



## Wisconsin Land+Water Conservation Association

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### WI Land+Water Technical Committee Guiding Principles and Policies

**Mission:** Lead WI Land+Water technical assistance activities related to the evaluation and implementation of conservation practices, standards and services.

**Committee Membership/Chair:** A diversity of membership among WI Land+Water representatives around the state is preferred, however, not required. Each Committee member must represent the entire state in their deliberations. 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/Vice Chair, 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.

**Advisors:** The Committee will call upon the best available experts for the specific issue under consideration. Requested advisors include, but are not limited to, the Standards Oversight Council Program Manager, DATCP State Soil and Water Conservation Engineer, DNR Statewide Water Resources Management Specialist, and the NRCS State Resource Conservationist. Requested advisors may delegate the role to a qualified agency representative. Advisors shall have no voting privileges.

#### Guiding Principles

1. Support the development, evaluation and update of technical standards used for soil and water conservation in Wisconsin.
2. Encourage the integration of federal, state and local program efforts into a seamless conservation program at the local level.
3. Promote efficient implementation of conservation practices.
4. Evaluate conservation program technical assistance and support related laws and policies that address conservation issues throughout the state.
5. Recognize that the diversity of natural resources often requires a variety of conservation approaches to solve similar resource concerns in different parts of the state.
6. Promote technical training opportunities that lead to professional improvement and/or professional certification.
7. Support educational efforts that share conservation ideas or knowledge with all conservation professionals.

#### Major Functions and Activities of the Committee

1. Support SOC through the review of technical standards for content and ease of implementation.
2. Collaborate with federal, state and local governments on technical policies, guidance documents and other technical issues.
3. Seek efficient and effective conservation delivery.

4. Organize a fall technical tour of conservation projects and practices.
5. Promote the technical photo gallery on the WI Land+Water web site.
6. Help to coordinate technical sessions for the annual WI Land+Water conference.
7. Facilitate opportunities for employees and LCC members to meet and discuss technical issues.
8. Develop relationships with other partner agencies and organizations who share similar guiding principles.

### **Roles of Advisors, Committee Chair and Committee Members**

#### Advisors (as applicable based on expertise)

1. Advise the Committee Chair on meeting agendas, prepare to discuss agenda items, distribute materials as needed, and participate in Committee meetings.
  - a. If unable to participate, email any comments to the Committee Chair ahead of the meeting.
  - b. Be respectful to all attendees of Committee meetings and ensure equal opportunity for all Committee members to provide input.
  - c. Work with the Committee Chair in establishing consensus on all Committee topics.
2. Provide the Committee with regular updates and advise the Committee on technical issues and related law, policy, and any changes in strategies that are proposed or have been implemented.
3. WI Land+Water Staff Member (requested to be the SOC Program Manager):
  - a. Assist with meeting logistics, including call in numbers, phone equipment, computers, projectors, video conferencing, screen sharing, etc.
  - b. Serve as liaison to the WI Land+Water Executive Director on Committee activities.
  - c. Assist the Committee with implementation activities, consistent with direction from the WI Land+Water Executive Director.

#### Committee Chair

1. Seek potential meeting agenda items from Advisors and Committee members.
2. Send final meeting agendas and related materials to all WI Land+Water members 1 week before each meeting.
3. Establish a meeting schedule several months to one year in advance, and call other meetings as needed to meet demands.
4. Work with Advisors and Committee members to coordinate meeting logistics.
5. Chair all meetings, ensuring an equal opportunity for Committee members to provide input. If unable to attend, coordinate duties with the Vice Chair or other substitute.
6. Seek consensus from Committee members on position statements, policies, the annual report and other technical issues. 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, allow/call for and conduct a vote on the topic following Robert’s Rules of Order.
7. Approve changes in strategies that may be needed as an issue unfolds or evolves.

#### Committee 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 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 and be prepared for the discussion.
3. Attend and participate in Committee meetings as much as possible:
  - a. If unable to participate, email any comments to the Committee Chair ahead of the meeting.
  - b. Be respectful to all attendees of Committee meetings and ensure equal opportunity for all Committee members to provide input.
  - c. Work 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.
4. Support all Committee decisions, acknowledging that changes might need to occur as issues unfold or evolve.

#### WI Land+Water Executive Director

1. Ensure that Committee work is consistent with the directives and approved annual budget of the WI Land+Water Board of Directors.