



Capital Region Partnership for Regional Invasive Species Management 2023-2027 Steering Committee Charter

Introduction and Background

The Capital Region Partnership for Invasive Species Management (CR-PRISM) is a collaborative organization created to address the threat of invasive species. CR-PRISM is a not-for-profit quasi-governmental agency hosted by Cornell Cooperative Extension of Saratoga County. The CR-PRISM strategically operates across eleven counties and is financially supported by the Environmental Protection Fund as administered by the New York State Department of Environmental Conservation (NYS DEC). The Capital Region PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISMs in New York State. New York State has taken a multifaceted and integrated approach to addressing the challenges presented by invasive species. This approach is outlined in the [NYS Invasive Species Comprehensive Management Plan \(ISCMP\) of 2018](#), which has eight focal initiatives to “minimize the introduction, establishment, proliferation, and negative impacts caused by invasive species.” These initiatives are reflected in the [CR-PRISM Strategic Plan 2023-2027](#).

The CR-PRISM works in collaboration with partner groups to promote prevention, education, and outreach strategies, create early detection and response networks, and execute best management practices for invasive species control including post-treatment monitoring and restoration actions. In addition, we support research involving studies pertaining to the ecological impact and effective control of invasive species. Work is also conducted to help train volunteers and community scientists in these measures. The goal of these efforts is to protect conservation targets within our communities and slow the spread of invasive species.

To promote regional cohesiveness to reduce the spread and impact of invasive species, CR-PRISM collaborates with several dozen Principal and Strategic Partners, including Cooperating Affiliates, in a Partnership. Members belong to academic institutions, government agencies, municipalities, not-for-profit organizations, private preserves and parks, land trusts, conservancies, lake associations, agricultural institutions, local businesses, tribal groups, environmental groups, and community scientists. All are welcome. For more information on our Partnership please check out our [Partner Invite and Acknowledgement](#).

Capital Region PRISM Steering Committee:

The current Capital Region PRISM governance model is consensus-driven with priority actions identified and described in a strategic plan by the Partnership which is relate to the deliverables to administer the Capital Region Partnership for Regional Invasive Species Management 2023-2027, contract number C012558 as prescribed by the NYSDEC. Partners of the CR-PRISM gather and present twice annually to share successes, discuss future actions, and strengthen partnerships across the greater capital region. To create an environment for effective decision-making and to help improve the Partnership it is necessary to identify a core group of individuals representing a variety of Partners that can guide decision-making. These individuals constitute the CR-PRISM Steering Committee.



Mission:

To serve, support, and strengthen the Capital Region Partnership for Regional Invasive Species Management, through representation, collaboration, and decision making.

Purpose:

The role of the Capital Region PRISM Steering Committee is to provide leadership, guidance, and to serve as a resource for organizational decision-making. In addition, the Steering Committee provides recommendations for implementation of the CR-PRISM Strategic Plan 2023-2027 with the intent of bringing a more integrated approach to conservation-based regional planning, that ultimately affects our ecosystems and human interactions within those systems.

Members:

- I. The committee will be comprised of representation from members of the Partnership. Steering Committee members serve as a link to their organization and professional network.
- II. The CR-PRISM Steering Committee is composed of high-level advisors, stakeholders, and subject matter experts. Officers will include a Chair, Vice Chair, and Secretary. Any member of the Partnership, including PRISM staff, can serve as an officer. The CR-PRISM seeks to promote a diversity of expertise and points of view within the Partnership, and it strives to balance the representation on the Steering Committee to reflect that diversity.

Committee Responsibilities:

- I. The Steering Committee will meet twice annually, and as needed on a limited basis, to review priority objectives and products for the CR-PRISM. The Steering Committee will review and decide upon operational guidelines, precedents, procedures, ad hoc requests, and the pre-approval of partner Request for Proposals (RFP) to execute invasive species work on behalf of the CR-PRISM. Further, the Steering Committee will assist the CR-PRISM Coordinator and core staff with administrative decisions, recommendations, and when possible, implementation of the CR-PRISM Strategic Plan.
- II. Members of the committee will be asked to serve on subcommittees that are critical in reviewing new strategies for deployment. Representative ad hoc sub-committees that will convene when the need arises are the Agriculture, Aquatic, Conservation, and Education committees. Members of these subcommittees can also include other members of the Partnership not on the Steering Committee.

Committee Membership:

- I. The Steering Committee will consist of seven voting members. Six of these members will be elected by the nominating committee, for 3-year terms. The remaining position on the Steering Committee will be held by the PRISM Coordinator. More than seven members can belong to the Steering Committee.
- II. The Steering Committee will try to reach consensus on each issue. However, when a consensus cannot be reached, a 2/3 majority vote of those present will be needed to carry a motion. Five Steering Committee members constitute a quorum. In the case of vacancies, the quorum shall be the total number of seated Steering Committee members minus one. If a Steering Committee member resigns,



a new member shall be voted upon during the first available Partner meeting to fill the remainder of the term. No individual person shall serve more than three consecutive full terms.

- III. The Steering Committee shall meet at least 2 times each year but may meet more frequently. It is acceptable for the Steering Committee to meet by phone or videoconference. Minutes of the Steering Committee meetings will be taken.
- IV. The Steering Committee will make decisions on funding proposals under the guidance of proposal ranking criteria developed by the Partners. Steering Committee members are eligible to apply for funding but must recuse themselves from voting if applying.
- V. A nominating committee will be formed in advance of a partner meeting to recruit and nominate potential Steering Committee members. Nominations will be solicited from the partnership and non-participating partners (regional experts).
- VI. Elected members of the Steering Committee who are absent from more than two consecutive meetings will forfeit their position.

Host Organization and Responsibilities.

- I. The Cornell Cooperative Extension of Saratoga County, the host organization, retains the authority for financial oversight, as well as the authority to manage and implement grants, contracts, and agreements that it has entered on behalf of the Capital Region PRISM.
- II. The CR-PRISM will chair meetings and develop agendas as well as record and distribute minutes to the Partners.
- III. The PRISM Coordinator employed by the host organization will be the key contact.

If you wish to participate as a Steering Committee Member, please return the contact information below to capitalregionprims@cornell.edu or one of the PRISM coordinators. Thank you for your interest and participation. We look forward to working with you in the future.

| PRIMARY CONTACT INFORMATION | |
|-----------------------------|--|
| Organization | |
| Website | |
| Name | |
| Title | |
| Mailing Address | |
| Office/Phone | |
| Cell phone | |
| Email | |

