

## **\*Draft\* Nisqually Aquatic Reserves Citizen Stewardship Committee Charter**

This charter is intended to provide Nisqually Aquatic Reserves Citizen Stewardship Committee a clear purpose of this committee, how the committee will be organized, and definition of the aims and responsibilities of each committee member and the committee as a whole.

### **BACKGROUND**

A healthy Puget Sound is important for our region's economic, cultural and ecological future. As human population in the region continues to grow, the Sound is under threat from pressures of pollution, loss of habitat, and other stresses and populations of fish and wildlife species have been receding. As part of the recovery strategy, the Washington State Department of Natural Resources has designated tracts of unique and diverse ecosystems in the Sound as aquatic reserves to ensure their preservation, protection and restoration. One such reserve is Nisqually Reach, known for its extensive bird, mammal, fish, and shellfish populations.

### **MISSION**

The Nisqually Reach Citizen Stewardship Committee will work to ~~ensure that~~support implementation actions identified in the Reserve's Management Plan are carried out in a timely manner include planning and performing citizen science projects to fill in data gaps, analyzing and tracking policy actions in and adjacent to the reserve, and planning education and outreach events to inform the greater community about the reserve.

### **ORGANIZATION**

- The Stewardship Committee will consist of 15-xx members who have a personal connection to the future of the reserve and at a minimum reside near enough to the reserve to ensure participation in the various Stewardship Committee activities.
- Members should agree to participate consistently over the long term. It is desirable that members serve at least one two-year term and preferably will serve multiple. Stewardship Committee ~~members~~officers shall serve until their successors are designated and active within the Stewardship Committee.
- The Stewardship Committee is to be guided by a work plan that will be created by members at the initial Stewardship Committee meetings. The work plan will prioritize work objectives, based on the adopted Management Plan for the Nisqually Reserve and focus actions on the following three areas:
  - Citizen science and monitoring: perform citizen science that fills in the gaps of other monitoring and science being done by agencies or other groups.
  - Education and outreach: educate the surrounding community about the existence and importance of the reserve
  - Technical work: recommend specific permit conditions or alternative actions needed to implement the goals and objectives of the management plans and report these to appropriate agency staff.

### **LEADERSHIP**

- The Stewardship Committee shall nominate and vote for a chair and vice-chair from the committee membership to serve for a term of 1 year.
- The Chair shall be responsible for running Stewardship Committee meetings, including working with staff to develop agendas, schedule meetings, facilitation, conduct preliminary review of minutes and other needs that arise.
- The Chair or staff shall ensure that the agenda for each meeting is circulated to each Stewardship Committee member and shared with other interested parties in advance of each meeting.

- The Vice-Chair shall assume the role of Chair on an interim basis when the Chair is unable to serve as Chair for whatever reason.

### **INDIVIDUAL COMMITTEE MEMBERS RESPONSIBILITIES**

Responsibilities of the committee may change as reserve management progresses.

- Attend Stewardship Committee meetings and review provided materials and be ready to participate.
- Help prioritize restoration, research, citizen science, technical and educational needs.
- Engage in activities that are determined by the Stewardship Committee. Committee members are responsible for choosing at least one area of interest and participating fully in the development and implementation of programs relating to this category.
- Identify and communicate any issues or concerns to Stewardship Committee as soon as they arise.
- If talking to the media, public, or other stakeholders, speak from a personal perspective and not for the entire Stewardship Committee unless speaking from agreed to talking points or comments.

### **PEOPLE FOR PUGET SOUND AND NISQUALLY REACH NATURE CENTER STAFF RESPONSIBILITIES**

Responsibilities of staff may change as the Stewardship Committee evolves.

- Develop materials for Stewardship Committee review and approval for meetings and activities such as draft agendas, timelines, technical documents, project proposals, fact sheets, etc
- Assist as the meeting facilitator and help the committee follow the agreed upon timetables.
- Serve as liaison to federal, state, tribe and local agency staff, as needed
- Communicate with Stewardship Committee about issues and concerns as soon as they arise.
- If talking to the media, public, or other stakeholders, speak from an organizational perspective and not for the entire Stewardship Committee unless speaking from agreed to talking points or comments.

### **PARTICIPATION**

The Committee will meet approximately once every two months at a previously agreed upon location and time. Participation is voluntary.

### **VOTING**

- Voting will occur during Stewardship Committee meetings. The required minimum quorum for an in-person Stewardship Committee meeting is at least ½ of the voting members of the Stewardship Committee present in-person or by telephone. Once a quorum is established for a meeting, the quorum shall not be disestablished until the meeting is adjourned by the Chair regardless of the number of members remaining in attendance.
- A motion presented at an in-person Stewardship Committee meeting shall pass if at least six voting members and a majority of voting members present at the meeting in person or by telephone vote in favor of the motion. In the case of a tie, the motion shall not pass.
- The outcome of votes conducted by telephone poll should be confirmed at the next Stewardship Committee meeting or via email communication to the entire Committee membership prior to the vote being accepted as final, and approved for action.

– Votes by email shall be presented by the chair or the Staff by email to the entire Committee membership for response, with a cutoff date and time for the vote to be completed. Approved votes shall require a yes vote from at least ½ of committee members. Email votes shall be confirmed during the subsequent Stewardship Committee meeting.

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