



## Wisconsin Land+Water Conservation Association

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### WI Land+Water Mississippi River Basin Committee Guiding Principles and Policies

**Mission:** Work to 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 Mississippi River Basin.

**Committee Membership/Chair:** The Committee will be comprised of county land and water conservation department staff and Committee members from the Mississippi River Basin.

**Advisors:** The Committee will also include advisors from cooperating agencies and other interested parties. The Committee will consult the best available expertise based upon the issue(s) under consideration. Advisors shall have no voting privileges.

#### Guiding Principles

1. Partner with non-government organizations, government agencies, farm organizations, farmer-led watershed councils and individuals that share common goals.
2. Coordinate with other WI Land+Water standing committees to maximize efficiencies.
3. Empower county land and water conservation department staff and county supervisor/committee members to promote the land and water conservation mission and goals.
4. Support watershed and/or multi-county approaches that aim to increase adoption of practices that will improve soil properties and reduce polluted runoff from entering all tributaries and impoundments located within the Mississippi River Basin. Improve public awareness in the cumulative effects of small efforts in natural resource protection.

#### Major Functions and Activities of the Committee

1. Develop goals and projects that support local, state and regional efforts to protect and restore the Mississippi River
2. Work to protect, conserve and enhance natural resources in the Mississippi River Basin.
3. Connect with other businesses, organizations and individuals that share common interest in the health of the Mississippi River Basin

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

##### 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.

#### 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. If a vote is necessary, it shall be one vote per county.

#### 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.