

BYLAWS *for the* Invasive Species Advisory Committee (ISAC)

July 2016



SECTION I: BACKGROUND¹

The *Department of the Interior Invasive Species Advisory Committee Charter (Charter)*, states that the purpose of the Invasive Species Advisory Committee (ISAC or Committee) is to “advise the National Invasive Species Council (NISC or Council) on a broad array of issues related to the prevention, eradication, and control of invasive species so as to minimize the economic, ecological, and human health impacts of invasive species.”

Members of ISAC are individuals knowledgeable on a wide range of issues related to invasive species prevention, eradication, restoration and/or control. The process for selecting new members is coordinated by the NISC Secretariat. A call for nominations is published in the Federal Register. Following an interdepartmental review of candidates, selected ISAC nominees are appointed by the Secretary of the Interior to serve as representatives.

A Designated Federal Officer (DFO), or his/her designee, is required to attend every ISAC and subcommittee meeting and provide guidance to ISAC to ensure that meetings are conducted in accordance with the Federal Advisory Committee Act (FACA).²

Public notice of meetings will be published in the *Federal Register* in accordance with FACA regulations. For all ISAC meetings, a public comment period will be scheduled on each day of the meeting, between the completion of ISAC business and meeting adjournment.



SECTION II: PURPOSE

The ISAC *Charter*, as signed on February 12, 2016, serves as the governing document for ISAC. The *Bylaws for the Invasive Species Advisory Committee (Bylaws)* are intended to complement the *Charter* by providing guidance for effective and efficient ISAC operations.



SECTION III: AUTHORITY

The President of the United States has determined that the establishment of the ISAC is in the public interest. ISAC was established by Executive Order 13112, Invasive Species, on February 3, 1999. It is subject to the provisions of the Federal Advisory Committee Act (FACA) and thus may not take action unless the requirements of Section 9 and 14 of FACA (5 U.S.C. Appendix 2) have been met.



SECTION IV: MEETING PROCEDURES

The Committee will meet at least once a year. Funds permitting, the committee may meet more frequently. A diversity of stakeholder representation must be present in order to hold an ISAC meeting. Meetings will be called

¹ Refer to the *Invasive Species Advisory Committee Charter* for further details. <http://www.doi.gov/invasivespecies>

² 5 U.S.C. Appendix §§1-16.

by the Designated Federal Officer (DFO) in consultation with the committee chairman according to the following considerations:

- A. Agenda** Based on NISC's priorities and specific needs for advice, the Executive Director of the NISC Secretariat will draft and ultimately approve the agenda for all meetings. The NISC Secretariat will distribute the agenda to the members prior to each meeting and will publish an outline of the agenda with the notice of the meeting in the Federal Register. Items for consideration may be submitted to the DFO and/or the Chairman by any member of the Committee, as well as non-members, including members of the public. The NISC Secretariat will endeavor to put the agenda and meeting materials on the ISAC website 48 hours in advance of public meeting.
- B. Minutes and Records** Minutes of all ISAC meetings are developed and provided in accordance with FACA. The DFO or designee is responsible for taking minutes during the meeting and preparing a draft of the minutes for review by the Chair, incorporating any necessary edits, and distributing the document to the full ISAC for approval and adoption. The minutes must include:
- The time, date, and place of the ISAC meeting;
 - A list of the persons who were present at the meeting, including ISAC members and staff, agency employees, and members of the public who presented oral or written statements;
 - An accurate description of each matter discussed and the resolution, if any, made by ISAC regarding such matter; and
 - Copies of each report or other document received, issued, or approved by ISAC at the meeting.
- C. Meetings** Unless otherwise determined in advance, all ISAC meetings will be open to the public. Once an open meeting has begun, it will not be closed for any reason. All materials brought before, or presented to, ISAC during the conduct of an open meeting, including the minutes of the proceedings of an open meeting, will be available to the public for review or copying at the time of the scheduled meeting.

Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the Chairperson, offer oral comment at such meeting. The Chairperson may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that oral comment from the public is excluded and will invite written comment as an alternative.

SECTION V: VOTING

When a decision or recommendation of the Committee is required, the Chairperson will request a motion for a vote. Any member, including the Chairperson, may make a motion for a vote. No second after a proper motion will be required to bring any issue to vote.

ISAC shall strive to reach decisions by consensus, but may vote on:

- Recommendations to submit in writing as advice to NISC
- Endorsement of products created by ISAC subcommittees (including task teams)

A simple majority of ISAC members must vote in favor of any measure to be approved as a final recommendation by the ISAC voted upon in order to pass.

SECTION VI: ROLE OF COMMITTEE OFFICIALS

ISAC officials consist of the Chairperson and Vice-Chairperson, as well as the DFO.

- A. Chairperson** The Chairperson, in cooperation with the DFO, presides at Committee meetings, ensures the agenda is adhered to as closely as possible, and that all rules of order and conduct are maintained during each session. It is the Chair's responsibility to call on Committee members for comments, direct Committee discussions, control public participation during the public comment period, and call for a vote, when applicable. In addition, the Chairperson is responsible for certifying the accuracy of minutes developed by the Board to document its meetings. If the Chair is absent from a meeting, the DFO may appoint an interim Chair.

- B. Vice Chairperson** The Vice Chairperson records ISAC recommendations and action items for the NISC Secretariat

at each meeting and ensures that they are accurate and agreed upon by the full ISAC prior to meeting adjournment. If the Vice-Chairperson is absent from a meeting, the Chairperson may appoint an interim Vice Chair.

C. Designated Federal Officer (DFO) The Executive Director of the NISC Secretariat serves as the government's agent, DFO, for all matters related to the Committee's activities. By Law, the DFO must:

- Approve or call the meeting of the Committee;
- Approve agendas;
- Attend all meetings;
- Adjourn the meetings when such adjournment is in the public interest; and
- Chair meetings of the Committee, when so directed by the Secretary of the Interior, or his/her designee.

In addition, it is the DFO's responsibility to provide adequate staff support to the Committee, including the performance of the following functions:

- Notifying members of the time and place for each meeting;
- Maintaining records of all meetings, including subgroup or working group activities, as required by Law;
- Maintaining the roll;
- Preparing the minutes of all meetings of the Committee's deliberations, including subgroup and working group activities; Attending to official correspondence;
- Maintaining official ISAC records and filing all papers and submissions prepared for or by the ISAC, including those items generated by subcommittees (including task teams);
- Acting as ISAC's agent to collect, validate and pay all vouchers for pre-approved expenditures; and
- Preparing and handling all reports, including the annual report as required by FACA.

D. Joint Leadership By accepting the positions, to the DFO, Chair, and Vice Chair also agree to:

- Endeavor to ensure that actions of ISAC members and meeting processes are consistent with FACA;
- Assist the NISC Secretariat, as needed, with recommendations for subcommittee (including task team) membership; and
- Ensure that subcommittees (including task teams) are adhering to process timelines and outputs consistent with requests for advice from NISC.



SECTION VI: ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

- The ISAC Chairperson shall select a nominating committee to accept the nominations for officers;
- The ISAC Chairperson provides the list of nominees to the full ISAC for consideration and, using a written ballot, ISAC members cast individual votes on the list of nominees.
- Based on the outcome of the vote, the ISAC Chairperson recommends a Chairperson and Vice Chairperson to the Executive Director of the NISC Secretariat.
- Taking the ISAC recommendation into consideration, Executive Director of the NISC Secretariat appoints the Chairperson and Vice Chairperson.

The term limit for the Chairperson and Vice-Chairperson is one year. The Chairperson and Vice-Chairperson may be reappointed for no more than two consecutive terms.



SECTION VII: ROLES AND RESPONSIBILITIES OF SUBCOMMITTEES (INCLUDING TASK TEAMS)

The Executive Director of the NISC Secretariat and the Chairperson will assemble the subcommittees (including task teams) necessary to develop well-informed advice for NISC.

A. Operations The Chairperson will take the lead in establishing subcommittees to assist with ISAC operations (e.g., electing new officers). The Chairperson will dissolve these subcommittees once they have completed their task(s).

B. Priorities for Advice Based on guidance from NISC, the Executive Director of the NISC Secretariat will take the lead in establishing subcommittees (including task teams) that are intended to provide advice to NISC. This includes

inviting subcommittee (including task team) membership, as well as designating the DFOs and ISAC Chairpersons for the subcommittees (including task teams). The Executive Director of the NISC Secretariat will dissolve these subcommittees (including task teams) once ISAC has adopted the advice to NISC. Subcommittees (including task teams) report directly to the ISAC and their recommendations and/or products must be discussed and approved in a public meeting by ISAC before being presented to NISC through the NISC Secretariat. Subcommittees (including task teams) will include at least one ISAC member as the Chairperson of the task team.

The advice of subcommittees (including task teams) will generally take two forms:

- Briefing papers (White Papers) for advice on policy and operational matters
- Scientific/technical review papers for analyses of specific issues of a scientific or technical nature

An output may include both a technical analysis and a series of policy recommendations.

Subcommittees (including task teams) may use teleconferences, physical meetings, or any other form of interaction and communication as needed and appropriate to address the issue, as proposed by the Chairperson with concurrence of members. These meetings will be scheduled by the task team or subcommittee Chairperson with concurrence of the members. A DFO must be present for each meeting of a subcommittee (including task teams). The subcommittee chairperson will provide the NISC Secretariat with a copy of meeting minutes within one week of the meeting and post to the ISAC website. Any meetings, including teleconferences, requiring NISC Secretariat funding will require approval by the Executive Director of the NISC Secretariat.

Chairpersons of subcommittees (including task teams) will notify the Executive Director of the NISC Secretariat and ISAC Chairperson of agenda requests for ISAC meetings at least two months prior to the next ISAC meeting.



SECTION VIII: AMENDMENTS

The ISAC may propose amendments to the *Bylaws* to the Executive Director of the NISC Secretariat. The adoption of amendments is at the discretion of the Executive Director of the NISC Secretariat.