote.

Section VI: Role of Commission Officials

Chairperson: The Chairperson works with the DFO to establish priorities, develop meeting agendas, identify staffing and support needs, manage oral comments from the public during meetings, and serves as the official spokesperson for the Commission. In addition, the Chairperson is responsible for certifying the accuracy of minutes developed by the Commission to document its meeting.

Vice Chairperson: The Vice Chairperson fulfills the role and functions of the Chairperson when the Chair is absent.

Designated Federal Official: The DFO serves as the government's agent for all matters related to the Commission's activities. By law, the DFO must: (1) approve or call the meeting of the Commission; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and, Chair the meeting when so directed by the Director, National Park Service, or his/her designee.

In addition, the DFO is responsible for providing adequate staff support to the Commission, including the performance of the following functions: (1) Notifying members of the time and place for each meeting; (2) Maintaining records of Commission meetings as required by Law; (3) maintaining the roll; (4) Preparing the minutes of all meetings of the Commission's deliberations; (5) attending to official correspondence; (6) maintaining official Commission records and filing all papers and submissions prepared for or by the Commission; (7) acting as the Commission's agent to collect, validate and pay all vouchers for pre-approved expenditures; and (8) preparing the annual report as required by FACA.

Section VII: Expenses and Reimbursement.

Approved expenses related to the operation of the Commission will be provided by the National Park Service. Expenditures of any kind must be approved in advance by the DFO. Federal government employees serving on the Commission are not eligible for any form of additional compensation.

Section VIII: Hearings and Public Involvement.

Any hearings held by the Commission must comply with FACA regulations.

Section IX: Additional Information.

The official mailing address of the Commission is:

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Designated Federal Official, Cedar Creek & Belle Grove
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