



REPUBLIC OF LIBERIA
FORESTRY DEVELOPMENT AUTHORITY (FDA)

Office of the Managing Director

Whein Town, Mt. Barclay
P. O. Box 3010
Montserrado County
Monrovia, Liberia
West Africa

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mike.doryen@fda.gov.lr
mikedoryen@gmail.com

MD/002/2022/-5

January 4, 2022

Hon Lee Nagbe Chea
Superintendent
Sinoe County
Republic of Liberia

Dear Hon Chea:

The Management of the Forestry Development Authority (FDA) presents Compliments and seizes this opportunity to acknowledge receipt of your communication dated November 22, 2021, in which you expressed your communities' readiness for election of its Governance Structure.

Now that the results of the Socio-Economic Survey and Resource Reconnaissance, the Demarcation and Mapping have been posted in and around your proposed community forest, and no objection has yet been raised, your community is authorized to form the necessary Community Forest governance institutions, which is mandated under the Regulations to the Community Rights Law of 2009 with respect to forest lands (CRL Regulations).

These consist of Community Assembly (CA), the highest oversight and decision-making body of the forest community with its Executive Committee (EC) and Community Forest Management Body (CFMB), which will be responsible for the day to day management and oversight of the community forest.

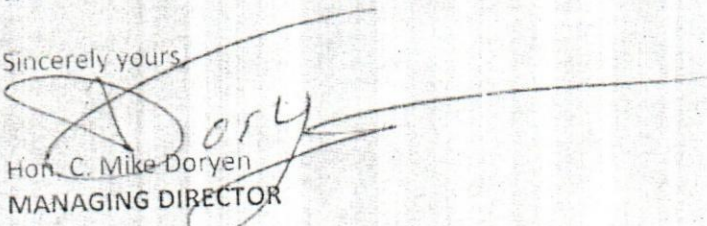
The FDA will work to assist you in this process so that you can form your community Assembly and CFMB as quickly as possible and in conformity with the legal requirements established in the CRL Regulations. Once this has been achieved, the FDA will work with you to develop, review and sign a Community Forest Management Agreement, and begin to draft a community forest management plan to manage your forest resources.

Accordingly, a technical team from the FDA headed by Isaac Gausi, Natural Resource Management Officer alongside Johnson Winn assigned in Sinoe will be conducting the Community Assembly elections in Central River Dugbe Community, Sinoe County from January 10-15, 2022.

Your presence during these exercises will be highly appreciated.

With sentiments of our higher esteem, we remain.

Sincerely yours


Hon. C. Mike Doryen
MANAGING DIRECTOR

^{05/1/2022}
CMD/JJT/BSG/wg



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MD/002/2022/-5

January 4, 2022

Mr. Bartee Togba
ACTING CHAIRMAN /CFOC
Central River Dugbe Applicant Community
Sinoe County
Republic of Liberia

Dear Mr. Togba:

The Management of the Forestry Development Authority (FDA) presents Compliments and seizes this opportunity to acknowledge receipt of your communication dated November 22, 2021, in which you expressed your communities' readiness for election of its Governance Structure.

Now that the results of the Socio-Economic Survey and Resource Reconnaissance, the Demarcation and Mapping have been posted in and around your proposed community forest, and no objection has yet been raised, your community is authorized to form the necessary Community Forest governance institutions, which are mandated under the Regulations to the Community Rights Law of 2009 with respect to forest lands (CRL Regulations).

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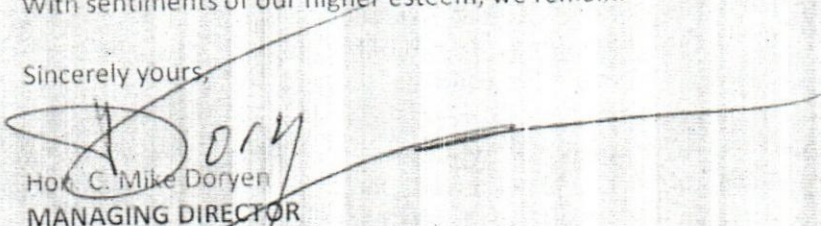
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Your presence during these exercises will be highly appreciated.

With sentiments of our higher esteem, we remain.

Sincerely yours,


Hon. C. Mike Doryen
MANAGING DIRECTOR

SSN 689
CMD/JJT/BSG/WB



REPUBLIC OF LIBERIA
FORESTRY DEVELOPMENT AUTHORITY (FDA)
Whein Town, Mount Barclay
P.O. Box, 3010
Montserrado County, Liberia

Report for Central River Dugbe CF Electoral Activity

TO : Weedor H. Gray
Manager, Extension Services
Community Forestry Department

PREPARED BY : Mr. Isaac S. Gausi *Isaac Gausi*
Natural Resource Management Officer
Community Forestry Department

SUBJ : Field Report from Community Forest Elections for
Central River Dugbe Applicant Community, Sinoe
County.

Date : January 20, 2022

This report under review covers activities marking the setting up of the Community Assembly and elections of the Executive Committee of **Central River Dugbe** applicant community forest in fulfillment of step eight(8) of the CRL and its Regulations. The Election was held on January 13, 2022 in Karquepko Town, Dugbe Statutory District. Herein is an attachment of the report to be perused.

Background/Introduction

According to the Community Rights Law Regulation of 2011 (Chapter 3 Section 1, 3, 4 and 7), powers to lead and govern an Authorized Forest Community shall be through the establishment of a Community Assembly (CA). The Community Assembly shall be the highest decision-making body of the community with respect to community forestry. The Community Assembly members shall be elected by their various constituencies through a secret ballot. The Authority which is the Forestry Development Authority (FDA) shall supervise the election of representatives to the Assembly and its leaders. Representatives of at least two civil society organizations shall be invited to witness the elections and validate that they have been undertaken in a free, fair and transparent manner.

Central River Dugbe CF represents the grouping of 8 towns/villages including Karquepko, Poly Town, Siekah, Jay Town, Swenpon, Weatuzon, Kabada and Karkpo that possessed common culture and tradition. They are mainly of the Payetaye and the Groah section of the Kru ethnicity located in Dugbe Statutory District, Sinoe County. This community filed an application with the FDA in 2014 and has underwent a number of processes including the SESRR, Validation/Demarcation of which the results were uncontested.

Because of this, FDA and CSO representatives were called upon to ensure that elections are conducted in free, fair and transparent manner (CRL Reg. Ch2 sec. 11) thus constituting step 8 of the nine steps process. Major activities accomplished are:

Conduct of Elections for Community Assembly (CA) Held at Constituency level (8 towns/villages)

January 10-12, 2022 Day 1-3

Outreach and Awareness Creation:

Before the election/selection of delegates from their respective constituencies, we organized series awareness meetings within towns/villages with the support of CFOC; an interim forest management body that spearheaded the affairs of the community prior to this process. These meetings exposed voters about the process and deepen their understanding on the roles and responsibilities of the positions they are to fill with representations.

Elections for Community Assembly Members:

Following outreach and awareness, the community reached the consensus to select/elect 2 CAs per town/village which give them the advantage to have a manageable size of CAs members. Each town/village elected or selected candidates of their choice through a free, fair and transparent process that ensured the participation of chiefs, elders, men, women, youth and ordinary

residents that meet voting eligibility criteria. Henceforth, Central River Dugbe CF has an elected CAs with a total of 16 persons. Below is the list of elected CAs per town/Village:

Official Listing of Community Assembly (CA) Elected Per Town/Village

Nos.	Name	Town/Village
1.	Josephus Wontee	Karkpo
2.	Christian Doe	Karkpo
3.	G. Nagbe Teah	Poly Town
4.	Allice Dibleh	Poly town
5.	Lawson Toe	Karquelkpo
6.	Judicia Nyon	Karquelkpo
7.	Romea Togba	Siekah
8.	Sarris Gleekan	Siekah
9.	Prince Gmah Nagbe Jr.	Swenpon
10.	Maroline Nimely	Swenpon
11.	Sam Seah Sr	Weatuzon
12.	Felicia Nagbe	Weatuzon
13.	Mayson Jay	Jah Town
14.	Bestman Jah	Jah Town
15.	Fannoh Friday	Kabada
16.	Gbe Thomas Jr.	Kabada

Elections for Executive Committee (EC) of the Community Assembly (CA), held at Karquelkpo City January 13, 2022 (Day 4)

Opening formality:

The program started at 10:00am with opening prayer offered by Mayson Jah, CA from Jah's town, while the welcome remark was done by Hon. Kennedy Toe Sieh, Acting Supt/City Mayor, Karquelkpo City. Next was self-introduction which was done by all participants followed by the overview and objective delivered by Mr. Isaac S. Guasi, NRMO/FDA. The roll call and affirmation of CA delegates was performed by Mr. Johnson Winn, CFEO/FDA whereas the CA, EC and CFMB roles and responsibilities was done by Mr. Isaac S. Gausi, NRMO/FDA.

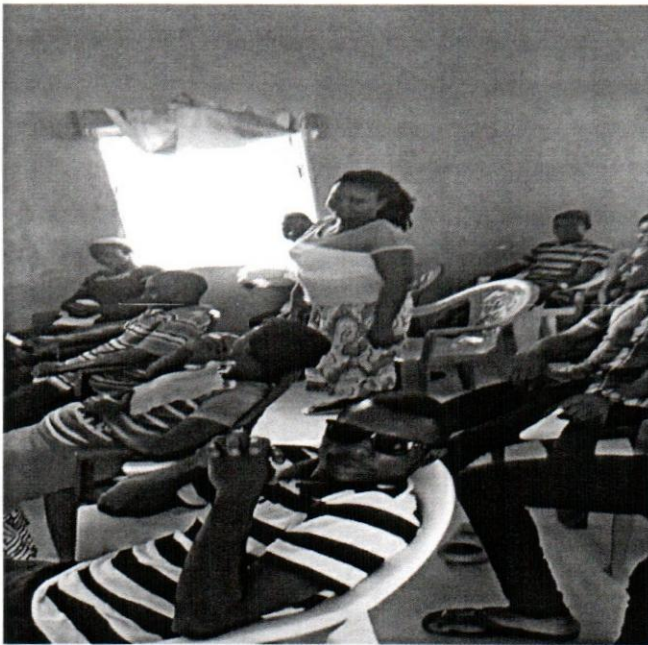
Later, with the consent of the community an electoral body comprising individuals of respected characters was established to stir the affair the elections. These individuals are as follow:

Individuals that witness the electoral process and served as election commissioners

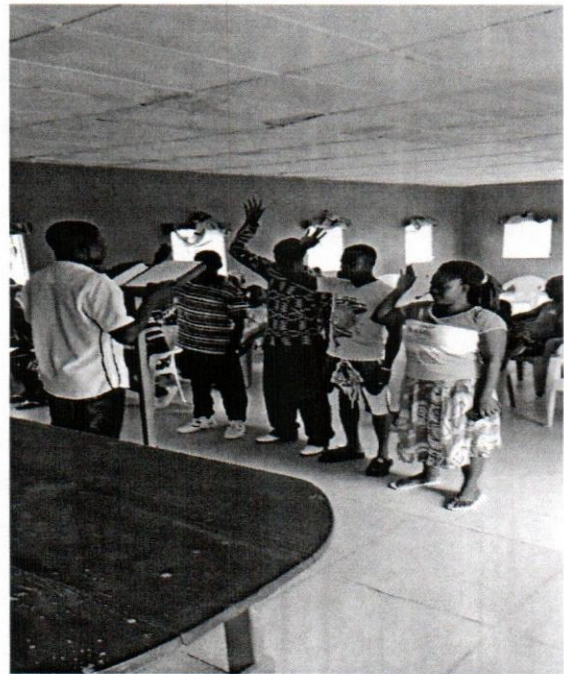
Nos.	Name	Position	Role Played	Contact	Town/village
1.	Hon. Othello G Tugbe	Commissioner	Chairman	0779179800	Karquekpo
2.	Kun Kartoh	Citizen	Member	0778874426	Karquelkpo
3.	Ronani Koffa	Citizen	Member	0775177460	Karquelkpo

Nomination of Candidates

Nomination process for the EC elections was declared open for each position including Chairman, co-chairman, secretary and finance officer within the CA as each CA member raised motion for nomination of candidate to these positions. For each nomination made, the nominee was afforded one minute to promotion his/her platform and convince his colleagues to vote in his favor before voting proceeded. Afterward, the results were declared and the winner announced for each vacant posts. Below are official listing of elected officers of the EC/CA.



Female CA member nominating candidate



Newly elected EC member taking oath

Elected Officers of the Executive Committee (EC)/CA:

No s.	Name	Position	Town	Contact	Vote received	Contender	Vote Received	Sex	Total Votes
1.	G. Nagbe Teah	Chairman	Poly town	0778808 601	White ballot	No contender	No vote	M	White ballot
2.	Bestman Jah	Co-Chairman	Jah town	Not avail.	13	Romeo Togba	3	M	16
3.	Prince G. Nagbe	Secretary	Swenpon	0776299 539	13	Josephus Wontee	3	M	16
4.	Judicial Nyon	Finance Officer	Karquel kpo	0770990 531	9	Romeo Togba & Josephus Wontee	4 & 3 respectively	F	16

See attached copies of the attendance

Closing REMARKS/COMMENTS

Civil Society Organization Mr. Cephus M. Nyanwleh, Community Animator/SAMFU, who represented the civil society at the occasion, re-echoed the call for the CA and its EC to stick to the demands of the CRL and its Regulations and encouraged them to seek assistance from his organization at any point. He further told them to do everything they can to ensure good governance of their forest.

The Executive Committee Chairman – Mr. G. Nagbe Teah, thanked the FDA for the smooth conduct of the elections. He promised the Authority their fullest corporation with the community forest leadership as officials.

CONSTRAINTS

- Bad road conditions

OBSERVATIONS

- There was adequate mobilization done by the community people and FDA awareness teams
- The community people had sufficient understanding of the election process
- The meeting was dominated by males with few females making their impact.

Recommendations

- The number of days allocated for the field trip should be increased so as to cope with some inevitable delays



FORESTRY DEVELOPMENT AUTHORITY (FDA)
Attendance Sheet for the Conduct of EC Election

Community: Central River Dug District: Dugbe Statutory County: Sine

No.	Name	Position	Community	Contact #	Date	Signature
1	G. Nigbe Teek	CA	Poly Town	0778808601	01/13/22	<i>[Signature]</i>
2	Alice Diblek	Citizen	Poly Town	0776299559	" "	<i>[Signature]</i>
3	Josephus Idunfer	CA	Kekpe	0776241951	Jan 13, 2022	<i>[Signature]</i>
4	Christina Dore	CA	Kekpe	0771480896	" "	<i>[Signature]</i>
5	Garvis Gekpa	CA	Siekpa	0776897048	" "	<i>[Signature]</i>
6	Romeo M. Togbo	CA	Siekpa	0778879224	" "	<i>[Signature]</i>
7	Lawson Toe	CA	Karfuekp0	0776226459	" "	<i>[Signature]</i>
8	Judicia Nyon	CA	Karfuekp0	0770990531	01/13/22	<i>[Signature]</i>
9	Sam K. Seeks	CA	Wentuzon	0720622651	" "	<i>[Signature]</i>
10	Felicia Neskbe	CA	Wentuzon		" "	<i>[Signature]</i>
11	Mardone Nomy	CA	Svenpa	0778178205	" "	<i>[Signature]</i>
12	Prince G. Nigbe	CA	Svenpa	0776229939	" "	<i>[Signature]</i>
13	Enoch Paikay	CA	Kabada	0770935663	" "	<i>[Signature]</i>
14	Hilmarry Saikay	C.A	Kabada	0788085667	" "	<i>[Signature]</i>
15	Marsson Tak	CA	Tak Town		01/13/2022	<i>[Signature]</i>
16	Bestman Tak	CA	Tak Town		" "	<i>[Signature]</i>
17	OFOREE J. Nigbe	Citizen	Siekpa town	0776076731	" "	<i>[Signature]</i>
18	Bartle Togba	Citizen	Karfuekp0	0778489472	" "	<i>[Signature]</i>
19	Eliza Dargbe	Citizen	Svenpa	0777438205	" "	<i>[Signature]</i>
20	ELIQU S. Seap	Citizen	Karfpa	"	" "	<i>[Signature]</i>
21	Zun Kantak	Citizen	Karfpa	0778874728	" "	<i>[Signature]</i>
22	Nava Joh	Citizen	Tak town	07752440856	01/13/22	<i>[Signature]</i>
23	Prankanti	Koon	Dugbe town	0773517960	" "	<i>[Signature]</i>
24	KENNEDY TOE SIEH	ACTIVE Supt.	Dugbe Dist.	0778879601	" "	<i>[Signature]</i>

[Handwritten note]
 Gbe Thomas J.
 Gbe

25	Peter S. Tugbe	Paramount Chief	Terba Temeh				
26	Joseph B. Joplin	Clan Chief	Beh Clan	0778875514	11/13/2002	J B Joplin	
27	Alhadin Tugbe	Commissioner	Kafookpo	0779177800	11/11/02	Alhadin Tugbe	
28	Isaac S. Gushi	NLMIO/FDA	Greenville	0886765617	11/11/02	Isaac S. Gushi	
29	Isaac S. Gushi	NLMIO/FDA	Greenville	0886765617	11/11/02	Isaac S. Gushi	
30	Johns D. Mwan	CEO/FDA	Greenville	0886229489	11/11/02	Johns D. Mwan	
31	Cephus M. Ryanwaka	Comm. Animator	CSO	0886457887	11/11/02	Cephus M. Ryanwaka	
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FORESTRY DEVELOPMENT AUTHORITY (FDA)

Whein Town, Mount Barclay

P.O. Box, 3010

Montserrado County, Liberia

Report for Central River Dugbe CF Electoral Activity

TO : Weedor H. Gray
Manager, Extension Services
Community Forestry Department

PREPARED BY : Mr. Isaac S. Gausi *Isaac Gausi*
Natural Resource Management Officer
Community Forestry Department

SUBJ : Field Report from Community Forest Elections for
Central River Dugbe Applicant Community, Sinoe
County.

Date : January 25, 2022

This report under review covers activities marking the setting up of the Community Assembly and elections of the Community Forest Management Body of **Central River Dugbe** applicant community forest in fulfillment of step eight(8) of the CRL and its Regulations. The Election was held on January 15, 2022 in Karquepko Town, Dugbe Stutatory District. Herein is an attachment of the report to be perused.

Background/Introduction

According to the Community Rights Law Regulation of 2011 (Chapter 3 Section 1, 3, 4 and 7), powers to lead and govern an Authorized Forest Community shall be through the establishment of a Community Assembly (CA). The Community Assembly shall be the highest decision-making body of the community with respect to community forestry. The Community Assembly members shall be elected by their various constituencies through a secret ballot. The Authority which is the Forestry Development Authority (FDA) shall supervise the election of representatives to the Assembly and its leaders. Representatives of at least two civil society organizations shall be invited to witness the elections and validate that they have been undertaken in a free, fair and transparent manner.

After successfully completing step 7, the Central River Dugbe Community Forest wrote the FDA to inform the Authority of their readiness for step 8(Governance). Due to budgetary and other constraints, the FDA requested the Regional Team to provide the community the necessary awareness about the election process and to conduct elections at the town level and elect at least two delegate from each of their respective towns for representation at the Community Assembly. They completed this process and officially informed the Authority.

To this effect, the FDA, on January 15, 2022 conducted the election of Community Forest Management Body's in presence of Civil Society representative, Cephus M. Nyanwleh, Community Animator/ SAMFU of Sinoe County.

Elections for Community Forest Management Body (CFMB), held at Karquelkpo City

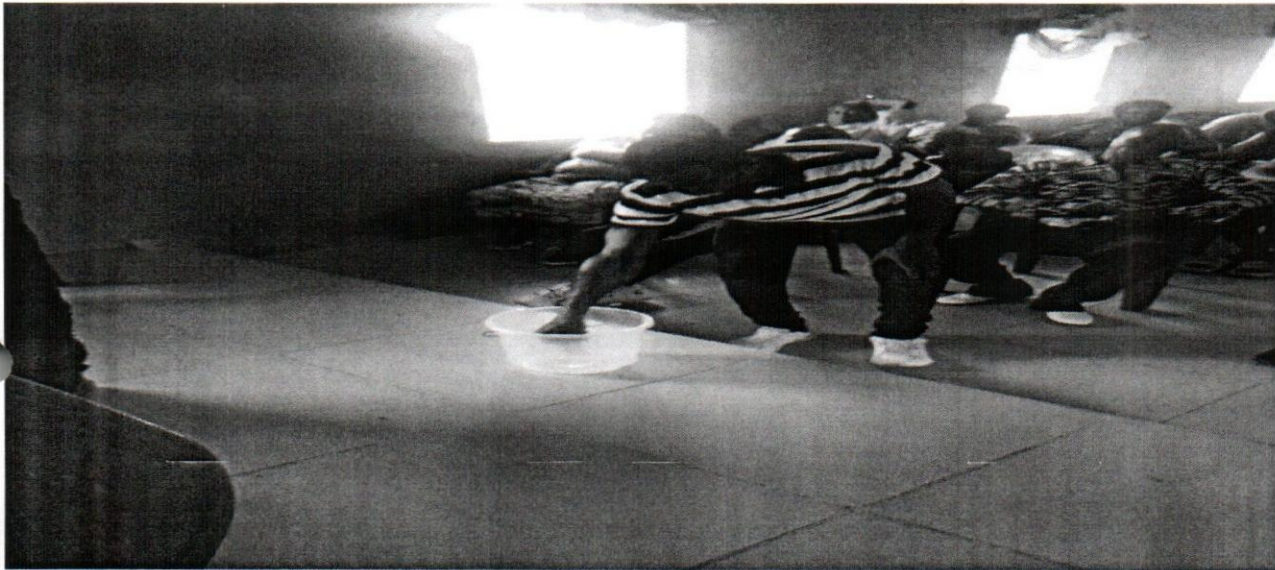
January 14-15, 2022 (Day 1-2)

Having concluded CA and EC elections, the CAs organized their first sitting where they deliberated on a number of issues including the recruitment of CFMB officers as part of their function as provided by the CRL regulation. The CA mandated the EC to set up criteria and recruit qualified individuals to the CFMB and report to the body the next day. The EC went ahead and recruited, vetted and forwarded the best 5 candidates to the CAs as was instructed. With these names submitted to the CAs during their 2nd sitting, they needed to vote among these 5 persons to fill the vacant seats: Chief Officers, Secretary, treasurer and 2 ordinary members. Again, nomination was opened, nominees 'campaign'ed and secret ballots were cast.

Below are the list of officials elected to various positions of the CFMBs:

Elected Officials of the Community Forest Management Body (CFMB)

Nos.	Name	Position	Town	Contact
1.	Bartee Togba	Chief Officer	karquelkpo	0778489472
2.	Hilary Sackor	Secretary	Kabada	0778808567
3.	Oforee J. Nagbe	Treasurer	Siekah	0776076731
4.	Nerie D. Dea	Member	Jah town	0775440856
5.	Alice Dibleh	Member	Poly town	0776299559



CA member casting white ballot

Induction of Elected Official:

Finally, those elected officials took the podium for the administering oath and induction into offices which done the Hon. Kennedy Toe Sieh, Acting District Sup/City Major, Karquelkpo City.



Newly elected CFMB member

Closing Formality:

Before the close of the program, the following stakeholder groups including: youth represented by Lawson Toe, women represented by Nerie Dea and elders represented by Joseph B. Joploh. While CSO was represented by Cephus M. Nyanwleh, and local government officials by Hon. Kennedy Toe Sieh, Acting District Sup/City Major, Karquelkpo City. All these remarks were meanly commendation to Management of FDA for its support to the establishment of forest governance structure that will sustainably manage the forest and attract development for the community.

Lastly, we had the closing prayer which was performed by Manson Jah, CA from Jah Town.

These elections were facilitated by FDA Technical team headed by Weedor H. Gray, Manager, Extension Services and Mobilization and witnessed by CSO representative, Cephus M. Nyanwleh, Community Animator/ SAMFU with support from the field staff.

Note: Attendees and other supporting documents are attached.

The Chief Officer – Mr. Bartee Togba, thanked the FDA for the smooth conduct of the elections and promised their fullest corporation with the community and the Authority.

CONSTRAINTS

- Bad road conditions

OBSERVATIONS

- There was adequate mobilization done by the community people and FDA awareness teams
- The meeting was dominated by males with few females making their impact.

Recommendations

- The number of days allocated for the field trip should be increased so as to cope with some inevitable delays



FORESTRY DEVELOPMENT AUTHORITY (FDA)
Attendance Sheet for the Conduct of CFMB Election

Community: Central River Dugbe District: Dugbe Statutory County: Smoe

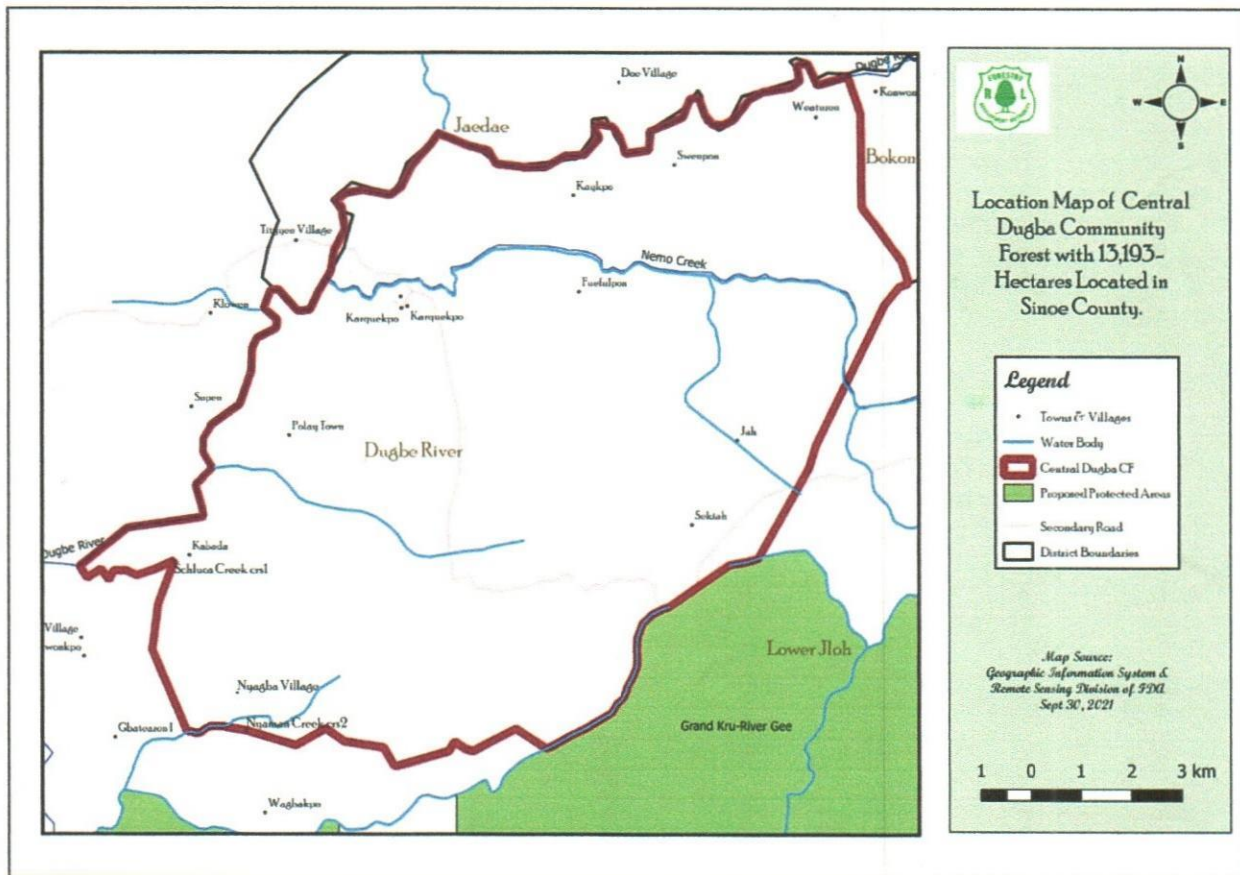
No.	Name	Position	Community	Contact #	Date	Signature
1	Othello Tugbe	Commissioner	Kaifuekpo	0779179820	01/15/2022	[Signature]
2	KENNEDY IDE SIEH	ACTING Supt.	DUGBE DIST.	0778879604	01/15/2022	[Signature]
3	Joseph B. Joploh	Clan Chief	Beb Clan	0778875514	01/15/2022	J.B.J.
4	Peter S. Tugbe	Paramount Chief	Togbe-Tenash		" "	Pek. S. Tugbe
5	Isaac S. Gausi	NMMD/FDA	Greenville	0886765617	" "	[Signature]
6	Wesley H. Gray	MESM	NON-	0779998237	" "	[Signature]
7	Cephus M. Nyanwiteh	Comm. Assistant	C.S.O	0886451847	" "	[Signature]
8	JOHANSON KENNIS	CFEO/FDA	Greenville	0886227427	" "	J. Skybrick
9	Ronani Koffa	Citizen	Kavakopu	0775177460	" "	[Signature]
10	Neva Jah	Citizen	Jah's Town		" "	[Signature]
11	Kun Kertoh	Citizen	Kokpuchip	0779874426	" "	[Signature]
12	Ereow. Seeb	KA Elder	Kampopp		" "	[Signature]
13	Burter Togba	Citizen	Kampopp	0778889472	" "	[Signature]
14	ELIZA DUGBE	Citizen	Dwenpon	077437005	" "	[Signature]
15	OFOREE WAGBE	Citizen	Siekab, town	0776076731	" "	[Signature]
16	Mayson Jah	CA	Jah Town		" "	[Signature]
17	Bestman Jah	CA	Jah Town		Jan 15, 2022	[Signature]
18	Hilary Sackor	C.A	Kabada	0778808567	" "	H.K
19	Fannah Fideh	CA	Kabada	0770935663	" "	[Signature]
20	Ahmed G. Nigbe	CA	Dwenpon	0776249539	" "	[Signature]
21	Marolins Nwely	CA	Shwenpon	077878705	" "	[Signature]
22	Felical Nwghel	CA	Westyon		" "	[Signature]
23	Sam K. Seahs.	CA	Westyon	077622651	01/15/2022	[Signature]
24	Sarnis Gekkan	CA	Siekab	0776897643	" "	[Signature]

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25	Romeo N. Tagba	CA	Siekan	078879374	01/16/2022	Rm
26	SAM p. Seath Sr.	CA	Meatman	077062265	11 11	Jan Feak
27	Judicial Nyom	CA	Joh's Town	077099053	11 11	IN
28	Josephus Lontor	CA	Kokyo	0776454937	11 11	IN
29	Christiana Doe	CA	Kokyo	0777280896	11 11	C D
30	G. Noybe Teah	CA	Polytown	0778828601	11 11	IN
31	Alice Dibleh	CA	Polytown	0776299559	11 11	A LCE
32	LAWSON TOE	CA	077615019	0776276457	01/15/22	Force
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CENTRAL DUGBE COMMUNITY FOREST BY-LAWS AND CONSTITUTION

PRODUCED BY: CENTRAL DUGBE COMMUNITY FOREST MANAGEMENT BODY(CFMB)
KARQUEKPO, DUGBE STATUTORY DISTRICT 2, SINOE COUNTY, REPUBLIC OF LIBERIA



CENTRAL DUGBE COMMUNITY FOREST CONSTITUTION

We, the member of Central Dugbe Authorized Forest community of Sinoe County, Republic of Liberia do hereby establish this constitution for the governance of our community we, as an authorized Forest Community with the goal of sustainably managing our forest while benefiting from its resources hereby established in this constitution the organizational structure of our governance bodies and the power and the responsibilities of those bodies as required by Chapter 4, Section 4:1 (j) of the Community Right Law of 2009 with Respect to Forest Lands (CRL).

Article I - Name

The name of our organization shall be the Central Dugbe Authorized Community Forest, hereafter referred to as the Authorized Community for short CDACF.

Article II - Objective

The objectives of the Central Dugbe Authorized Community Forest are as follows:

- (a) To support biodiversity and promote the sustainable use of the natural resources for the benefit of the Authorized Forest Community, the nation and the environment.
- (b) To create public awareness of the economic, sustainable environment, cultural and recreational value of the resources for the Central Dugbe Community Forest, through information campaign to include meetings, workshops and the distribution for educational documents,
- (c) To manage the Central Dugbe Community Forest resources in a way that improves the well-being of all community members.
- (d) To work in close collaboration with national and International forestry organizations to build the capacity of all members of the Authorized Community Forest.
- (e) To solicit financial, technical, and material assistance from national and international Organizations in order to ensure sustainable and effective management of the forest resources.
- (f) To engage in any other activity that will contribute to the improvement of the livelihood of the Central Dugbe Community through the sustainable management of forest resources.

Article III - Motto

Section 1: Motto

The motto of the Authorized Forest Community shall be **GOD IS ABLE**

Article IV - Rights and Responsibilities of the Central Dugbe Community Forest

Section 1: Rights

Within the frame work of the Community Right Law of Liberia of 2009, the Authorized Forest Community affirms its right to:

- (a) Manage and deploy its community forest resources under regulations issued by the FDA.
- (b) Pursue conservation and commercial programs independently or with the assistance of third parties; to safeguard the sustainable livelihoods of Authorized Forest Community members;
- (c) Negotiate and enter into commercial contract to sustainably harvest timber and non-timber products in its Community Forest in order to benefit from revenue generated.

Section 2: Responsibilities

Rights carry with the responsibilities accordingly, the Central Dugbe Authorized Community Forest affirms its responsibility to:

- (a) Manage its forest resources in a sustainable manner under regulations issued by the FDA;
- (b) Ensure full participation of Authorized Community Forest members in decisions over forest resources;
- (c) Ensure that revenue from the forest resources are used for the benefit of all Authorized Community Forest members; and
- (d) Report to the FDA and other relevant institution) public or otherwise) on the effective, efficient and sustainable management of its forest resources.

Article V - Community Assembly

Section 1: Establishment

In accordance with the Community Rights Law of 2009, this Constitution hereby establishes the Central Dugbe Community Assembly to provide oversight on all Authorized Forest Community activities. The Community Assembly shall be the supreme decision-making body of the Authorized Forest Community.

Section 2: Composition of the Assembly

Section 2A: Membership

Voting members of the Community Assembly shall consist of 16 of the following towns and independent villages (villages that are not sub-units of towns), which are part of the Authorized Forest Community.

Section 2B: Town and Village Representatives:

Each town and village will select two members to represent their interests at all Community Assembly meetings, thereby limiting the membership of the Community Assembly to 16 (Sixteen) elected representatives.

Section 2C: Tenure of Community Assembly members

Community Assembly members shall serve five (5) years terms, for a maximum number of two (2) terms.

Section 2D: Representatives of the National Legislature

Two (2) members of the Sinoe County Legislature Caucus shall be selected by members of the caucus to represent it on the Central Dugbe Community Assembly: One such member shall be representative of the constituency in which the Central Dugbe Community Forest is located, Members of the National Legislature shall have no voting rights, but may observe and provide advice.

Section 3: Leadership of the Assembly

The leadership of the Community Assembly shall be made up of the two (2) members of the National Legislature, described in Section (refer to Article VI, and section referencing "Representative of the National Legislature) (above), and four (4) officers elected from the membership of the Community Assembly: a Chairperson, Vice-Chairperson, Secretary and Finance officer together they will be known as the Executive Committee.

Section 4: Subsidiary Bodies

The Community Assembly may appoint other committee, permanent or temporary, or recognize the existence of existing committee as it may deem fit. However, in all such instances, the Community Assembly shall ensure that functions, responsibilities and power of the committees do not overlap or conflict.

Section 5: power and Functions

The powers and functions of the Community Assembly shall be to:

- (a) Meet at least twice a year to discuss and take decision on the community forestry matters;
- (b) Elect officers of the Community Assembly to the Executive Committee;
- (c) Receive, review and adopt reports submitted by the Executive Committee of the Community Assembly and other subordinate committee;
- (d) Appoint members to the Community Forest Management Body;
- (e) Receive, review and adopt reports of the Community Forest Management Body
- (f) Approve Community Forest management Plans and budgets drafted by the Community Forest Management Body
- (g) Ensure sustainable management of community forest resources, and
- (h) Ensure that incomes from community forest resources contribute to the development of the community and the well-being of community members, according to the vision of the Community Assembly.

Section 6: Headquarters of the Assembly

The Community Assembly shall be headquartered in KARQUEKPO at BROAH Clan, TOLBERT TENNEH Chiefdom, Dugbe District, Sinoe County.

Section 7: Meetings

The community Assembly shall meet at least twice a year to consult and take decisions on Authorized Forest Community matters, and how resources generated from the Community Forest are to be allocated. All Community Assembly meetings will be held within the territory of the Authorized Forest Community at a place chosen by consensus at the previous Community Assembly meeting.

Article VI- The Executive Committee

Section 1: Composition of the Executive Committee

Section 1A: Administration

The core membership of the Executive Committee shall be made up of four (4) officers elected from the Full Membership of the Community Assembly: a Chairperson, Vice Chairperson, Secretary and finance officer. The Executive

Committee is responsible for the administration of the Community Assembly. Each officer retains full voting rights in the Community Assembly.

Section 1B: Representative of the National Legislature

The Executive Committee include the two (2) members of the National Legislature described in (refer to Article VI, and section referencing "Representative of the National Legislature) (above), Member of the National Legislature shall not be entitled to vote in Community Assembly meetings, but may observe and provide advice.

Section 1C: Co-Opted Members

The Community Assembly may appoint additional members with special skills, such as accountant and a foresters to the Executive Committee, if it decides that these person will enhance community forestry management. Co-opted members shall not be entitled to vote in Community Assembly meetings, but may observe and provide advice.

Section 2: Election and Tenure of Executive Committee Officers

Members of the Community Assembly shall elect the officers of the Executive Committee by secret ballot, for five (5) years terms. No officer of the Executive Committee may serve for more than two (2) terms.

Section 3: Power and Functions

Between sittings of the Community Assembly, the Executive Committee of the Community Assembly shall supervise the work of the CFMB. The oversight responsibilities of the Executive Committee over the CFMB shall be as follows:

- (a) Making policies and providing strategic direction of the Community Forest Management Body;
- (b) Approving Community Forest Management Plans and budgets drafted by the Community Forest Management Body;
- (c) Ensure that community forestry funds are managed transparently and accountably;
- (d) Receive and review quarterly reports submitted by the Community Forest Management Body on the management of the community forest;
- (e) Account to the Community Assembly on the performance of the Community Forest Management Body; and
- (f) Undertake all other function usually performed by the Executive Committee of this nature.

Section 4: Meetings and Reporting

The Executive Committee shall meet at least once every three months, or as often as in required. The Executive Committee shall report on all of its activities at Regular meetings of the Community Assembly.

Article VII- Community Forest Management Body

Section 1: Establishment of a Community Forest management Body

In compliance with the Community Rights Law of 2009, this Constitution hereby establishes the Central Dugbe Community Forest CFMB, to oversee the day-to-day management of the Authorized Forest Community's forest resources

Section 2: Composition of the CFMB

The CFMB shall be made up of five (5) members at least one of which shall be a woman. There shall be a Chief Officer, secretary, Treasure, and two (2) others to be determined by the Community Assembly. Unless there are no suitably qualified candidates, all members of the CFMB shall be residents of the Forest Community. Where no suitably qualified candidates can be found, the Executive Committee may authorized non-residents to serve on the CFMB. None of the five (5) members of the CFMB shall be a members of the Community Assembly, a government official, or a member of the National legislature.

Section 3: Selection, Appointments, and Tenure of member of the CFMB

Member of the Community Assembly shall select and appoint CFMB members for five (5) years terms. No CFMB member shall serve for more than two (2) terms.

Section 4: election of the Leadership of the CFMB

From among the five officers of the Community Forest Management Body, the Community Assembly shall elect through secret ballot, and by simple majority, the chief Officer, the secretary, and the Treasure.

Section 5: power and Function of the CFMB

The Community Forest Management Body shall have the following power and functions:

- (a) Implement policies and decisions of the Community Assembly
- (b) Develop and implement CFMBs;
- (c) Prepare and submit an annual work plan and budget to the Community Assembly for approval.
- (d) Implement the approved budget and manage the community Forest Fund;
- (e) Manage the day-to-day activities of the Authorized Forest Community;
- (f) Ensure compliance with all relevant legal requirement relating to the community forestry program;

- (g) Negotiate and oversee commercial arrangement with third parties
- (h) Represent the Authorized Forest Community in all forestry matters;
- (i) Periodically report to the Executive Committee and Community Assembly

Section 6: Meeting and Reporting

Member of the CFMB shall meet as often as is required in order to perform their duties. Wherever the Executive Committee and Community Assembly meet, the CFMB shall report on all of its activities. At meetings of the Community Assembly, the CFMB shall report directly to the full Community Assembly.

Article VIII- Management of Community Forest Funds

Section 1: Establishment of Account

The CFMB shall establish and administer two separate bank account, authorized by the Executive Committee: on for the operations of the community forest management program and the other for the implementation of community social development projects.

Section 2: Use of Community Forest Funds

Funds generated from community forest resources shall be shared between forestry management activities and community development activities, as determined by the Community Assembly on an annual basis.

Section 3: Financial Management

The CFMB shall ensure that community forest funds are manage in an accountable and transparent manner, under clear provisions for budgeting, expenditure approvals, and annual external audits. As part of its responsibility, the CFMB shall keep an accurate financial record of all financial transactions and shall prepare from these records financial statement in both standard and simplifies version, compatible with the accountings system being used by the Liberia Revenue Authority, for preparation to the Community Assembly.

Article IX – Amendment

The Community Assembly may amend this Constitution at any of its regular meetings, provided the proposed amendment has been circulated one meeting prior to the meeting at which the amendment is to be voted upon. Amendment shall be by a vote to two-thirds (2/3) of the Community Assembly membership.

Article X- Conflicts with other Laws

The Constitution of Liberia, the Community Rights Law of 2009 and the National Forest Reform Law of 2006, in this order, take precedence over the Central Dugbe Authorized Forest Community's Constitution.

CENTRAL DUGBE AUTHORIZED

COMMUNITY FOREST BY-LAWS

These are the rules regulations enacted by the Community Assembly, which provide a framework for the operation and management of the Authorized Forest Community, as required by Chapter 4, Section 4.1 (J) of the Community Rights Law of 2009 with respect to Forest Lands (CRL)

Article I – The Community Assembly: membership

Section 1: Membership

Members of the Community Assembly shall be representatives of the towns and independent villages within and nearby the area of forest resources that makes up the Community Forest.

Section 2: Rights of membership

All members of the Community Assembly shall have equal rights to participation and decision-making regarding the work of the Community Assembly. This right shall include, but not limited to, the right to vote, hold office, attend meetings, participate in discussion, and participate in decision-making.

Section 3: Election of Community Assembly Members

Community Assembly members shall be elect by their various constituencies. The election shall be by secret ballots. Elections shall be by a simple majority of attendees of a properly publicized and scheduled general meeting of the community or constituency for the purpose of selecting representatives to the Community Assembly.

Section 4: Tenure of Community Assembly Members.

Members of the Community Assembly will be elected for five (5) year terms, for a maximum number of two (2) terms.

Section 5: Responsibilities of Community Assembly Members

As representative of the individual towns and villages within or nearby by the Community Forest, members of the Community Assembly have a responsibility to:

- (a) Solicit and listen to the concerns and demands of their constituents, with regard to the management of Community Forest resources.
- (b) Faithfully advocate for the interests and expressed wishes of their constituents, with regards to Community Forest resources, and
- (c) Accurately report to their constituents on the proceedings of the Community Assembly, upcoming issues, decisions taken, and other relevant matter related to the management of Community Forest resources.

Section 6: Removal of Community Assembly members by Electing Community-Vote of No Confidence

Members of the community Assembly who are found to be incapable of effectively performing the duties of their office may be removed by a vote to two-third (2/3) of attendance community members, at a properly publicized and scheduled general meeting of the community. Prior to such a vote, the member of the community Assembly shall be informed in writing as to why a vote of no confidence is being taken, and given an opportunity to respond to any charges before the vote is held.

Article II - The Community Assembly: Meetings

Section 1: Regular Community Assembly Meetings

Regular Community Assembly meetings shall be held at least twice a year. At the end of each Regular Community Assembly meeting members shall agree upon the date, location and time of their next meeting.

Section 2: Special Community Assembly Meetings

The Executive Committee shall call a Special Community Assembly meeting, following submission of a written request by at least one-tenth of the Community Assembly members. The Executive Committee may also call a Special Community Assembly meeting in order to address critical issues arising from the execution of its forest management responsibilities, which requires the urgent attention of the membership. At Special Community Assembly meetings, only those matters stated on the agenda, as included in the notice of the meeting, may be addressed by the membership.

Section 3: Time and Location of Special Meetings

The Executive Committee shall determine when and where Special Community Assembly meetings are to be held. All Special Community Assembly meetings shall be at a designated location within the Forest Community, at a convenient date and time, taking into consideration the responsibilities and livelihoods of members.

Section 4: Notice of Regular and Special Community Assembly Meetings

Notice of every Regular Community Assembly meeting shall be given to all members by way of announcement through all common and available media at least thirty (30) days prior to the meeting, and shall include the time and location of the meeting, as well as a proposed agenda. Notice of every Special Community Assembly meeting shall be given to all members by way of announcement through all common and

available media at least ten (10) days prior to the meeting, and shall include the time and location of the meeting, as well as a proposed agenda.

Section 5: Minutes of Community Assembly Meetings

The secretary of the executive Committee shall record the minutes of all Community Assembly meetings. At the beginning of each Community Assembly meeting, the minutes of the previous meeting shall be reviewed and approved by Community Assembly members.

Section 6: Quorum

A quorum for Community Assembly meetings shall be two-third of all members of the Community Assembly.

Section 7: Decision-Making

Where consensus cannot be achieved, decisions at Community Assembly meetings shall be made by simple majority vote, unless special otherwise.

Section 8: Attendance and Punctuality

Community Assembly members are expected to attend and be on time for all properly published and scheduled meetings (Regular and Special)

If a member or official of the Community Assembly is absent, and unable to provide a reasonable explanation, the following action will be considered;

- (a) Being absent for the first time – verbal warning
- (b) Absent for two consecutive meetings- written warning
- (c) Absent for three consecutive meetings – CA membership will be suspended, pending the decision of the community who the member represents.

Section 9: Comportment during Community Assembly Meetings

Community Assembly members shall treat each other with courtesy and respect, in keeping with their role as community representatives.

Article III- The Executive Committee: Officers of the Community Assembly

Section 1: Qualification to Serve on the Executive Committee

Officers of the Executive Committee must possess the requisite skilled, capacity, and experience to effective perform their duties, be in good social and moral standing, and be able to speak and write simple English.

Section 2: Elections

Officers of the executive Committee shall be elected by Community Assembly members, through secret ballot, at Regular Community Assembly meeting.

Section 3: Tenure

Officers of the Executive Committee shall be elected for five (5) years terms, for a maximum number of two (2) terms.

Section 4: Removal of Executive Committee Officer- Vote of No Confidence

Members of the Executive Committee of the Community Assembly who are determined to be incapable of effectively performing the duties of their office may be removed by a two-third (2/3) majority vote of the Community Assembly, at a properly constituted Special meeting of the Community Assembly. Prior to such a vote, the member of the Executive Committee shall be given an opportunity to respond to any charges that they are unable to effectively perform their duties.

Section 5. Death, Incapacitation, Relocation or Resignation of an Officer of the Executive Committee

In case of the death, incapacitation, relocation or resignation of an officer of the Executive Committee, the CA shall conduct a by-election within (60) days to fill the position.

Article IV – The Community Forest Management Body

Section 1: Qualification to Serve on the Community Forest Management Body

Members of the CFMB must possess the requisite skills, capacity and experience to effectively perform their duties, be in good social and moral standing, and be able to speak and write simple English.

Section 2: Procedures for the Selection and Appointment of the Community Forest Management Body.

The five (5) members of the CFMB shall be selected and appointed using the following procedure:

- (a) Advertisements for the position on the CFMB will be publicized using the means usually employed to inform community members of important issues;
- (b) Interested persons shall submit their application to the chairperson of the Executive Committee.
- (c) The Executive Committee shall review application, conduct interviews, and select and appoint the five best-qualified candidates, for onward submission to the Community Assembly.

Section 3: Election of Chief Officer, Secretary and Treasure.

From the five (5) members selected to serve on the CFMB, the Community Assembly shall elect, through secret ballot, and by simple majority, the Chief Officer, Secretary, and Treasurer.

Section 4: Tenure

Members of the CFMB shall serve for a period of five (5) years. No members of the CFMB may serve for more than two terms. To ensure institutional knowledge is developed and retained, the terms and the members of the first body be staggered as follows:

- Chief Officer – 5 years
- Secretary - 4 years
- Treasurer – 3 years
- Other - 2 years

Section 5: Remuneration of CFMB Officers

The rate at which CFMB members are compensated shall be determined by the Executive Committee, in line with established policies and procedures.

Section 6: Removal of CFMB Officials- Vote of No Confidence

Members of the CFMB who are found to be incapable of effectively performing the duties of their office may be removed by a two-thirds majority vote of the Community Assembly, at a properly constituted Special meeting of the Community Assembly. Prior to such vote, the member of the CFMB shall be given an opportunity to respond to any charges that they are unable to effectively perform their duties. In the event a member's employment with the CFMB is terminated, all relevant Liberia labor law shall be followed.

Section 7: Removal of CFMB Officials- For cause

Section 7A: Investigation. Where there are credible allegations that a member of the CFMB has mismanaged community forest resources, engaged in misconduct, or misappropriated community forest funds, the Executive Committee, with the technical support of the FDA, shall conduct an investigation and prepare a comprehensive report. During the investigation, the CFMB member shall be temporarily suspended.

Section 7B: Removal from Office, if after investigation and/or financial audit it is determined that the CFMB member has mismanaged community forest resources, engaged in misconduct, or misappropriated community forest funds, the CFMB member's employment shall be terminated. All relevant Liberia laws shall be followed.

Section 7C: Section. In addition to being removed from office, the CFMB member shall be permanently banned from serving in any bodies tasked with community forest governance, and may be subject to fines under the Authorized Forest Community by-Laws, as per Chapter 1, section 8 of the Regulations to the Community Right Law of 2009 with Respect to Forest Land, as Amended. The CFMB member may also be subjected to criminal prosecution under the Liberia penal code, following referral by the Executive Committee of the offence/s to the FDA.

Section 7D: Due Process. Before the investigation is concluded the CFMB member shall be given an opportunity to respond to all allegations, in keeping with the due process of law.

Section 7E: Appeal. As per Chapter 1, Section 9 of the Regulation to the Community Right Law of 2009 with Respect to Forest lands as amended, a CFMB member who has been found guilty of an offence and subjected to punitive measure may appeal to a court of competent jurisdiction.

Article V – Management of Community Forest Funds

Section 1: Banking

Bank accounts will be opened at a local commercial bank by the CFMB, following authorization by the Executive Committee.

Section 2: Signatories to Community Forest Bank Accounts.

There shall be Three (3) authorized signatories from the CFMB for each of the community's bank accounts. The Chief Officer as the first authorized signatory, the Treasurer as the second authorized signatory, and another community member as the third authorized signatory. The Executive Committee shall approve the third signatory. All withdrawals from an account of the community shall require at least two signatories.

Section 3: Disbursement of Forest Community Funds

All disbursement shall be made as provided by the approved budget. The Community Forest Management Body shall authorized specific expenditure, through its Chief Officer and Treasurer. The Executive Committee shall set further guidelines for the disbursement of funds. Such as expenditure limits above which approval by the Executive Committee is required. The petty cash level shall be set by the Community Forest Management Body and petty cash be disbursed only upon the authority of the Chief Officer and Treasurer.

Section 3A: Petty cash Threshold

The petty cash threshold of the Authorized Forest Community shall be USD\$200.00 or its equivalent in Liberian Dollars.

Section 4: Financial Reporting

The CFMB shall make quarterly financial report to the Executive Committee and the FDA. The report shall explain sources and use of fund within each given quarter. They shall also present balance in the various community accounts.

Section 5: Financial Audits

The Executive Committee shall appoint either an accounting firm or a qualified accountant to audit the accounts of the community forestry program on an annual basis.

The cost of the audit shall be included in the annual community forestry budget. The report of the audit shall be submitted to the Executive Committee for review and appropriate action.

Article VI – Authorized Forest Community Members

Section 1: Obligation of Authorized Forest Community Members

In addition to being bound by all national laws and regulation. Authorized Forest members are legally bound by Central Dugbe Authorized Forest Community Constitution and By-Laws.

Section 2: Offences

Under the current by-laws, a member of the Central Dugbe Authorized Forest Community commits an offence when they:

- (a) Illegally enter the Central Dugbe Community Forest
- (b) Obstruct the monitoring of a community forestry program either by the CFMB or the FDA
- (c) Damage or destroy boundary marks, signboard and /or other symbols of identification of the Central Dugbe community forest
- (d) Act to prohibit or impede the implementation of the CFMB, or a provision thereof; or
- (e) Willingly damage the forest resources of the Central Dugbe Authorized Forest Community.

Section 3: Sanction of authorized Forest Community Members

Section 3A: Investigation

Investigation and Report all allegations that a member of the Authorized Community Forest has committed an offence shall be submitted to the CFMB in writing. The CFMB shall investigate all credible allegations and compile a written report, which it will submit to the Executive Committee for consideration.

Section 3B: Notice of hearing.

The Executive Committee shall give reasonable notice of the upcoming hearing to the member of the Authorized Forest Community, alleged to have committed an offence. Notice shall be provide in writing and include the details of the alleged offence, together with the location, date and time of the hearing.

Section 3C: Hearing

The Executive Committee shall provide the member of the Authorized Forest Community alleged to have committed an offence with an opportunity to review the report submitted by the CFMB, present any relevant evidence in their defense, call witnesses, and respond to all the allegations in accordance with the due process of law.

Section 3D

Sanction A. Forest Community member found to be guilty of an offence may be subject to fines under these by laws as per Chapter 7, Section 7.1 of the Community Rights Law of 2009 with respect to Forest Lands and Chapter 1, Section 8 of the Regulation to the Community Rights Law of 2009 with Respect to Forest land, as amended.

Section 3E

Appeal to the Community Assembly: a member of the Authorized Forest Community found guilty of an offence by the Executive Committee shall have the right to appeals the decision at the next Community Assembly meeting. The member of the Authorized Forest Community shall provide written notice to the Executive Committee, through the CFMB, that they intend to appeals. The Community Assembly may, by a three quarters majority vote, adjust or revise the decision.

Section 3F; Appeal to Court of Law: As per Chapter 1, Section 9 of the Regulation to the Community Rights Law of 2009 with respect to Forest lands, as amended all members of the Authorized Forest Community have the right to appeal to a court of competent jurisdiction.

Article VII – Amendment

The Community Assembly may amend these by law at any of its regular meetings, provide the proposed amendment has been circulated one meeting prior to the meeting at which the amendment is to be voted. Amendment shall be by a vote of two-thirds (2/3) of the Community Assembly membership

Article VIII - Conflict with other Laws

The constitution of Liberia, the Community Right Law of 2009, and the National Forest Reform Law of 2006, in this order, take precedence over the Central Dugbe Forest Community By-Laws.

COMMUNITY FOREST MANAGEMENT BOARD MEMBERS (CFMB)

1. Bartee Togba
Bartee Togba – Chief Officer CFMB
2. Heliry Sackor
Heliry Sackor - Secretary CFMB
3. Ofore Nagbe
Ofore Nagbe – Treasurer CFMB
4. ELIZA TOE
Eliza Toe – Member
5. Nerie Dea
Nerie Dea - Member.

Dated this _____ Day of _____ A.D 2021. District 2, Dugbe Statutory, Sinoe County Liberia.

Signature, Central Dugbe Community Assembly Forest Governance.

1. Lawrance Toe
Lawson Toe
(Karquepo Town Rep)
2. J. Nyon
Judicial Nyon – Treasurer
(Karquepo Town Rep.)
3. Christiana Doe
Christiana Doe – Member
(Kakpo Town Rep)
4. Josephus Wontoe
Josephus Wontoe – Member
(Kakpo Town Rep)
5. B. Jah
Bestman Jah- Co-Chair
(Jah Town Rep)
6. Prince Nagbe
Prince Nagbe – Secretary
(Swenpon Town Rep)
7. Maxion Jah
Maxion Jah – Member
(Jah Town Rep)
8. Mabel Nagbe
Mabel Nagbe – Member
(Swenpon Town Rep)
9. Felecial Nagbe
Felecial Nagbe – Member
(Weatozon Town Rep)
10. Jimmy Bartee
Jimmy Bartee – Member
(Weatozon Town Rep)
11. Alice Dibleh
Alice Dibleh - Member
(Poly Town Rep)
12. Nagbe Teah
Nagbe Teah - Chairman
(Poly Town Rep)
13. Friday Fannoh
Friday Fannoh - Member
(Kabada Town Rep)
14. Mary Monbo
Mary Monbo - Member
(Kabada Town Rep)
15. Romio Togba
Romio Togba - Member
(Sickar Town Rep)
16. Sarvis Gleekan
Sarvis Gleekan - Member
(Sickar Town Rep)