

AppLCC Interim Governance Structure and Charter – Quick Reference

Charter Duration: until the permanent Steering Committee is put in place - no more than 2 years following adoption.

Interim Steering Committee (ISC)

Leadership: Chair and Vice-Chair

- provide formal invitations to others requesting their service on the Interim Steering Committee
- Vice-Chair assumes the roles and responsibilities of the Chair in his/her absence
- Both positions serve on the Executive Sub-Committee
(*Chair*) The Chair of the ISC was appointed by invitation - to serve as the Chair during the Interim phase of the Appalachian LCC.
(*Vice-Chair*) voted into the position through
(*Terms*) until the permanent Steering Committee is formed ...no more than 2 yrs. following adoption

Decision-making:

- of full ISC membership, a “quorum” means at least 50 percent of the members in attendance, either principals or designated alternates
- Any substitutions require an official written notice that must be received by the Chair and LCC Coordinator prior to the day of the vote.
- alternate may request a short suspension of the voting process in order to confer with their principal prior to voting and it is the Chair’s prerogative to grant such requests and to determine the allowable time.
- The principal may submit a proxy vote -- included in the voting tally -- but do not contribute to meeting the requirement of a quorum. ...submitted no less than 48 hours before the vote is called.
- issues directly affecting the programs -- one or more entities not present at the time of the vote -- proxy votes shall be obtained from each such entity prior to the proposal being placed into effect.
- representatives - that will directly benefit financially , as the principal beneficiary, from the outcome of a vote -- recused themselves from the vote.

Membership:

- represent senior conservation leaders and administrators within their own organization

(*Representation - Federal*) for the purposes of voting on issues before the ISC two different categories of federal units and voting authority are recognized

- (*Multiple managed units represented on the ISC - Multiple votes*) If jurisdictional authority is divided among units but a single institutional representative cannot represent or coordinated across all administrative boundaries in making programmatic decisions or allocation of resources, more than one institutional representative may be invited to serve on the ISC.

- The Executive Sub-Committee will determine if multiple invitations are warranted if it is felt that each unit represents a significant area of influence within the Appalachian LCC boundaries.
- each unit representative would have one vote.
- *(Multiple managed units - Single representative to coordinate - Multiple votes)* If an organization maintains multiple administrative units across the Appalachian LCC but chooses to appoint only one organizational representative, that organizational representative makes the commitment to coordinate across the multiple regions and is authorized to vote, and to make decisions and commit resources on behalf of the other units.
 - The vote count reflects the number of major regional units the individual is representing.

Size and Adding Members:

- Nominations must be received in writing and sent to the Chair and Appalachian LCC Coordinator.
- Chair will consider nominations following consultations with the Vice-Chair, Executive Sub-Committee, and LCC Coordinator.

Term and Representation:

- attending meetings and phone conferences in person or via remote technology.
- Failure to participate in three-consecutive meetings signifies an inability or unwillingness to fulfill the commitment to serve.

Meeting Requirements: a minimum of two meeting per year: one in-person meetings and one conference call at the mid-term of that year.

Executive Sub-Committee

Roles and Responsibilities:

- will consist of no more than 6 members, including the Chair and Vice-Chair.
 - The Chair is a non-voting member except in cases needed to break a tie in the case of member's emergency absence or recusal.

Decision-making:

- All members on the Executive Sub-Committee are voting members
- decisions are made by simple majority of those participating
- requires a quorum -- "quorum" means all but one member, either principals or designated alternates, are represented in-person or attending the meeting live via remote
- principal may submit a proxy vote if the member and the Chair have discussed the issue prior to the vote.
- Proxy votes must be received in writing by the Chair, Vice-Chair, and Appalachian LCC Coordinator no less than 24 hours before the vote is taken.