

By-Laws for the Atlantic Coast Joint Venture Management Board

Adopted: xx/xx/xxxx

Mission

The mission of the Atlantic Coast Joint Venture (“ACJV”) is to provide a forum for federal, state, regional and local partners to coordinate and improve the effectiveness of bird conservation planning and implementation in the Atlantic Flyway region of the United States. The Atlantic Coast Joint venture includes parts or all of the 17 Atlantic Flyway states and Puerto Rico. (See www.acjv.org for a detailed boundary map.)

ACJV Membership

Membership in the ACJV includes all state and US Territory agencies represented on the Atlantic Flyway Council, the U.S. Fish and Wildlife Service, and other organizations and entities approved by majority vote of the Board (“ACJV Members”).

ACJV Management Board

The ACJV Management Board (“Board”) is comprised of representatives from the ACJV membership. The Board is responsible for accomplishing the mission of the ACJV including implementation of the ACJV Strategic Plan and other governing documents. U.S. Fish and Wildlife Service, ACJV staff (“ACJV Staff”) shall serve as ex-officio members of the Board.

Meetings

The Board shall meet at least once per year in conjunction with the Atlantic Flyway Council. This meeting shall be known as the “Annual Meeting.” Other meetings may be held at the discretion of the Chair or authorized committee or sub-committee. Attendance at discretionary meetings may be by any means (e.g., physical presence, telephone, other electronic media) as determined by the convener of the meeting.

Agendas

Meeting agendas shall be sent to all members 30 or more days in advance of the Annual Meeting, and 48 or more hours in advance of all other meetings.

Conduct of Meetings

With the exceptions of business as noted below, all meetings of the Board, Technical and *Ad hoc* committees, and *Ad hoc* subcommittees shall be conducted on the basis of a consensus model, where “consensus” is defined as the absence of sustained opposition. At the discretion of the Chair, meetings may be conducted using parliamentary procedure, as described in the latest edition of Robert’s Rules of Order. All actions and decisions pertaining to any expenditure of ACJV funds or any other financial matter shall be made using Robert’s Rules of Order.

Quorum

A quorum shall consist of greater than 50% of Board members.

Officers

The Board shall have three officers: Chair, Vice-Chair, and Secretary/Treasurer. The respective roles follow:

Role of Chair

- The Chair shall serve for a two-year term and may serve a second term if re-elected by the Board; and
- The Chair shall not be an employee of the Federal Government.
- The Chair shall serve the ACJV in the following ways:
 - Convene and organize meetings;
 - Compile the agenda for meetings;
 - Lead/facilitate meetings;
 - Lead in the development and management of the ACJV's budget with the other officers;
 - Communicate with all Board members; and
 - Between meetings, the Chair may represent the Board where and when necessary or appropriate.

Role of the Vice Chair

- The Vice-Chair shall serve for a two-year term and may serve a second term if re-elected by the Board;
- The Vice-Chair is expected to be first in line for succession to the Chair position, and will be confirmed as such unless the members decide otherwise; and
- Assist the other officers with the development and management of the ACJV's budget.

Role of the Secretary/Treasurer

- The Secretary/Treasurer shall serve for a two-year term and may serve a second term if re-elected by the Board;
- The Secretary/Treasurer shall ensure that minutes of all meetings are distributed to all members no later than 30 days following a meeting;
- The Secretary/Treasurer shall assist the other two officers in developing and managing the ACJV budget;
- The Secretary/Treasurer shall coordinate all financial transactions associated with the business of the Board; and
- The Secretary/Treasurer shall submit a financial report to the Board at the Annual Meeting.

Finances

The Board may charge registration fees associated with conduct of meetings for the purpose of defraying meeting-specific costs and generating revenues in support of Board business. The Board may accept donations for purposes of support of Board business. And the Board may, by majority vote of the Board members present, issue business-specific financial assessments to ACJV Members in support of Board business.

Committees

The ACJV shall have the following committees:

Game Bird Technical Committee

- The purpose is to provide input, guidance and assistance on waterfowl and other game bird conservation in the joint venture, based on the best available information, to the Board and ACJV Staff;
- The Committee shall be comprised of employees of ACJV member agencies and organizations appointed by their respective Board members and representatives of migratory game bird initiatives relevant to the ACJV area;
- ACJV staff shall serve as ex-officio members;
- The Committee shall be responsible for the technical aspects of the planning and delivery of the North American Waterfowl Management Plan and other game bird plans in the joint venture area;
- The Committee shall coordinate activities with the ACJV Nongame Bird Technical Committee, the Black Duck, Sea Duck, and Arctic Goose Joint Venture Technical Committees, and the Atlantic Flyway Migratory Game Bird Technical Section; and
- The Committee shall appoint standing and *Ad hoc* subcommittees as needed to accomplish its objectives.

Nongame Bird Technical Committee

- The purpose is to provide guidance on integrating biological planning, conservation design, conservation delivery, and evaluation among the nongame bird conservation initiatives relevant to the ACJV area (e.g., Partners in Flight, US Shorebird Conservation Plan, Waterbird Conservation for the Americas) and to compile and provide priority actions for consideration by the Board;
- The Committee shall be comprised of employees of Board member agencies and organizations appointed by their respective Board members and representatives of the major continental, national and regional bird conservation initiatives relevant to the ACJV area;
- ACJV staff shall serve as ex-officio members;
- The Committee shall coordinate activities with the ACJV Game Bird Technical Committee, the Atlantic Flyway Migratory Nongame Bird Technical Section, and other *Ad hoc* committees (e.g., BCR teams); and
- The Committee shall appoint standing and *Ad hoc* subcommittees as needed to accomplish its objectives.

Ad hoc Committees

- *Ad hoc* committees may be formed and assigned charges at the discretion of the Board, the Chair, or other officers as authorized by the Chair;
- Charges to any such *Ad hoc* committees are to be durational, and for the purposes of addressing issues identified at any meeting of the Board or its officers; and
- Such committees shall issue a report of its findings at the next ACJV meeting.

Amendment of By-Laws

These by-laws may be amended by the Board at any meeting where a quorum is present, provided that the proposed amendment is communicated to all Board members at least 30 days prior to that meeting. Any amended bylaw properly adopted shall take immediate effect unless otherwise stated by the Board at the time of adoption.

Resignation and Removal

Resignation from the Board must be in writing and received by the Chair. If a Board member, or their designated representative, is not present at two (2) consecutive Board meetings, a letter will be sent from the Chairperson to the Voting Partner inquiring as to their interest (and their agency's/organization's interest) in continuing to serve as a voting member of the Board. A Board member behaving in a manner that is not conducive to accomplishing the mission of the ACJV may also be removed for just cause by a three-fourths vote of the remaining voting members of the Board.