

# **Arkansas/Louisiana West Gulf Coastal Plain Conservation Delivery Network**

## ***General Operating Guidelines***

### **Purpose**

The Arkansas/Louisiana West Gulf Coastal Plain Conservation Delivery Network (AR/LA WGCP CDN) is a collaborative effort to utilize the best available science to leverage available expertise and funding to achieve measurable conservation goals at a landscape level within the WGCP of Arkansas and Louisiana.



### **Membership and Membership Criterion**

Membership and participation is targeted at agencies and organizations having a functional, well-defined geographical and conservation mission, and dedicated resources capable of implementing conservation delivery actions on public and/or private lands within the AR/LA WGCP CDN.

The two (2) functional areas of participation in the AR/LA WGCP CDN include:

**The Steering Committee** will provide oversight responsibilities for the AR/LA WGCP CDN and function as the formal voting body. It will be the organizational body through which meetings are scheduled and facilitated, as well as the body through which pertinent items of business and action are reviewed and coordinated. Membership and participation on the Steering Committee is reserved for agencies and organizations having a functional responsibility, a well-defined geographic mission and dedicated resources capable of implementing conservation delivery actions on both public and private lands within the CDN geography. Members commit to providing a vested leadership role in the decision-making processes and implementation of conservation delivery actions. It will be limited to a maximum of fifteen (15) members to efficiently carry out necessary administrative and conservation functions.

**Leadership:**

Chair: The AR/LA WGCP CDN will be chaired by a Steering Committee member agency representative who will serve a two year term, with unlimited opportunity for re-election. Subsequent Chairs will be nominated by and selected through majority vote of the Steering Committee. Responsibilities of the Chair include:

Presides at the AR/LA WGCP CDN meetings;

1. Develops agenda for the meetings with the assistance from the Vice Chair;
2. Works with members to develop long range plans and coordinates pursuit of grant opportunities;
3. Represents the AR/LA WGCP CDN on the Lower Mississippi Valley Joint Venture (LMVJV) CDN Steering Committee, which will function to support coordination and communication across CDNs within the LMVJV region;
4. Is responsible for annual reporting to the LMVJV Management Board.

Vice Chair: A vice chair will be a Steering Committee member agency representative who will serve a two year term, with unlimited opportunity for re-election. Subsequent Vice-Chairs will be nominated by and selected through majority vote of the Steering Committee. Responsibilities of the Vice Chair include:

1. All duties and responsibilities of the Chair in their absence;
2. Any tasks delegated by the Chair.

**Participating Membership:** is non-voting and participation is not reserved to agencies, organizations, entities or individuals directly associated with the Steering Committee. Each CDN member agency/organization will determine the appropriate personnel within their ranks that will serve to support conservation delivery and provide resource expertise in the CDN geography. Participating members may include multiple personnel from a given organization, and these may be changed to best address the particular needs of a specific conservation delivery project/program. Members should have a functional responsibility or expertise in delivering conservation actions at the field level. They should be vested in their participation, are

encouraged to attend meetings, and are vital for the AR/LA WGCP CDN to functionally deliver projects to the ground.

**Nomination Procedures for Participant Membership:** Nominations will be submitted by a Steering Committee member through the Chair and Vice-Chair. A written nomination will be submitted that briefly (one to three paragraphs) outlines relevant information (**Organization's name, mission statement, natural resources role, geographical scope, resource funding and delivery potential, as well as staffing availability for conservation actions**). The Chair will determine the best means of coordinating discussion and comments associated with the nomination (e.g., conference call or email) and will share nomination information with the Steering Committee. Consideration of each nominee will include an assessment by the Steering Committee of whether the organization should also be invited to be a Steering Committee member. The Chair will call for a vote of the full Steering Committee as deemed appropriate. A simple majority vote will be required for the new member to be accepted. When a new member organization/agency is approved as a new member, the Chair will inform the full body of the AR/LA WGCP CDN of the election results. The election for removal of member agencies/organizations can be conducted at any time under these provisions.

In order to best serve conservation delivery while remaining a functional network, good communication and coordination is an absolute requirement. The overall maximum number of participating members will be determined by the Steering Committee membership. This determination will be based upon effectiveness of the AR/LA WGCP CDN and directly proportional to opportunities in conservation delivery.

## **Committees or Working Groups**

Committees and/or working groups may be established to address needs on a case by case basis, as indicated by majority vote of the AR/LA WGCP CDN Steering Committee. Each committee or working group will be established for a limited period, as determined by Steering Committee members. The Chair will give each committee or working group clear, written direction regarding their purpose, goals and objectives, and a timeline to complete the tasks.

## **Meetings**

The AR/LA WGCP CDN will meet at least annually. Meetings will be scheduled and coordinated by the Chair. Minutes or meeting summary notes will be developed for each meeting in order to maintain a record of important discussions, decisions, and activities. This information will be distributed to all members.

## **Reporting**

As part of their duties the CDN Chair will provide a written report to the LMVJV Management Board highlighting the AR/LA WGCP CDN priorities, activities and accomplishments annually.

The reporting deadline will be 30 days prior to the LMVJV Spring/Summer Board meeting. Annual reports should include:

1. General information on meetings (e.g., current Chair and Vice-Chair, dates, participating organizations, resulting priority action items);
2. Status of projects and funding of both active and planned activities (e.g., list of projects with purpose and participating partners; grants received; direct and in-kind funding from participating organizations; estimated project costs) ;
3. Accomplishments toward addressing the coordination priorities identified by the AR/LA WGCP CDN; and,
4. Provide input on, or identify any specific planning needs the AR/LA WGCP CDN would like to convey to the LMVJV Management Board.

### **Amending Operating Guidelines**

These operating guidelines may be amended by majority vote of the Steering Committee. Proposed amendments must be submitted to the Steering Committee Chair who will then distribute the proposed amendment to the members of the Steering Committee no less than 5 business days prior to a vote on the amendment.

### **Standing Committee Rosters**

#### **Steering Committee (Current Representatives):**

- Louisiana Department of Wildlife and Fisheries – David Breithaupt, Co-Chair (non-voting member)
- Arkansas Game & Fish Commission – Steven Fowler, Co-Chair (non-voting member)
- The Nature Conservancy, Louisiana - Dan Weber, (voting member)
- The Nature Conservancy, Arkansas – Roger Mangham (voting member)
- Arkansas Game & Fish Commission – Griffin Park (voting member)
- Louisiana Department of Wildlife and Fisheries - David Hayden (voting member)
- National Wild Turkey Federation - Luke Lewis (voting member)
- U.S. Forest Service – Jason Nolde (voting member)
- Arkansas Forestry Commission - Doug Akin (voting member)
- Arkansas Natural Heritage Commission- Bill Holiman (voting member)
- U. S. Fish and Wildlife Service, Refuges/Migratory Birds - Pat Stinson (voting member)
- Natural Resources Conservation Service, Louisiana - Rick Williams (non-voting member)
- Natural Resources Conservation Service, Arkansas – George Rheinhardt (non-voting member)
- Lower Mississippi Valley Joint Venture – Doyle Shook (Ad Hoc member)

**Delivery Prioritization Working Group (Current Members):**

- Don Bragg (U.S. Forest Service)
- Kate Hasapes (Louisiana Department of Wildlife and Fisheries)
- Bill Holimon (Arkansas Natural Heritage Commission)
- Roger Mangham (The Nature Conservancy, Arkansas)
- Steve Nipper (Natural Resources Conservation Service, Louisiana)
- Jason Nolde (U.S. Forest Service)
- Latimore Smith (The Nature Conservancy, Louisiana)
- Mike Stroeh (U. S. Fish and Wildlife Service)
- Jeff Taverner (Arkansas Game & Fish Commission)
- Dan Weber (The Nature Conservancy, Louisiana)