



Wisconsin Land+Water Conservation Association

131 W. Wilson Street, Suite #601 · Madison, Wisconsin 53703
(608) 441-2677 · Fax: (608) 441-2676 · www.wisconsinlandwater.org

WI Land+Water Great Lakes Committee Guiding Principles and Policies

Mission: Support, promote and develop Wisconsin Land+Water (WI Land+Water) and county land and water programming to protect, conserve and enhance natural resources in the Great Lakes Basin.

Committee Membership/Chair: The Committee will be comprised of county land and water conservation department staff and county supervisor/committee members in the Great Lakes Basin. Committee membership will be reconfirmed at the first meeting of the Committee following April county board elections of even-numbered years. At that time, Committee members shall select a Committee Chair and Vice Chair (one representing the Lake Superior basin and one representing the Lake Michigan basin), appoint a Secretary, and commit to a two-year cycle for the Committee. The Committee may amend their membership during the two-year cycle at their discretion. The Committee will also include standing non-voting Advisors from partner agencies or organizations.

Guiding Principles

1. Establish and follow a Great Lakes Basin work plan and policy with attainable goals while seeking continued input from all levels within the organization.
2. Work to protect, conserve and enhance natural resources in the Great Lakes Basin.
3. Partner with other organizations, government agencies and individuals that share common goals.
4. Coordinate with other WI Land+Water standing committees to maximize efficiencies.
5. Empower county land and water conservation department staff and county supervisor/committee members to promote the land and water conservation mission and goals.
6. Support watershed and/or multi-county approaches that aim to prevent nonpoint source pollution affecting water quality of Lake Michigan and Lake Superior.
7. Improve public awareness of nonpoint source pollution problems and solutions.

Major Functions and Activities of the Committee

1. Host an annual tour highlighting local conservation success stories within the Great Lakes Basin to promote natural resource protection efforts.
2. Sponsor educational webinars on local, regional, and state issues to promote public awareness on issues impacting the Great Lakes and providing potential solutions and existing partnerships to maximize mitigation efforts.
3. The Committee will administer and maintain the Great Lakes Committee Grant Program, for projects within the Great Lakes Basin that benefit the general public and address natural resources issues. Applications will be reviewed through a selection process by Great Lakes Committee members.

Roles of WI Land+Water Staff, Committee Chair, Members and Advisors

WI Land+Water Executive Director

1. Appoint WI Land+Water Staff Member to help coordinate Committee work and lead the implementation of approved WI Land+Water programs.
2. Ensure that Committee work is consistent with the directives and approved annual budget of the WI Land+Water Board of Directors.

WI Land+Water Staff Member

1. Advise the Committee Chair on meeting agendas, prepare to discuss agenda topics, distribute materials as needed, and participate in all Committee meetings, except in casting votes.
2. Assist the Committee Secretary in documenting key discussions and Committee decisions in meeting minutes, as needed.
3. Act as treasurer for the Committee.

Committee Chair (or Vice Chair in absence of Chair)

1. Schedule meetings, prepare all meeting agendas and email meeting appointments and related materials to all Committee members at least one week before each meeting.
2. Chair the meeting, ensuring an equal opportunity for Committee members to provide input.
3. Seek consensus from Committee members on Committee decisions. If consensus is not possible, seek "substantial agreement," where all members may not agree on specifics, but will agree to support the decision in general. If substantial agreement is not possible, facilitate a vote on the topic following Robert's Rules of Order.
4. Facilitate Committee review and approval/denial of applications to the Great Lakes Committee Grant Program.

Vice Chair

1. Perform the duties of the Committee Chair, in absence of Chair.

Secretary

1. Record meeting minutes, being sure to capture Committee Member attendance, significant policy discussions, committee decisions, and any applicable motions or vote tallies.
2. Submit draft minutes to the Chair at least two weeks before the next scheduled Committee meeting.
3. If unable to attend a Committee meeting, delegate a replacement to record minutes.

Committee Members

1. Send suggested agenda topics to the Committee Chair as agendas are being assembled.
2. Read all meeting materials prior to the meeting. If unable to attend, email any comments to the Committee Chair ahead of the meeting.
3. Attend and participate in Committee meetings as much as possible:
 - a. Being respectful to all attendees of Committee meetings, and ensuring equal opportunity for all Committee members to provide input.
 - b. Working with the Committee Chair in establishing consensus or substantial agreement as much as possible on all Committee topics, or follow Roberts Rules of Order where applicable.
 - c. Participate in the process of reviewing and selecting Great Lakes Committee Grant Program applications.

Committee Advisors

1. The Committee will also include advisors from cooperating agencies and other interested parties. The Committee will consult with the best available expertise based upon the issue(s) under consideration.
2. Send suggested agenda topics to the Committee Chair as agendas are being assembled.
3. Read all meeting materials prior to the meeting. If unable to attend, email any comments to the Committee Chair ahead of the meeting.
4. Attend and participate in Committee meetings as much as possible:
 - a. Being respectful to all attendees of Committee meetings, and ensuring equal opportunity for all Committee members to provide input.
 - b. Advisors shall have no voting privileges.