

Mid-Michigan Cooperative Invasive Species Management Area: Governance Document 2017-2021



The goal of the Mid-Michigan Cooperative Invasive Species Management Area (CISMA) is to increase the capacity to manage invasive species by providing resources and assistance to partner organizations and citizens to prevent, detect, and control invasive species in Clinton, Eaton, Ingham, and Ionia counties. As an accompanying document to the Strategic Plan 2017-2021, this governance document will help to define the structure and processes of the Mid-Michigan CISMA.

I. Partnership Structure

The Mid-Michigan CISMA is facilitated by the Ingham Conservation District. The Ingham CD is the current grant holder and housing location of the CISMA Regional Invasive Species Coordinator and Regional Supervisor. Partner organizations of the CISMA complete a memorandum of understanding (MOU) or letter of support document to define their Mid-Michigan CISMA-related activities and resources they can provide to the partnership. Currently the Mid-Michigan CISMA is comprised of over 30 partner organizations.

The Mid-Michigan CISMA has a Steering Committee that is comprised of 4 to 9 members— a core team consisting of 4-5 permanent members from the conservation districts (one representative from each, plus coordinator position as funding allows) and 4 additional members from partner organizations. Each additional partner member will serve two-year terms with the opportunity to renew. The committee will meet once every two months to discuss progress of the Mid-Michigan CISMA and make decisions regarding activities with input from partner organizations. Any decisions made at steering committee meetings by vote will pass by majority. Opportunities to voluntarily serve on the Steering Committee will be announced to partner organizations via Mid-Michigan CISMA communications. In the event of many individuals volunteering to join, new Steering Committee members will be selected at the discretion of the conservation district core team to diversify the background, knowledge, and interests of the committee.

II. Partner Membership and Partnership Duration

All interested organizations are welcome to become Mid-Michigan CISMA partners. Partnership is voluntary and characteristics of each individual partnership are defined by an MOU document lasting 4 years.

III. Partner Responsibilities

Each partner organization agrees to:

- i) If applicable, submit Mid-Michigan CISMA grant documents (e.g. match and activities reports) as required by grants and their funding organizations.
- ii) Attend, at a minimum, quarterly partner organization meetings held in the partner organization's county.
- iii) Respond to Mid-Michigan CISMA bi-annual assessments via email.
- iv) Promote activities and mission of the Mid-Michigan CISMA as the partner organization's resources allow (e.g. newsletters, social media, website, outreach events, etc.)

Additional responsibilities and contributions for each partner organization are defined by the Mid-Michigan CISMA MOU or letter of support documents.

IV. Partner Benefits

Partner organizations will have equal access to Mid-Michigan CISMA resources and materials. Partners will be listed on the Mid-Michigan CISMA website and their pages added to CISMA social media. Mid-Michigan CISMA brochures will highlight all partners involved and engaged in the CISMA.

V. Ground Rules

- All partners support the goal of the Mid-Michigan CISMA: "To increase the capacity to manage invasive species by providing resources and assistance to partner organizations and citizens to prevent, detect, and control invasive species in Clinton, Eaton, Ingham, and Ionia counties."
- All organizations are equal partners in the Mid-Michigan CISMA and each will have the opportunity to provide their input, ideas, and suggestions.
- All Mid-Michigan CISMA partner organization and Steering Committee representatives will act civilly during meetings and respect the opinions of other representatives.

VI. Meeting Procedures

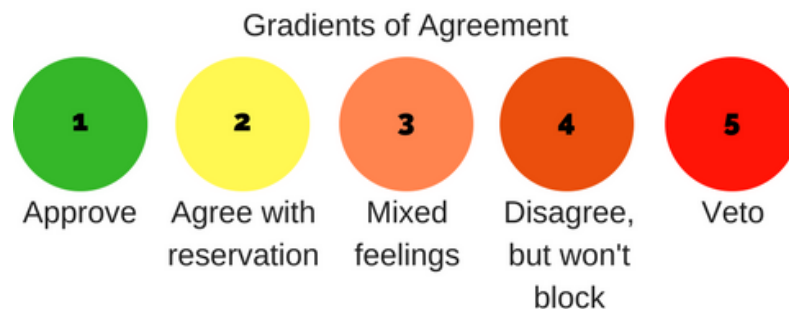
Steering Committee Meetings: Each committee member will sign-in upon arrival at the meeting. Steering Committee meetings will be held after Partner Coordination meetings and follow agenda items as listed. The Regional Invasive Species Coordinator will facilitate the meeting and provide a summary via email to those not in attendance as well as any necessary follow-up emails of delegated tasks to members.

Partner Coordination Meetings: Each partner organization representative(s) will sign-in upon arrival at the meeting. Partner Coordination meetings will follow agenda items as listed. At any time, participants may ask questions or provide comment unless otherwise mentioned. The Regional Invasive Species Coordinator will facilitate the meeting and provide a summary via email to those not in attendance.

VII. Decision Making Process

Decisions made by partner organizations will use a Gradients of Agreement¹ tool facilitated in person by the Regional Invasive Species Coordinator, or in some cases, through an online Google Form. Approval of a decision will require partner votes from the following options:

- 1: I approve this (insert decision option)
- 2: I only have slight reservations and will approve this (insert decision option)
- 3: I have mixed feelings about the (insert decision option), but will still approve it
- 4: I disagree with this (insert decision option), but will not block its approval
- 5: I veto this (insert decision option)



During the voting process, each partner may explain their vote. Those that veto the decision option will provide reasons for their dissenting opinion and what must change for them to approve the option. Partners will re-evaluate the amended option and vote again until all agree on levels 4 or above.

VIII. Meeting Schedules

Steering Committee Meetings: Steering Committee members will meet every other month- January, March, May, July, September, and November, and will

¹ Gradients of Agreement from Fran Rees. 2005. The Facilitator Excellence Handbook, 2nd ed. John Wiley & Sons, Inc.

meet on the same date and location as the Partner Coordination Meetings whenever possible. Conference calls may be scheduled as needed.

Partner Coordination Meetings: Partners will meet at least once every quarter in January, March, May, July, and September on the second Tuesday of the month. Yearly meeting dates, the county hosting, and exact meeting locations will be shared via email and posted to the CISMA website.

IX. Partnership Communication

The Regional Invasive Species Coordinator will disseminate Mid-Michigan CISMA information via email, unless otherwise specified in the preferred mode of communication in a partner organization's MOU or letter of support document. Meeting agendas will be sent to all involved parties in the week before the meeting is scheduled.

X. Strategic Plan

A Strategic Plan document for 2017-2021 has been created and was approved by Mid-Michigan CISMA partner organizations in Summer 2017. The document defines the goal and objectives of the Mid-Michigan CISMA in order to help guide future activities and projects. The objectives are organized as the following:

Objective 1: Maintain CISMA organization;

Objective 2: Provide invasive species education, outreach, and engagement;

Objective 3: Conduct invasive species early detection;

Objective 4: Conduct rapid response and strategic management of invasive species, and

Objective 5: Ensure the sustainability and longevity of the Mid-Michigan CISMA.

The Strategic Plan is a living document that is reviewed annually. Changes may be made to the document with the approval of partner organizations.

XI. Evaluation of the Mid-Michigan CISMA

An assessment tool has been developed by the Regional Invasive Species Coordinator as a Google Form to share with partner organizations. This assessment will be conducted bi-annually in order to evaluate CISMA activities and partner organization needs. From the input gathered by the assessment, Mid-Michigan CISMA staff can adapt activities to more effectively provide services and engage partners.

XII. Future changes

This governance document will be reviewed with the Mid-Michigan CISMA Strategic Plan annually, and changes may be made through partner organization approval.