



Eastern Brook Trout Joint Venture Management Structure

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, 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 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. 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's Executive Committee will consist of a Chair and a Vice Chair. The position of Chair shall have a two-year term limit and shall be automatically filled by the current Vice Chair upon completion of the term limit. Steering Committee members shall nominate and elect a Vice Chair to serve a two-year term. In the event that the Vice Chair is unable or unwilling to take the position of Chair, the Steering Committee shall elect a new Chair.

Steering Committee Meeting Management

1. The EBTJV Steering Committee shall schedule one meeting per year. Additional Steering Committee meetings may be called by the Chair. Steering Committee members are expected to attend at their own or organization's expense.
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's Rules of Order. For Steering Committee actions that require a vote, a quorum consisting of at least 10 members will be required. All Steering Committee members have the right to vote on motions, and Steering Committee members may designate proxies to vote in their absence. A simple majority of voting members will carry the motion.
4. EBTJV Steering Committee business will also need to be conducted via e-mail, fax, or teleconference. Teleconference meetings will typically be scheduled on a monthly basis. Business conducted by the Steering Committee by these means will carry the same authority as business conducted in person.
5. In the event that a Steering Committee member is unable to attend a meeting or conference call, they should designate an individual from their agency/organization to represent them in their absence.
6. 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 lobbying 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.

Partnership-At- Large

The EBTJV partnership acknowledges the 25-member Steering Committee does not include representation from every agency and organization in the joint venture, therefore;

1. Each partnering agency and organization will designate a person of contact to expedite communications.
2. Decisions of funding and project selection will be conducted by the Steering Committee with the full input of the Partnership-At-Large.

Regional Subcommittees

The EBTJV encompasses a 17-state geographic area and therefore there is a need for regional level planning and coordination. Three regional subcommittees, 1) Northern including the states of Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island and Connecticut, 2) Mid-Atlantic including New Jersey, Pennsylvania, West Virginia, Maryland, and Delaware, and 3) Southern including Virginia, North Carolina, South Carolina, Georgia, and Tennessee will operate independently but under the umbrella of the EBTJV Steering Committee. The purpose of these subcommittees is to focus efforts on addressing threats that are Regional in nature such as acid precipitation and acid mine drainage in the Mid-Atlantic Highlands or climate change in the Southern region.

Coordination and Support

As funding becomes available, a part-time or full time coordinator for the EBTJV will be established. The coordinator will provide primary staff support to the EBTJV Steering Committee and will be responsible for disseminating information, coordinating and facilitating overall implementation of actions and projects within the EBTJV, coordinating outreach activities, and pursuing funding and grant opportunities. In the interim the Vice Chair of the Steering Committee, and their agency's/organization's staff, will assist with filling this role.

Workgroups

1. The EBTJV Steering Committee can organize standing or ad-hoc workgroups at any time and will select Workgroup Chairs. Workgroup members may be appointed by individual Steering Committee members, or may be volunteers. To facilitate as much involvement from the partnership as possible and to share EBTJV leadership opportunities, Workgroup Chairs will not be current Steering Committee members.
2. Workgroups will be responsible for defining, refining, or accomplishing tasks that assist with meeting EBTJV goals and objectives. The Chair of each 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. There is no Steering Committee budget per se; resources available to conduct EBTJV activities will collectively come from the participating partners and grants.

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 60 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.