

Part 602 - NATIONAL COOPERATIVE SOIL SURVEY CONFERENCES

Exhibit 602-2.—Bylaws of the Western Regional Cooperative Soil Survey Conference (Updated June 2012)

Article I. Name

Section 1.0 Conference Name

The name of the conference is the Western Regional Cooperative Soil Survey Conference. It consists of ~~and represents the area within the state~~ ~~representatives from the area within the~~ boundaries of the following thirteen western states and U.S. Territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Montana, Oregon, Pacific ~~Basin~~ ~~Islands Area~~, Utah, Washington, and Wyoming.

Article II. Objectives

Section 2.0 Objectives and Purposes

The objectives and purposes of the Western Regional Cooperative Soil Survey Conference are to bring together representatives of the western states in the National Cooperative Soil Survey for discussion of technical and scientific questions. Through the actions of committees and conference discussions, experience is summarized and clarified for the benefit of all; new areas are explored; procedures are synthesized; and ideas are exchanged and disseminated. The conference also functions as a clearinghouse for recommendations and proposals received from individual members and state conferences for transmittal to the National Cooperative Soil Survey Conference. The conference promotes the use of soil resource information by others and develops recommendations for courses of action, including national policies and procedures, that relate to making soil surveys and using soil resource data and information.

Article III. Membership and Participants

Section 3.0 Permanent Membership

Permanent membership of the conference consists of:

1. National Leader for Soil Survey Standards who serves as executive secretary for the conference steering committee
- ~~2.~~ ~~NRCS state soil scientists~~ ~~MLRA leaders~~
- ~~2-3.~~ ~~MLRA region leaders~~
- ~~3-4.~~ Representatives from western state experiment stations and land grant universities
- ~~4-5.~~ Regional soil scientists from the 7 western U.S. Forest Service regions (~~or their representative~~) – Northern Region, Rocky Mountain Region, Southwest Region, Intermountain Region, Pacific Southwest Region, Pacific Northwest Region, and Alaska Region
- ~~5-6.~~ USDI, Bureau of Land Management (BLM) state soil scientist or state soil liaison (~~or their representative~~) from 11 western states (Alaska, Arizona, California, Colorado, Idaho, Montana, New Mexico, Nevada, Oregon/Washington, Utah, and Wyoming)
- ~~6-7.~~ Representatives from 7 western USDI, Bureau of Indian Affairs (BIA) regions – Alaska Region, Navajo Region, Northwest Region, Pacific Region, Rocky Mountain Region, Southwest Region, and Western Region
- ~~7-8.~~ NCSS representative from the USDI National Park Service (NPS)
- ~~8-9.~~ President-elect or delegated representative from the National Society of Consulting Soil Scientists (NSCSS)
- ~~9-10.~~ _____ A representative from the National Congress of American Indians

~~10-11.~~ Program Manager for Land Suitability and Water Quality, USDI, Bureau of Reclamation (BOR)

~~11-12.~~ A representative from USDI Corps of Engineers (COE)

~~12. National Forest Service and National Bureau of Land Management representatives~~

13. ~~FLAG Chapter~~ Federal Lands Advisory Group (FLAG)

Section 3.1 Associate Membership

Invitations may be extended to ~~a number of~~ other individuals to participate in committee work or for a specific conference or conferences. A representative from the NRCS National Geospatial Management Center (NGMC) and a representative from the NRCS Information Technology Center (ITC) are associate conference members. A representative from the USFS Remote Sensing Application Center. Any soil scientist, technical specialist, or other individual of any local, state, or federal agency or interest group whose participation could benefit particular objectives or projects of the conference may be invited to participate. Any permanent member of the conference may invite one additional participant. If a permanent member wishes to invite more than one guest (or associate member), the request should be cleared through the chair or vice-chair of the conference, or the chair of the steering committee. Names of all associate members of a specific conference should be provided to the conference chair.

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Article IV. Conference Officers

Section 4.0 Conference Officers

A chair, vice-chair, and secretary are elected to serve for a 2-year term. Their tenure runs from the end of a conference to the end of the following conference. Elections are held during the biennial business meeting. Conference officers are from the state hosting the next conference. Officers rotate among the agencies. That is to say, the chair-elect represents an agency different from that of the past chair. Similarly, the vice-chair and secretary are from agencies different from those of their predecessors.

Section 4.0.1 Responsibilities of the Chair (specific tasks may be delegated to the vice-chair)

1. Plans and manages the biennial conference.
2. Serves as a steering committee member.
3. Presides at the conference business meeting.
4. Issues conference announcements and invitations.
5. Organizes the conference program.
6. Selects presiding chair for the various sessions.
7. Develops the conference agenda and has copies of the agenda prepared and distributed.
8. Makes necessary arrangements for lodging accommodations for conference participants, for food functions, if any, for meeting rooms (including committee rooms), for a field trip, and for local transport for other official functions.
9. Assembles, reproduces, and distributes the conference proceedings.
10. Provides for appropriate conference publicity.
11. Arranges for conference guest speakers.
12. Presides over the conference business meeting.
13. Serves on the conference steering committee for the following conference.

Section 4.0.2 Responsibilities of the Vice-Chair

1. Serves as a steering committee member.
2. Acts for the conference chair in the chair's absence or disability.
3. Assists the conference chair in carrying out his/her responsibilities and performs other duties as assigned by the conference chair.
4. Compiles and maintains the conference mailing list.

Section 4.0.3 Responsibilities of the Secretary

1. Maintains minutes of the conference business meetings and those of other conference meetings as assigned by the conference chair.
2. Obtains copies of all committee reports and papers presented at the conference and makes copies available to all conference members.
3. Compiles the conference proceedings and assists the chair in their duplication and distribution.

Article V. Meetings

Section 5.0 Time of Meetings

The conference convenes every 2 years, in even-numbered years. It convenes the third week in June, unless a different date was ~~agreed to by a majority of permanent conference members at the previous conference~~ selected by the Conference Steering Committee.

Section 5.1 Location of Meetings

The conference is on a rotational basis throughout the region according to the following schedule. (States may trade years to host the conference for good cause and upon approval by a majority vote of the conference members at the business meeting preceding the next conference.)

Year	State
2006	Utah
2008	Washington
2010	Nevada
2012	California
2014	Oregon
2016	Alaska
2018	Arizona
2020	Idaho
2022	Montana
2024	New Mexico
2026	Hawaii
2028	Colorado
2030	Wyoming

Article VI. Committees

Section 6.0 Kinds and Functions of Committees

The conference has permanent standing, ad hoc, and special task force committees. Duly constituted official committees accomplish most conference work. The kinds of committees and their charges are determined by the steering committee, based on the recommendations of the conference members. Committee members are appointed by the steering committee after first determining the interests of conference members. Each committee ~~will prepare and make~~ an official report at the designated time at each biennial conference. Committee reports are duplicated and copies distributed as follows:

1. One copy to each permanent member (whether present or not) and to each participant in the conference.
2. One final copy to the conference secretary for inclusion in the conference proceedings. This copy includes all revisions approved by the conference.

Much of the work of committees is, of necessity, conducted by correspondence during the interval between conferences.

Section 6.1 Committee Structure

Each committee has a chair and co-chair. A secretary, or recorder, may be elected by the committee or appointed by the chair, if necessary. Committee chairs are selected by the

steering committee or are elected by the conference. Chairs for the standing committees should rotate at the conclusion of each conference and should be the co-chair of the committee. Chairs are recommended by the committees and approved by the steering committee at least 4 months prior to the conference. Term of responsibility starts at the end of one conference and finishes with the end of the next. The committee chairs are responsible for prompt submission of their reports to the chair of the steering committee, and the chair duplicates and distributes the reports. This should be done prior to the beginning of the conference.

Section 6.1.1 Committee Chair Responsibilities

Committee chairs are charged with the responsibility of initiating and carrying forward ~~this~~ the work of the committee. They provide their committee members with the charges as directed by the steering committee and with additional instructions they deem necessary to complete the committee charge(s). Committee chairs initiate committee work at the earliest possible date to assure completion by the next scheduled conference.

Committee chairs also give a verbal summary of committee actions and recommendations at designated times during the conference.

Section 6.2 Permanent Standing Committees

Permanent standing committees are established by the bylaws of the National Cooperative Soil Survey Conference as contained in the NSSH part 602.00 and exhibit 602-1.

- Soil Survey Standards
- Bylaws
- Research Needs
- Applied Technology

Section 6.2.1 Conference Steering Committee

The conference chair also serves as the chair of the conference steering committee. The National Leader for Soil Survey Standards serves as the permanent executive secretary of the steering committee. The steering committee formulates policy on conference membership and participation. Final approval or disapproval of policy changes is by vote, during the biennial business meeting of the conference. The steering committee assures that there is a balance among states and among agencies for each committee so that no one state or agency dominates any single committee. The conference steering committee consists of the following five members:

1. Conference chair
2. Conference vice-chair
3. Conference secretary
4. Executive secretary
5. Past conference chair

Section 6.2.2 Responsibilities of the Conference Steering Committee:

Conference steering committee responsibilities include but are not limited to:

1. Meet about 1 year prior to the conference to plan the meeting agenda, establish conference committees, and develop committee charges. (The steering committee chair calls the meeting.)
2. Formulate statements of conference policy.
3. Formulate committee charges as recommended by the conference.
4. Select a committee chair and committee members as recommended by the conference.
5. Review conference activities and develop an executive summary of conference recommendations.

6. Send applicable conference recommendations to the steering committee chair of the National Cooperative Soil Survey Conference.
7. Send applicable conference recommendations to the soil survey leaders of appropriate agencies for consideration and possible implementation.
8. Establish and maintain liaisons between the conference and:
 - The national and other regional conferences
 - State Conservationists of 13 western states and the Pacific Basin
 - West Regional Soil Consortium
 - Directors of the western experiment stations
 - National Congress of American Indians
 - State, regional, and national offices of NRCS, U.S. Forest Service, Bureau of Indian Affairs, Bureau of Land Management, National Park Service, American Indian Tribes, and National Society of Consulting Soil Scientists
 - NRCS institutes and centers
 - Other committees or work groups associated with the conference
 - Others as identified by the steering committee
9. Meet immediately after the conference to summarize recommendations and propose actions to be taken.

At least 60 percent of the conference steering committee constitutes a quorum for the transaction of business. Items are passed by a majority of members present. The chair does not vote except in the case of a tie vote.

Section 6.3 Ad hoc Committees

Ad hoc committees may be established by the steering committee as needed to meet specific needs and/or goals.

Section 6.4 Special Task Force Committees

Special task force committees may be established by the steering committee as needed to meet specific needs and/or goals.

Comment [cg1]: Recommendation by the Committee to delete Section 6.4 Special Task Force Committees

Article VII. Conference Advisors

Section 7.0 Conference Advisors

Conference advisors are invited to the conference and act in an advisory capacity to assist in items related to agency line and policy. Advisors to the conference are the state conservationist (STC) of the host state, or as selected by the conference, the experiment station director for the host state, or as selected by the conference, and a Forest Service regional forester and a BLM state director as selected by the conference.

Article VIII. Historical Records

Section 8.0 Conference Historical Records

The executive secretary of the conference steering committee maintains a permanent, cumulative file of conference programs, correspondence, committee reports, proceedings, bylaws, and other material generated by or related to the conference.

Article IX. Representatives to the National Soil Survey Conferences

Section 9.0

The steering committee chair and at least one permanent member selected by the steering committee chair will represent this conference at the National Cooperative Soil Survey Conference. Representatives will report back to conference.

Section 9.1 Each committee of the Western Regional Cooperative Soil Survey Conference will have representation at each national committee during the National Cooperative Soil Survey Conference.

Article X. Amendments

Section 10.0 *Amendments*

Any part of these bylaws may be amended for purposes, policy, and procedures at any time by ballot with a majority vote of the permanent membership or by the present membership during the Western Conference. An amendment is, unless otherwise provided therein, effective immediately upon adoption and remains in effect until changed or deleted.

Bylaws Amended June 2004

Bylaws Amended June 22, 2010

Bylaws Amended April 2011

[Bylaws Amended June 28, 2012](#)