

# **Bylaws of the NAWMP Science Support Team**

Adopted August 22, 2006

**As amended on February 24, 2015**

## **ARTICLE I - NAME**

The name of the organization shall be the North American Waterfowl Management Plan (NAWMP) Science Support Team (hereafter NSST).

## **ARTICLE II – PURPOSE**

The NSST shall be constituted for the following purposes:

### NAWMP Science Support Team Mission -

*To help strengthen the biological foundations of the North American Waterfowl Management Plan and facilitate continuous improvement of Plan conservation programs.*

### Specific Objectives -

- To foster continuous improvement in the effectiveness of NAWMP actions through the establishment of iterative cycles of planning, implementing and evaluating conservation programs at both the continental and joint venture levels.
- To conduct large-scale studies of landscape variation and waterfowl demography.
- To report annually to the NAWMP Committee and the Plan partners generally on the status of the biological foundations of the Plan, evaluation results and implications for future conservation activities.

### Roles of the NAWMP Science Support Team -

- 1) Provide technical input and recommendations to the NAWMP Committee on NAWMP implementation.
- 2) Facilitate the identification of methods for biological planning and for evaluating Plan performance at continental and regional scales.
- 3) Act as a forum for discussions and integration of biological planning and evaluation at multiple scales.
- 4) Facilitate technical information exchange and reporting among joint ventures and the NAWMP Committee.
- 5) Help identify and communicate data, monitoring, assessment, and research needs to USGS-BRD, academia, FWS, and other Plan partners.

- 6) Facilitate technical integration with the Flyway system and other bird initiatives on issues of common interest.

### **ARTICLE III - MEMBERSHIP**

Membership in the NSST shall consist of a National Representative from each of the three NAWMP signatory nations (i.e., Canada, Mexico, United States), one technical representative from each JV, one representative from each Flyway Council, and one representative from each officially recognized action group. The U.S. Representative shall be the NAWMP Coordinator, and the Canadian and Mexican National Representatives shall be appointed by the NAWMP Committee Co-Chair of their respective nation. Ex-officio members may be appointed by the Chair of the NSST once they have been properly vetted for such appointment by the NSST Executive Committee. Upon appointment, ex-officio members may serve as NSST Officers and thus have full voting power. Participation is considered open to all who wish to provide constructive assistance in developing and addressing NSST business.

### **ARTICLE IV - OFFICERS AND TERMS**

- A. Officers shall consist of a National Representative from each of the three NAWMP signatory nations (i.e., Canada, Mexico, United States), an Assistant Vice-Chair, Vice-Chair, Chair, and Past-Chair, all of whom serve on the NSST Executive Committee (see Article X). Remaining offices shall be filled by members of the NSST based on a volunteer or nomination basis. National Representatives will serve in an ongoing capacity, while remaining Officers will transition annually among offices beginning as Assistant Vice-Chair and completing the full cycle after serving as Past-Chair. The U.S. Representative shall assume the role of Recording Secretary.

The term of office for NSST Officers, excluding National Representatives, shall be 1 year per office commencing on October 1. NSST members may serve only one term per office within a five-year interval commencing on their first day in office. Should an NSST Officer resign prior to completion of their term, the NSST Executive Committee will actively seek volunteers and nominations to fill the vacancy. In the absence of volunteers or nominations to fill vacant offices, the NSST Executive Committee may actively solicit participation from NSST members of their choosing.

The NAWMP Coordinator serves in an ongoing capacity and assumes the role of Recording Secretary. The two other National Representatives, one from each country (Canada and Mexico) also serve in an ongoing capacity. Generally, an annual rotation of officers to the next highest level on the Executive Committee will ensue as follows:

Assistant Vice-Chair → Vice-Chair → Chair → Past-Chair

### **ARTICLE V – DUTIES OF OFFICERS AND OTHER POSITIONS**

- A. The NAWMP Coordinator serves as the NSST’s primary representative to the Plan Committee and all other bodies (i.e., Joint Ventures, Flyway Technical Committees, AHM Working Group). The NAWMP Coordinator’s communication responsibilities

include two way communication exchanges between the Plan Committee and the NSST, and other bodies and the NSST. The NAWMP Coordinator shall schedule all meeting dates with input from among the NSST membership, and provide the NSST with approved meeting agendas **at least 10 days prior** to a scheduled meeting to allow for adjustments, additions and deletions. The NAWMP Coordinator shall serve as a Recording Secretary and will assure that all official actions taken at each NSST meeting are recorded and distributed within meeting minutes to the membership, once approved by the Executive Committee. Meeting minutes shall be distributed in a timely manner (**within 30 days** of the date a meeting adjourns). The NAWMP Coordinator shall maintain the membership rolls and maintain and serve as custodian of NSST records.

- B. The Chair shall serve as the primary point of contact in all communications with the NAWMP Coordinator. The Chair's communication responsibilities shall include exchanges between the NSST and the NAWMP Coordinator, and other bodies and the NSST, through the NAWMP Coordinator. NSST Ad-hoc members may be appointed by the Chair. The NSST Chair is authorized to charge meeting registration fees (see Article XI – Dues). The Chair also serves in an ex-officio capacity on the NAWMP Committee and attends NAWMP Committee meetings as a NSST Representative.
- C. The Executive Committee shall appoint members to standing and ad-hoc committees and others as needed to fully conduct the business of the NSST, set reasonable schedules of required feedback from such committees, review and approve meeting minutes before final distribution to the NSST, and otherwise oversee the activities of the NSST.
- D. The Vice-Chair shall automatically serve in the position of Chair in the event that the Chair cannot serve at a particular meeting.
- E. The Assistant Vice-Chair shall serve as a substitute in the event both the Chair or Vice-Chair are not in attendance. If none of these officers are present, the NAWMP Coordinator shall serve as a substitute.
- F. A Past-Chair and the Canadian and Mexican National Representatives serve on the NSST Executive Committee (see Article X) on an ongoing capacity and shall serve in a supporting role to assist the Executive Committee in conducting NSST business as needed.
- G. NSST members shall serve through regular participation and voting at meetings and through service on ad hoc committees. NSST members are expected to participate fully and engage fully. NSST members shall report NSST business, reports and decisions back to their primary entities on an appropriate regular schedule.

## **ARTICLE VI – NSST Representatives**

Each JV or Flyway representative automatically assumes an automatic, ongoing role as NSST representative and consultant to their respective JV or Flyway. NSST representatives may assign a proxy to attend NSST meetings and cast votes with written notification to the NSST Executive Committee in advance of the meeting attended by the designated proxy. NSST representatives are encouraged to air issues and concerns from their respective JVs and Flyway bodies at NSST meetings. Ongoing representation status is viewed as fostering continuity in representation and

consultation regarding NSST business and decisions.

## **ARTICLE VII – CONDUCT OF MEETINGS**

Meetings shall be held at least annually and the NSST shall seek opportunities to coincide with the Plan Committee meetings. Meetings shall be conducted in a manner to allow a free flow of discussions, opinions, ideas and concepts and the Chair shall intervene to restore order only as necessary.

Notice of any and all meetings will be provided to the full NSST membership and to the Plan Committee **at least 45 days** prior to the date of a scheduled meeting. The Executive Committee may, by consensus, cancel or re-schedule meetings when circumstances warrant with notification to the NSST and Plan Committee **at least 15 days** before any cancellation and re-scheduling. NSST operation will be by consensus and use electronic fora whenever possible. Within reason, meetings shall be scheduled so as to accommodate the attendance of the greatest number of NSST members as set by the NAWMP Coordinator.

NAWMP JV coordinators, Flyway technical representatives and Plan Committee members are welcome to attend and interact. The NSST shall acknowledge the national NAWMP co-chairs as points of contact for executive actions between NAWMP meetings. In the makeup of the NSST, the USFWS, CWS, and SEMARNAT shall be represented. Involvement, formal or otherwise, from the national NAWMP offices, and the national migratory bird management offices are encouraged.

## **ARTICLE VIII - RECOMMENDATIONS**

Recommendations made to any and all bodies outside of the NSST (i.e., Plan Committee, JVs, Flyway Councils) may be proposed by any and all NSST voting members for consideration by the full NSST. A copy of each recommendation to be presented for consideration and action outside of the NSST shall be provided to each NSST member for review and comment. We will strive to provide recommendations for review **at least 10 days prior** to any action. Recommendations shall be approved by a majority vote of NSST members at an official meeting. A quorum must be met to constitute an official meeting.

## **ARTICLE IX - QUORUM**

A quorum at any meeting shall consist of greater than 50% representation of NSST voting members.

## **ARTICLE X –COMMITTEES**

Committees shall serve to address duties and technical assignments sanctioned by the Chair in conducting NSST business. Committees shall report to all voting NSST members and the Executive Committee on appropriate schedules as prescribed by the Executive Committee. Existing and proposed committees are listed below:

### Existing Committees:

***Executive Committee*** – This committee shall consist of the NAWMP Coordinator (US National Representative) and two other national representatives, one from each country (Canada and

Mexico), Past-Chair, Chair, Vice–Chair and the Assistant Vice-Chair. The Executive Committee shall have general supervision of the affairs of the NSST between its business meetings, make recommendations to the NSST as necessary and shall perform such other duties as may be specified in these Bylaws. The Executive Committee shall be subject to the orders of the NSST and none of its acts shall conflict with action taken by the NSST. Furthermore, the Executive Committee shall seek input from all voting NSST representatives prior to acting on behalf of the NSST when the topic is deemed important enough and time allows. Special meetings of the Executive Committee may be called by the NAWMP Coordinator or Chair as necessary.

The Executive Committee may, by consensus, appoint *ad hoc committees* as required to properly conduct the business of the NSST.

### **Action Groups –**

The NSST may endorse a prospectus from action groups to generate support related to high priority resource issues, including management and research needs, not otherwise administered by existing infrastructure. Official recognition of action groups from the Plan Committee, and the NSST, would provide credibility and profile to the work of the group, and help position it to achieve its mission. Such action groups would function as a sub-group of the NSST and report, at least annually, to the Plan Committee through the NSST. The Plan Committee would then forward recommendations to various management agencies, on behalf of the Plan community, and seek specific commitments to address high priority needs.

Action groups would facilitate technical information exchange (among the action group, NSST, Plan Committee, and relevant habitat JVs), acquisition of knowledge, and provide coordination of research and experimental management activities at regional and continental levels. Additionally, the action groups are expected to provide a forum for identifying and tackling key information needs that may fall outside the scope of individual JVs.

## **ARTICLE XI - DUES**

The NSST Chair is authorized to charge meeting registration fees as needed to allow essential meeting expenses. Receipts will be provided to NSST voting members for reimbursement.

## **ARTICLE XII - AMENDMENTS**

Amendments to the Bylaws shall be approved by a majority vote of NSST members present at a meeting at which a quorum has been met, provided that notice of the proposed change(s) be given to all NSST voting members for review and comment **not less than 10 days prior** to the meeting at which a vote for change(s) takes place.