

WESTERN REGIONAL PANEL ON AQUATIC NUISANCE SPECIES

BYLAWS

NAME

The name of this organization shall be the “Western Regional Panel on Aquatic Nuisance Species” (WRP), as defined in the Nonindigenous Aquatic Nuisance Species Prevention and Control Act (NANPCA) of 1990 [reauthorized as the National Invasive Species Act (NISA) of 1996], hereinafter called “the Panel”.

LEGAL BASIS AND DESCRIPTION OF THE PANEL

The Nonindigenous Aquatic Nuisance Prevention and Control Act (NANPCA) of 1990 created the Aquatic Nuisance Species Task Force. Under section 1203 – *Regional Coordination* – the ANS Task Force was required to create two Regional Panels within 30 days – the Great Lakes Panel and the Western Regional Panel. Despite the requirement to form the Panel in 1990, the Panel was not formed until 1997 following passage of the NISA in 1996, which was an amendment to NANPCA.

The Panel is a nongovernmental body and serves as a forum for coordinating activities on ANS management in the West. Members of the Panel may be elected or appointed government officials; staff members of government agencies; members or representatives of organizations, associations, industries or other groups; or private citizens. As specified by NISA the Panel shall be “comprised of Western region representatives from Federal, State, and local agencies and from private environmental and commercial interests,”

Historically, the scope of the Panel includes an extensive geographic range encompassing the nineteen states, and four provinces west of the 100th Meridian, including Alaska, Arizona, California, Colorado, Kansas, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, Alberta, British Columbia, Manitoba, and Saskatchewan.

MISSION AND OBJECTIVES

The mission of the Panel is to protect western aquatic resources by preventing the introduction and spread of non-native invasive or nuisance species into western marine, estuarine, and freshwater systems through the coordinated management and research activities of state, tribal, federal, commercial, environmental, research entities, industries and other regional panels.

The highest priorities for the Western Regional Panel’s Executive Committee and Membership are to fulfill the six priority objectives listed in section 1203 (b) of both NANPCA and NISA:

(b) WESTERN REGIONAL PANEL—Not later than 30 days after the date of enactment of the National Invasive Species Act of 1996, the Task Force shall request a Western regional panel, comprised of Western region representatives from Federal, State, and local agencies and from private environmental and commercial interests, to:

- 1) identify priorities for the Western region with respect to aquatic nuisance species;*
- 2) make recommendations to the Task Force regarding an education, monitoring (including inspection), prevention, and control program to prevent the spread of the zebra mussel west of the 100th Meridian pursuant to section 1202(i) of this Act;*
- 3) coordinate, where possible, other aquatic nuisance species program activities in the Western region that are not conducted pursuant to this Act;*
- 4) develop an emergency response strategy for Federal, State, and local entities for stemming new invasions of aquatic nuisance species in the region;*
- 5) provide advice to public and private individuals and entities concerning methods of preventing and controlling aquatic nuisance species infestations; and*
- 6) submit annually a report to the Task Force describing activities within the Western region related to aquatic nuisance species prevention, research, and control.*

OFFICE

The principal office of the Panel shall be located within the United States of America, preferably within the Panel boundaries, as determined by the Executive Committee.

ORGANIZATION

The Panel is organized into an Executive Committee, Standing Committees and Working Groups.

- A. Executive Committee – The Executive Committee is responsible for the governance of the Panel, including directing the Panel Coordinator and the preparation of the annual budget. The Panel shall appoint an Executive Committee and the Executive Committee may appoint or dissolve other committees and workgroups as needed. The Executive Committee must be composed of Voting Members.
- B. Standing Committees – Standing Committees are created by the Executive Committee and are organized around a particular topic of interest to the Panel, such as the Coastal Committee, and Annual Meeting Committee. Each committee will have a member from the Executive Committee appointed to serve as the liaison between the Standing Committee and the Executive Committee. The liaison’s role is to report to the Executive Committee on

behalf of the Committee at each monthly meeting, and report back to the Committee on behalf of the Executive Committee. Panel Committees may be chaired and populated by Voting, Alternate or Participating Members (see below).

- C. Workgroups – Workgroups are created by the Executive Committee to accomplish a specific task of the Panel. Workgroups are dissolved after the group has accomplished their specific task. Each workgroup will have a member from the Executive Committee appointed to the workgroup to serve as the liaison between the workgroup and the Executive Committee. The liaison’s role is to report to the Executive Committee on behalf of the workgroup at each monthly meeting, and report back to the Committee on behalf of the workgroup. Workgroups may be chaired and populated by Voting, Alternate or Participating Members.

MEMBERSHIP

Membership in the Panel shall consist of Voting Members, Alternate Members, and Participating Members.

Duties of the Membership

- 1) Active participation in Panel meetings, and on Panel and ANS Task Force committees and workgroups.
- 2) Enhance coordination of Panel activities through communication of ANS management and policy initiatives to other Panel members via presentations at the Annual Meeting.
- 3) Communicate the Panel’s activities and recommended actions to the organizations they represent, and strive to improve the organization’s ability to address ANS impacts both internally and through collaborative partnerships.
- 4) Members are encouraged to report on WRP actions and activities; however no member is allowed to make representations on behalf of the Panel unless authorized by the Executive Committee.
- 5) Serve as a link to similar regional, national and international groups connecting the Panel to those of similar mission with common objectives.

Voting Member Positions

Voting member positions are defined as representatives from the following: US Federal Agencies, US State Governments, US Territorial Governments, Canadian Provinces, Canadian Federal Agencies, Mexican Federal Agencies, Tribal Governments or Interests, and Other Interests (including but not limited to trade, scientific or professional associations and societies, non-governmental organizations and academic institutes), as set forth in *Attachment A*. Voting Members shall be appointed by their Appointing Organization to fill Voting Positions. The

representative Appointing Organizations of the Panel will strive to mirror the current federal ANS Task Force Representative Appointing Organizations.

- A. Appointing Organizations: The Appointing Organization for the Voting Positions for Federal Agencies, State, Territorial and Provincial Governments shall be the entities so designated in *Attachment A*. For each Voting Position, an Appointing Organization shall appoint a Voting Member and, if desired, an Alternate Member. An Appointing Organization with a Voting Position has the authority to replace the members it has appointed; or, upon resignation of a member it has appointed, to appoint a new member. Appointment shall be done by written communication between the member's organization and the Panel Coordinator or Executive Committee.
- B. Tribal Entities: The Tribal Governments or Interests for the Voting Positions shall be the entities so designated in *Attachment A*. A majority vote of the Panel membership will serve as the Appointing Organization for Tribal Entity Voting Positions. For each Voting Position, the Panel membership shall appoint a Voting Member and, if desired, an Alternate Member by majority vote. Additionally, a membership application must be submitted by those seeking an individual voting member position. Tribal Entities shall strive to provide representation from multiple geographic areas and diverse tribal perspectives. At least 4 but no more than 10 Voting Positions shall have representation from Tribal Governments or Interests.
- C. Other Interest Entities: The Other Interests Entities shall be those so designated in *Attachment A* and may represent an organization or an individual. A majority vote of the Panel membership will serve as the Appointing Organization for Other Interest – Individual Entities Voting Positions. For each Voting Position, the Panel membership shall appoint a Voting Member and, if desired, an Alternate Member by majority vote. Additionally, a membership application must be submitted by those seeking an individual voting member position. Other Interest Entities shall provide representation from a diverse representation of academia/research, non-profit, business, industry, intergovernmental and other relevant affiliations. At least 4 but no more than 20 Voting Positions shall have representation from Other Interest Entities.

Membership Review Process

At each Fourth-Year Panel Meeting as defined below, the Panel shall confirm Appointing Organization, Tribal Governments or Interests, Other Interest/At-Large Entities for each of the existing Voting Positions or re-confirm the existing ones by simple majority vote. The Panel may, by simple majority vote, delegate to the Executive Committee the authority to select any or all such Appointing Organizations.

The first Panel meeting that occurs more than four years after the Organizational Meeting of July 9, 1997 shall be designated a Fourth-Year Panel Meeting (2001); and each Panel meeting that occurs four years after the preceding Fourth-Year Panel Meeting shall be designated a Fourth-Year Panel Meeting (2005, 2009, 2013, 2017, etc).

At other times the Panel may add or remove an Appointing Organization by two-thirds majority vote of the membership, provided that such action has been noticed in the agenda provided to each member at least two weeks prior to the meeting at which the vote takes place. However, the representative Appointing Organizations of the Panel will strive to mirror the current federal ANS Task Force representative Appointing Organizations.

Alternate Members

Appointing Organizations may appoint an Alternate Member to represent them, if the Voting Member is unable to attend the regular Panel meetings. However, Appointing Organizations shall be encouraged to appoint Voting Members who can fully participate in Panel meetings and committees. Alternate Members may vote only when the Voting Member for that position is absent.

- A. Proxy - A proxy may be granted in the event that both the Voting and Alternate Member is absent and unable to vote, if the Appointing Organization submits a request for proxy in writing to the Panel Coordinator or Executive Committee and with review by the Executive Committee at least 7 days in advance of the vote taking place.

Participating Members

Participating Members are any individual with an interest in ANS issues of the Panel. Participating Members shall not vote but may participate in panel discussion, panel meetings, committees or workgroups, and public panel conference calls on the same terms as other Panel members.

Member Term of Service

There is no limit to the number of terms that a Voting, Alternate or Participating Member may serve. However, the Voting or Alternate Member shall serve until:

- 1) the member resigns;
- 2) the member is removed by, or resigns from, his or her Appointing Organization;
- 3) the member is removed by the Panel; or
- 4) the member's Appointing Organization is removed by vote of the Panel.

The Panel may remove a member by two-thirds majority vote, provided that such action has been noticed in the agenda provided to each member at least two weeks prior to the meeting at which the vote takes place. If removed from the Panel by two-thirds majority vote, the member's term of service shall end with the vote of the Panel.

Membership Duty of Service and Removal

Primary and Alternate Voting Members shall be expected to actively participate and fulfill the duties of membership. Although every reasonable effort will be sought to retain members,

members can be removed from the WRP by the Executive Committee for non-participation through a two-thirds majority vote 60 days subsequent to either of the following actions:

- a. the Voting and/or Alternate Member has not actively participated in 3 consecutive Annual Meetings

or

- b. the Voting and/or Alternate Member is not actively serving on 1 committee or workgroup

Prior to any vote to remove a non-participatory member, an official letter of notification to alert member of duty of service expectations will be initiated by the Executive Committee, as appropriate.

Following the removal of a member from an Appointing Organization, the Executive Committee will request a replacement member from agency leadership of the specific organization/agency. Following the removal of a member from a Tribal or Other Interest Position, that position will be considered vacant and a replacement will take place by majority vote by the Membership at either an Annual Meeting or as needed via electronic vote.

Appointed Officers or Staff

The Panel may appoint or hire an ex-officio member of the Panel who shall not vote, but may participate in panel discussion on the same terms as Participating Members.

EXECUTIVE COMMITTEE

Election of Executive Committee

The Executive Committee will have nine members. The Panel should seek to elect an Executive Committee that is representative of the breadth of interests on the Panel. At each Panel Meeting in an odd numbered year, the Panel shall elect five members and at each Panel Meeting in an even numbered year, the Panel shall elect four members to serve as the Panel's Executive Committee. All Voting Members shall be eligible for nomination to the Executive Committee. The Panel shall elect a new Executive Committee member whenever a sitting member resigns, is removed for any of the reasons described in "**Member Term of Service**", or ends his or her term of service as a Panel member. In the event that an Executive Committee member steps down within their term of service (e.g. due to retirement, change of position, etc.), the Executive Committee may elect to hold an election at that time or wait until the next Annual Meeting to fill that vacancy. Regardless, the newly elected member will fill the remaining term by the vacating member and will not start a new two-year term. The term for an Executive Committee member is two years with no limit to the number of terms that an Executive Committee member may serve.

Duties of Executive Committee Members

It is the duty of the Executive Committee to ensure, to the extent possible, that the purposes and procedures of the Panel, as defined in statute and in these bylaws, are carried out. Executive Committee members may not represent individual or member entity positions as those of the Panel without prior Panel approval. The following are generalized duties of Executive Committee members:

- 1) Elect the Chair and Vice-Chair of the Panel.
- 2) Participation in monthly conference calls.
- 3) Approve the Panel annual budget.
- 4) Oversee the Panel budget and determine proper use of funds in alignment with Panel objectives.
- 5) Guide the planning efforts for the Panel Annual Meeting, including final approval of the meeting agenda and travel budget for speakers and participants.
- 6) Formulate and communicate the general policy and procedures of the Panel.
- 7) Approve formal correspondence, as appropriate.
- 8) Serve as a liaison to at least one Panel committee and/or ANS Task Force committee, as needed.
- 9) Provide feedback on the Panel Annual Report and Annual Priorities to the ANS Task Force each year.
- 10) Provide leadership to members and partner organizations in bringing new issues to the Executive Committee and helping to further the mission and objectives of the Panel with their parent organizations and partners.
- 11) Approve the use of the Panel logo on member and partner publications, or websites.

When representing the Panel at non-Panel meetings or other activities, Executive Committee members or the Panel Coordinator shall provide regular reports to the Executive Committee at the subsequent Panel Executive Committee monthly meeting. A summary will be recorded in the Executive Committee meeting minutes and be made available to the entire membership.

Chair and Vice-Chair

The Executive Committee shall elect a Chair and Vice-Chair by simple majority vote at the first Executive Committee meeting following the Annual Panel meeting at which the Executive Committee was elected, or shall elect a new Chair or Vice-Chair when a sitting Chair or Vice-Chair resigns or is removed. A Chair or Vice-Chair shall serve until (1) the next election of a Chair or Vice-Chair, (2) he or she resigns, or (3) he or she is removed. A Chair or Vice-Chair may be removed by two-thirds vote of the entire Executive Committee. There is no limit to the number of terms that a Chair or Vice-Chair may serve.

Duties of the Chair

- 1) Chair Panel meetings and Executive Committee meetings
- 2) Set dates and approve the agenda for Executive Committee meetings
- 3) Provide oversight and direction to the Panel Coordinator
- 4) Draft the annual business meeting agenda, subject to the direction and approval of the Executive Committee
- 5) Represent the Panel at ANS Task Force Meetings and other functions
- 6) Facilitate the progress of committees and workgroups

Duties of the Vice-Chair

- 1) Perform the duties of the Chair in absence of the Chair
- 2) Solicitation of member reports and preparation of the final member report document for the Annual Meeting

Removal of Executive Committee Members

The Panel may remove an Executive Committee member by two-thirds majority vote of the Panel, provided that such action has been noticed in the agenda provided to each member at least two weeks prior to the meeting at which the vote takes place.

Executive Committee Meetings

The Executive Committee may meet in person or by conference call. It shall be the responsibility of the Panel Coordinator to notify all members of the Executive Committee of the time and place of a meeting at least one week in advance by mail or email. The Executive Committee may invite others to participate in meetings as needed.

Decisions by Executive Committee

The Executive Committee shall make decisions by simple majority vote. The necessary quorum for making decisions is five of the elected voting members. The Executive Committee may decide on procedural or operational questions as needed, and on questions referred by the Panel. All questions decided by the Executive Committee shall be submitted to the next Panel annual meeting for ratification by a simple majority vote; if a quorum is not present, the questions shall be resubmitted to the following Panel Annual meetings until a quorum is present. Any Executive Committee decision which fails ratification by the Panel at an annual meeting at which a quorum is present shall thenceforth be void.

The following items require a vote of the Executive Committee for action:

1. Approve the annual budget.
2. Any budgetary items for which money is received by the Panel or expended by the Panel that is not already approved in the annual budget.
3. The issuance of a Request for Proposals for projects or contracted services.
4. Forming new committees or eliminating existing committees.
5. Use of the WRP logo on publications, event materials or websites.
6. Creation of new publications or materials.
7. Adoption of standard operating procedures and modification of previously adopted standard operating procedures.

Quorum

The necessary quorum for making a decision at a Panel meeting shall be at least half of the Voting Members or Alternate Members at the meeting. On a mail-in vote, half of the appointed Voting Members or Alternate Members must cast a vote for the vote to be valid.

The Panel may by simple majority, vote to refer specific questions to the Executive Committee. The following decisions may not be referred to the Executive Committee; 1) to remove an Appointing Organization, Panel member, or Executive Committee member, 2) to add or remove Voting Positions, 3) other decisions normally requiring more than a simple majority vote of the Panel (outlined on page 11), 4) the election of Executive Committee members, and 5) ratifications of Executive Committee decisions. At least two weeks before the Executive Committee votes on questions referred by the Panel, the Executive Committee (acting through the Chair) will mail (by post or email) the question that was referred together with any relevant information provided at the meeting from which the question arose in order to allow an opportunity for comment by Panel members. The Executive Committee shall decide referred questions by a majority vote of all Executive Committee members.

PANEL MEETINGS

A meeting of the membership shall be held at least once during the calendar year. Meeting locations will rotate through the various states in the Western Region, preferably alternating between coastal and inland locations. Locations for meetings will be selected by the Panel via a simple majority vote of the membership at the preceding meeting. If the Panel is unable to select a location for a subsequent meeting, the Executive Committee will select future meeting locations by a majority vote.

Meeting Notice

All Voting Members, Alternate Members, Participating Members, the ANS Task Force Co-Chairs, other Panel Coordinators and other interested parties shall be provided notice of the meeting at least four weeks prior and a draft agenda at least two weeks prior to any Panel meeting. A Panel meeting may not take place without such notice. In addition, the Panel shall provide the ANS Task Force Executive Secretary with a draft agenda no less than 30 days prior to the meeting.

All Voting Members, Alternate Members and Participating Members shall be provided notice of any mail-in or electronic vote, including the language of the motion to be voted on and the period during which votes will be accepted, at least 14 days before the close of the vote.

Meeting Chair

Panel meetings shall be chaired by the Chair of the Executive Committee; by the Vice-Chair of the Executive Committee in the absence of the Chair; by the Panel Coordinator in the absence of both the Chair and the Vice-Chair; by a member of the Executive Committee selected by the Executive Committee members present, in the absence of the Chair, Vice-Chair and Panel Coordinator; and by a member of the Panel selected by a simple majority vote of the Panel Voting Members present, in the absence of the entire Executive Committee.

Meeting Record

Minutes from Panel meetings will be recorded throughout the entire agenda. The minutes will be taken by an individual assigned by the meeting Chair. The individual recording minutes may be a volunteer among Voting Members, Panel Coordinator, public volunteer or contracted service. Minutes from Panel meetings will be first reviewed by the Annual Meeting Committee Chair and then distributed to the Executive Committee for circulation to the membership for a simple majority vote of approval within 120 days following the meeting. Approved minutes from meetings will be made available on the Panel website.

Decisions and Voting

Panel decisions shall be made by simple majority vote unless otherwise stated in the Bylaws. A vote should follow Robert's Rules of Order which require a motion and a second from Voting Members. After a second is given, the meeting Chair shall call for any discussion, followed by a call for those in favor, opposed and abstained.

A vote may be by voice vote, by the raise of hands, a written vote, or by roll call vote at the discretion of the Meeting Chair. Voting or Alternate Members may also request a recorded roll call vote.

The Panel may also make decisions by mail-in vote (which may include voting by fax, email or electronic survey). This occurs when a motion is submitted to the whole Panel by the Membership in meeting session or by the Executive Committee. The procedures for conducting a mail-in vote shall be as follows: The Executive Committee shall specify a period of at least 14 days, with a defined closure date and time, during which ballots will be accepted; and shall appoint a Vote Recorder (e.g. Panel Coordinator) who is not a member of the Panel to whom ballots shall be provided to. Ballots may be submitted by regular mail, email, or fax to the Vote Recorder who

records the votes (Chair if the Coordinator is not available and Vice-Chair if neither the Coordinator nor Chair is available). The Vote Recorder shall not provide any information on the ballots received, including information on the total number of ballots received, to any Panel Member until the closure time has passed. The Vote Recorder shall reject any ballots that arrive after the designated closure time, and shall reject any ballots not cast by a Voting Member or an Alternate Member. If a Voting Member and his or her respective Alternate Member both cast a ballot, then the Vote Recorder shall reject the Alternate Member's ballot. If the total number of accepted ballots is less than half of the Voting Positions for which Voting Members or Alternate Members are appointed, then the vote is invalid and no tally shall be made.

The following item requires a 2/3 membership vote for approval:

- A. Confirmation, re-confirmation, addition or removal of Appointing Organizations, Tribal Entities, Other Interests and At-Large Entities.

The following item require a simple majority membership vote for approval:

- A. Funding projects with Panel dollars.
- B. Changes to bylaws or organizational procedures.

Definition of Simple Majority and Two-Thirds Majority

A simple majority vote of the Panel is defined as a vote at a Panel meeting in which more than half of the members present at the time of the vote, that are representing Voting Positions (i.e. Voting Members, or Alternate Members serving in place of an absent Voting Member) vote in support of a motion.

A two-thirds majority vote of the Panel means a vote at a Panel meeting in which at least two-thirds of the members present that are representing Voting Positions vote in support of a motion.

On a mail-in vote, a simple majority vote or a two-thirds majority vote mean, respectively, that more than half or at least two-thirds of the total number of members that cast a vote, vote in support of the motion.

Public Attendance

All Panel meetings shall be open to the public.

Public Participation

At Panel meetings there shall be an opportunity for public comment on any agenda item, or on any other appropriate issue for comment before the Panel, subject to these guidelines as they may be amended by the Panel. These guidelines shall apply equally to all who are not members of the Panel.

- 1) Members of the public may be required, at the Chair's discretion, to fill out speaker cards before commenting.
- 2) Public comment on any agenda item shall occur at the time of Panel discussion on the item but before any Panel vote on the item. Comments by any member of the public shall be limited to a maximum of three minutes on any agenda item.
- 3) Public comment on issues not on the agenda shall occur during the General Public Comment period. Comments by any member of the public during the General Public Comment period shall be limited to a maximum of three minutes. The Chair of the meeting shall determine whether an issue is properly a matter for comment before the Panel; however, such determination may be overturned by a majority vote of the Panel.

These requirements for enabling public participation and comment shall not apply to mail-in votes.

FISCAL MANAGEMENT and REQUIRED REPORTING

All funding for the Panel will be housed and managed by either the designated Panel Coordinator, the U.S. Fish and Wildlife Service or other entity designated by the Executive Committee. The Panel will operate on the same fiscal year as the Federal Government, from October 1 to September 30. This section applies to Panel funding for activities and administration. These guidelines are intended to provide a framework for management of Panel financial resources, including accounting and reporting requirements.

Funding Sources

The National Invasive Species Act (NISA) authorizes funding for the Department of the Interior to be used by the U.S. Fish and Wildlife Service to fund regional panels and other similar entities and for making grants to states for aquatic nuisance species management plan implementation. The Panel may also partner with individual members or other organizations to fund projects, Panel activities or Panel staff. The Panel may also apply for grants or other funding sources to fund projects, Panel activities or Panel staff, as feasible.

Annual Report and Priorities

The Panel is required by NISA to submit an Annual Report to the ANS Task Force. The Panel shall revise the current Priorities at the Annual Meeting, based on a recommendation from the Executive Committee, with input from all Committees, and with a majority vote of the membership in attendance. The Report from the previous year's activities and the Priorities for the upcoming year's activities must include accomplished and ongoing work tasks, estimated costs and background information for prioritization within the Panel. The Executive Committee is responsible to assure that Panel activities and administration are conducted in accordance with

the priorities or to approve changes based on Panel program priorities. This includes commitments of Panel financial resources.

Additional Funding Requirements

If additional funding is needed to carry out priority Panel work items; those additional needs will be brought to the attention of the Executive Committee. The Executive Committee is responsible for reviewing the request to assure that it is consistent with the Panel Priorities. The Executive Committee will then determine the appropriate potential source for funding and prepare a request to ANSTF. Once secured, the additional funds will be managed with the existing Panel budget.

Budget Reporting

The Panel Coordinator will monitor the Panel budget throughout the year and will report to the Executive Committee monthly. The Executive Committee will monitor budget status throughout the year. They will provide a financial report to the Panel membership at the annual meeting. This report will include funds received, funding commitments, and the status of any available remaining money.

OTHER PROCEDURES

Amendment of Procedures

These Bylaws may be amended by simple majority vote of the Panel Membership if such action has been noticed in the agenda provided to each member at least two weeks prior to the meeting at which the vote takes place.

Other Procedures

Any question of procedure that arises that is not specifically covered by these Bylaws as they may be amended by the Panel, by specific decisions of the Panel, or by superseding law or regulation, shall be resolved by reference to the Sturgis Standard Code of Parliamentary Procedure, Third Edition.

Standard Operating Procedures

The Executive Committee may adopt standard operating procedures (SOPs) to provide guidance for consistent and effective operations of the WRP not described in the Bylaws, and to serve as a record of processes for actions that are taken by the WRP. The SOPs are subject to change as deemed necessary by the Executive Committee. The Executive Committee shall review the SOPs annually and, at the annual business meeting, inform the WRP membership of any changes made to the SOPs during the preceding year.

PAID CONTRACT SERVICES

The Panel may contract with an organization, individual, or other entity to provide services to the Panel. The Executive Committee will determine the duties and responsibilities, and compensation for contracted services which will be detailed in an annual contract. The contracting document for panel funds will be in the form of a grant agreement between USFWS and the Contractor.

Panel Coordinator

The Panel Coordinator shall be an ex-officio member of the Executive Committee and shall not vote. The Coordinator shall:

- 1) Provide coordination services to the Panel in conjunction with the Executive Committee
- 2) Provide fiscal agent services for the Panel
- 3) Provide travel assistance/support to Panel membership to attend annual meeting, to chair/vice-chair to attend ANSTF meetings, and other meeting support expenses as identified by Panel Executive Committee and the USFWS Project Officer identified in the grant agreement.
- 4) Deliver copies of Panel annual meeting minutes, monthly Executive Committee minutes, Panel annual work plan and Panel Recommendations or other reports to the ANSTF
- 5) Provide fiscal and progress grant reports as identified in the grant agreement to the USFWS Project Officer

**Attachment A
WRP Membership Positions**

US Federal Agencies

1. US ACOE
2. USDA-APHIS
3. USDA-FS
4. USEPA
5. USDOC - NOAA
6. USDOHS - USCG
7. USDOJ - BLM
8. USDOJ - BOR
9. USDOJ - NPS
10. USDOJ - USFWS
11. USDOJ - USGS

Canadian Federal Member

Mexican Federal Member

US State Government Agencies

1. Alaska
2. Arizona
3. California
4. Colorado
5. Hawaii
6. Idaho
7. Kansas
8. Montana
9. Nebraska
10. New Mexico
11. Nevada
12. North Dakota
13. Oklahoma
14. Oregon
15. South Dakota
16. Texas
17. Utah
18. Washington
19. Wyoming

US Territorial Government Member

Mexico State or At Large Member

Canadian Provincial Governments

1. Alberta
2. British Columbia
3. Manitoba
4. Saskatchewan

Other Interests Tribal/First Nations

1. Alaskan Natives
2. Coastal Tribes
3. Inland Tribes
4. Native American Fish and Wildlife Society

Other Interests - Appointing Organizations

1. Pacific States Marine Fisheries Commission
2. San Francisco Estuary Partnership
3. Sea Grant
4. Tahoe Regional Planning Agency
5. Western Association of Fish and Wildlife Agencies
6. Western Aquatic Plant Management Society
7. Western Governors Association

Other Interests - Individual

8. Academia-Coastal
9. Academia-Inland
10. Aquaculture-Coastal
11. Aquaculture-Inland
12. Conservation NGO -Coastal
13. Conservation NGO -Inland
14. Regional Power Council
15. Regional Water Council
16. Aquatic Pet Industry
17. Recreational Boating
18. Legal/Law Enforcement
19. At Large - Coastal
20. At Large - Inland

