



## Eastern Brook Trout Joint Venture Management Structure June 2014

### EBTJV Steering Committee Charter

The Eastern Brook Trout Joint Venture (EBTJV) Steering Committee is a self-directed group of individuals interested in achieving the partnership's vision of "*healthy coldwater systems with fishable Brook Trout populations throughout their historic eastern geographic range.*" It has no authority beyond those of its individual members. Participation on the EBTJV Steering Committee is voluntary.

The Steering Committee is the decision-making body for the EBTJV partnership and has oversight responsibility for all EBTJV activities. The activities of the Steering Committee directly support the Eastern Brook Trout Conservation Strategy Action Plan, which will identify the conservation planning, implementation, and evaluation processes for the EBTJV.

### EBTJV Steering Committee By-Laws

#### *Membership and Organization*

1. EBTJV Steering Committee membership shall not exceed 25 members. This will include no more than one person from each state fish and wildlife agency, federal agency, non-governmental organization and academic institution that is a signatory to the EBTJV Memorandum of Understanding.
2. EBTJV Steering Committee members should represent the highest level of their organization as feasible. Ideally this representation should be at the administrative level, so that Steering Committee members have some authority to commit financial resources, staff resources, or other types of organizational support.
3. EBTJV partners with active seats on the Steering Committee may name a replacement at any time. Current Steering Committee members remain seated on the Steering Committee until replaced. A Steering Committee member's failure to attend three consecutive Steering Committee meetings, or teleconferences, may result in the member being replaced.

4. New EBTJV partners wishing to participate on the Steering Committee may petition the Steering Committee at any time. Petitions will be acted upon by the Steering Committee at their next scheduled meeting or teleconference.
5. The EBTJV Steering Committee will elect a Chair and a Vice-Chair. The term of any Chair shall be two years, provided that any Chair may serve successive terms. No Chair shall serve more than 3 consecutive terms. The term of the Vice-Chair shall be the same as the term of the Chair.
6. In the absence of the Chair, or in the event of the Chair's inability to act, or a conflict of interest for the Chair, the Vice-Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform other duties as from time to time may be assigned by the Chair.
7. The EBTJV Steering Committee shall appoint an Executive Team consisting of the Chair, Vice-Chair, and two other members of the Steering Committee. Membership on the Executive Team shall be the same as the term set for the Chair and Vice-Chair positions. The Executive Team shall approve decisions on business matters that need to be expedited.

#### *Steering Committee Meeting Management*

1. The EBTJV Steering Committee shall hold one in-person meeting per year. Teleconference meetings will be scheduled on a quarterly basis. Business conducted by the EBTJV Steering Committee using teleconferencing and e-mail will carry the same authority as business conducted in person. Additional Steering Committee meetings may be called by the Chair. EBTJV Steering Committee members are expected to attend in-person meetings at their own or organization's expense whenever possible.
2. Each EBTJV Steering Committee meeting will have an agenda developed jointly by the Chair and Steering Committee members.
3. EBTJV Steering Committee meetings will be led by the Chair and will follow Roberts' Rules of Order. For Steering Committee actions that require a vote, a quorum consisting of at least 10 members or at least two members of the Executive Team will be required. The Steering Committee will strive to reach consensus. When consensus is not possible, a simple majority of voting members will carry the motion.
4. In the event that a Steering Committee member is unable to attend a meeting or conference call, they should designate a proxy from their agency/organization to represent them in their absence.

5. The EBTJV Steering Committee business will include, but not limited to: guiding the development, implementation, monitoring, and evaluation of Brook Trout conservation strategies at rangewide, regional and local scales; promoting cooperation and coordination among partners and stakeholders that leads to enhanced protection of Brook Trout and their habitat; prioritizing EBTJV projects for funding; providing direction and input to the EBTJV workgroups; creating additional EBTJV workgroups and ad-hoc task groups as needed; supporting the partnerships and initiatives of the EBTJV with financial and/or staff resources; participating in advocacy efforts/information campaigns to garner additional resources to meet EBTJV objectives (within agency/organization guidelines); and, reporting to partners and stakeholders on the status and accomplishments of the EBTJV Conservation Strategy Action Plan.

### *Coordination and Support*

The EBTJV Coordinator will provide primary staff support to the EBTJV Steering Committee and Executive Team. The Coordinator will perform the duties and responsibilities assigned by the Steering Committee and Executive Team.

### *Subcommittees*

1. The EBTJV Steering Committee can organize standing or ad-hoc subcommittees at any time and will select Subcommittee Chairs or Co-Chairs. Subcommittee members may be appointed by individual Steering Committee members, or may be volunteers.
2. Subcommittees will be responsible for defining, refining, or accomplishing tasks that assist with meeting EBTJV goals and objectives. The Chair of each Subcommittee, or their designee, will attend Steering Committee meetings and participate in scheduled teleconferences.
3. Standing subcommittees in the EBTJV shall include 1) Data/Science and Research, 2) Conservation Strategy/Habitat, 3) Outreach and Education and 4) Business Plan Development.

### *Regional Workgroups*

The EBTJV encompasses a 17-state geographic area and therefore there is a need for regional level planning and coordination. Two regional workgroups, 1) Northern including the states of Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island, Pennsylvania, Ohio and Connecticut, and 2) Southern including Virginia, North Carolina, South Carolina, Georgia, West Virginia, Maryland, New Jersey, and Tennessee will operate independently but under the umbrella of the EBTJV Steering Committee. The purpose of these workgroups is to focus efforts on addressing threats that are Regional in nature such as acid precipitation, Marcellus shale drilling, and acid

mine drainage in the Mid-Atlantic Highlands or climate change in the Southern region. The Chair of each Regional Workgroup, or their designee, will attend Steering Committee Meetings and participate in scheduled teleconferences.

#### *Dues and Budget*

1. There will be no dues assessed to EBTJV Steering Committee members.
2. The financial resources required to conduct EBTJV business will come from grants and donations, as well as voluntary contributions made by EBTJV partners.

#### *Procedure to Change By-Laws*

Any member of the EBTJV Steering Committee can propose changes to the By-Laws. These proposed changes will be circulated to the Steering Committee for a period of 30 days for review and comment, after which a Steering Committee vote will be taken to accept or deny the changes. To change the by-laws, a 2/3 majority vote is required.