

OAKLAND COUNTY CISMA ORGANIZATION AND GOVERNANCE

Mission Statement

The Oakland County CISMA is a partnership of Oakland County townships, cities, villages, county agencies, institutions of higher education, and non-profit conservation organizations which are collaborating to control invasive species, in order to restore functioning ecosystems and the quality of life in Oakland County.

OC CISMA Membership

The Oakland County Cooperative Invasive Species Management Area (OC CISMA) members must be governmental units (such as townships, cities or villages, or Oakland County), institutions of higher education, or non-profit conservation organizations that share a common interest or have expertise in the areas of invasive species management in Oakland County. The member organization must sign the Memorandum of Understanding (MOU) and designate in writing to the CISMA Secretary a representative and optionally up to two (2) alternate representatives to the Steering Committee who are authorized to cast votes for the member organization.

Other organizations may participate with the OC CISMA as Supporting Partners without being considered Members and without signing the MOU.

Steering Committee:

The OC CISMA is administered by a Steering Committee consisting of representatives from each member of the CISMA. The Steering Committee will, at minimum:

- A. Convene meetings generally on a monthly basis but at least quarterly.
- B. Maintain records of decisions, projects and activities.
- C. Develop public relations, education, and training initiatives.
- D. Actively seek cooperators, volunteers and funding sources critical to the successful management of the OC CISMA.
- E. Encourage cooperative relationships and active participation by all OC CISMA Members and Supporting Partners.
- F. Review and propose amendments and updates to the MOU as necessary.
- G. Elect Officers to serve as an Executive Committee.

Meeting Attendance:

Representatives or alternates are expected to attend Steering Committee meetings as regularly as possible; at minimum, half of the scheduled meetings over the preceding six months. Other guests may be invited to attend meetings.

Meeting Conduct and Voting:

- A. The Steering Committee shall share pertinent information, encourage and promote cooperation, and keep communication open and frequent so all representatives are informed on the status of the issues that may affect working relationships.
- B. To the extent possible, the CISMA shall operate by consensus.

- C. The CISMA shall use the current edition of Robert's Rules of Order as a guide for conducting its meetings in an orderly, fair and efficient manner.
- D. All OC CISMA Members may vote on motions pertaining to the general operations of the OC CISMA. A quorum must be present for a vote on CISMA matters. For general purposes, a quorum is a majority of all of the CISMA Members.

OC CISMA Coordinator:

The OC CISMA may use a Coordinator to facilitate the day-to-day running of the CISMA. The coordinator may be responsible for:

- A. Coordinating current grant projects.
- B. Planning and coordinating Steering Committee meetings.
- C. Acting as the single point of contact for outside agencies interacting with the CISMA.
- D. Serving as an advisory member of all subcommittees.
- E. Provide updates on activities to the Steering Committee and Executive Committee.
- F. Other duties as funding allows.

Executive Committee:

The OC CISMA Executive Committee shall meet monthly or at the call of the Chairperson, for purposes of carrying out the activities necessary to support the undertakings, programs, purposes and intentions of the OC CISMA. The Executive Committee has these roles:

- A. Finalize agendas for Steering Committee meetings
- B. Recommend and arrange for speakers for the Steering Committee meetings
- C. Identify and work on grants and seek alternate funding sources as appropriate
- D. Work on special projects important to the CISMA
- E. Collaborate with the Coordinator and the lead fiduciary agents for grants as needed
- F. Ensure development of public relations, education, and training initiatives
- G. Oversee the CISMA Coordinator and the coordinator's activities

Executive Committee Election:

The Executive Committee consists of members elected by the Steering Committee from its membership, with the goal being to include a mix of local government and natural resource management skills, and at least two members who have previously served on the Executive Committee.

- A. The Steering Committee shall nominate members to serve on the Executive Committee in January for a term of one (1) year.
- B. Ballots with the names of the candidates and the member organizations that they represent shall be emailed to the Steering Committee members by the coordinator for return to the coordinator before the February meeting.
- C. Ballots shall be counted at the February meeting.
- D. The election is won by a simple majority of the votes cast for each seat.
- E. In the event that an Executive Committee member is unable to continue serving, a special election will be called and a member will be chosen to complete the term.

Executive Committee Members' Duties:

The Executive Committee members' duties include the following:

- A. The chairperson shall call and preside over meetings of the Steering Committee, prepare a draft agenda in collaboration with the Executive Committee, and may call a meeting at his or her own discretion or upon the request of two or more members of the Steering Committee.
- B. The vice-chairperson shall perform the duties of the chairperson in his or her absence.
- C. The secretary shall take attendance and determine whether there is a quorum present at the Steering Committee meetings and for each separate grant action required. The secretary shall keep a written record of all meetings of the Steering Committee and official copies of any documents relating to the undertakings of the Steering Committee and pass all such records on to any successor.
- D. Two (2) CISMA members-at-large will enhance the diversity of the expertise and leadership capacity of the OC CISMA.

Other Committees:

Temporary or ad-hoc committees may be created and staffed as needed by the Steering Committee to address specific projects and activities for a specific period of time. These committees will be staffed by volunteer Member representatives from the Steering Committee of the CISMA, with assistance from non-members where needed, for the duration of those projects.

CISMA members are expected to serve on these committees. Supporting Partners as well as members of the general public are encouraged to do so as well.

Changes to the Bylaws:

This document will be reviewed at least annually and updated as needed. Changes to this document must be approved by a majority vote of the OC CISMA Steering Committee. A revision identifier in the title and on the document footer indicates that this version supersedes all earlier versions.

The OC CISMA Bylaws are hereby amended and restated as *Revised December 2018*.