per diem expenses to members of sub-

groups who are also members of the

parent committee.

[45 FR 8177, Feb. 6, 1980, as amended at 47 FR

6429, Feb. 12, 1982; 47 FR 34389, Aug. 9, 1982; 51

FR 39529, Oct. 29, 1986; 52 FR 5284, Feb. 20,

1987; 60 FR 9958, Feb. 22, 1995]

§ 1784.4 Public participation.

§ 1784.4–1 Calls for nominations.

Except where otherwise provided,
candidates for appointment to advisory
committees are sought through public
calls for public nominations. Such calls
shall be published in the FEDERAL REG-
ISTER and are made through media re-
leases and systematic contacts with in-
dividuals and organizations interested
in the use and management of public
lands and resources.

§ 1784.4–2 Notice of meetings.

(a) Notices of meetings of advisory
committees and any subcommittees
that may be formed shall be published
in the FEDERAL REGISTER and distrib-
uted to the media 30 days in advance of
a meeting. However, if urgent matters
arise, notices of meetings of advisory
committees and any subcommittees
shall be published in the FEDERAL REG-
ISTER and distributed to the media at
least 15 days in advance of a meeting.

(b) Notices shall set forth meeting lo-
cations, topics or issues to be dis-
cussed, and times and places for the
public to be heard.

§ 1784.4–3 Open meetings.

(a) All advisory committee and sub-
committee meetings and associated
field examinations shall be open to the
public and news media.

(b) Anyone may appear before or file
a statement with a committee or sub-
committee regarding matters on a
meeting agenda.

(c) The scheduling of meetings and
the preparation of agendas shall be
done in a manner that will encourage
and facilitate public attendance and
participation. The amount of time
scheduled for public presentations and
meeting times may be extended when
the authorized representative considers
it necessary to accommodate all who
seek to be heard regarding matters on
the agenda.

§ 1784.5 Operating procedures.

§ 1784.5–1 Functions.

The function of an advisory com-
mittee is solely advisory, and rec-
ommendations shall be made only to
the authorized representative specified
in its charter. Determinations of ac-
tions to be taken on the reports and
recommendations of a committee shall
be made only by the Secretary or the
designated Federal officer.

[45 FR 8177, Feb. 6, 1980, as amended at 60 FR

9958, Feb. 22, 1995]

§ 1784.5–2 Meetings.

(a) Advisory committees shall meet
only at the call of the Secretary or the
designated Federal officer.

(b) No meeting shall be held in the
absence of the Secretary or the des-
ignated Federal officer.

(c) Each meeting shall be conducted
with close adherence to an agenda
which has been approved in advance by
the authorized representative.

(d) The authorized representative
may adjourn an advisory committee
meeting at any time when—

(1) Continuance would be inconsis-
tent with either the purpose for
which the meeting was called or the es-
tablished rules for its conduct; or

(2) Adjournment is determined to be
in the public interest.

[45 FR 8177, Feb. 6, 1980, as amended at 60 FR

9958, Feb. 22, 1995]

§ 1784.5–3 Records.

(a) Detailed records shall be kept of
each meeting of an advisory committee
and any subcommittees that may be
formed. These records shall include as
a minimum—

(1) The time and place of the meet-
ing;

(2) Copies of the FEDERAL REGISTER
and other public notices announcing
the meeting;

(3) A list of advisors and Department
or Bureau employees present;

(4) A list of members of the public
present and who each represented;

(5) The meeting agenda;

(6) A complete and accurate sum-
mary description of matters discussed
and conclusions reached;