

**BYLAWS
for the
INVASIVE SPECIES ADVISORY COMMITTEE (ISAC)**

May 2008

Section I: PURPOSE

The purpose to the Invasive Species Advisory Committee (ISAC) is to advise the National Invasive Species Council (NISC), as authorized by Executive Order 13112, on a broad array of issues related to preventing the introduction of invasive and providing for their control, as well as minimizing the economic, ecological, and human health impacts that invasive species cause. The ISAC will maintain an intensive and regular dialogue with stakeholders to explore these issues.

Section II: AUTHORITY

The President of the United States has determined that the establishment of the ISAC is in the public interest. The ISAC is established by Executive Order 13112, Invasive Species, February 3, 1999. The ISAC is subject to the provisions of the Federal Advisory Committee Act (FACA).

The ISAC will take no action unless the requirements of Section 9 and 14 of FACA (5 U.S.C. Appendix) have been met.

Section III: MEMBERSHIP SELECTION AND APPOINTMENT

ISAC Membership

Members are nominated through consensus of all NISC departments and agencies for consideration; then appointed by the Secretary of the Interior.

Members will serve for terms of three (3) years. Representatives of State and tribal interests will be allotted two (2) vacancies each on the ISAC to ensure adequate consideration of State and Tribal views.

The Secretary of the Interior or his/her designee reserves the right to replace any member who is unable to fully participate in the ISAC, or who misses three (3) consecutive, regularly scheduled meetings of the ISAC.

Members of ISAC should have practical experience in one or more of the following areas:

1. Representing sectors of the national economy:
 - a. that are significantly threatened by biological invasions (e.g., agriculture, fisheries, public utilities, recreational users, tourism, etc.); or
 - b. whose routine operations may pose risks of new or expanded biological invasions (e.g., aviation, shipping, horticulture, aquaculture, pet trade, etc.)

2. Natural Resource related issues, including but not limited to:
Developing natural resource management plans on:
 - a. regional or ecosystem-level scales;

- b. addressing invasive species issues, including prevention, control, monitoring, and restoration in multiple ecosystems and on multiple scales;
- c. integrating science and the human dimension in creating effective solutions to complex environmental conflicts; or
- d. complying with NEPA and other Federal requirements for public involvement in major conservation plans.

Additional individuals representing relevant Federal and State agencies may be utilized to provide advice and expertise to the ISAC. Expert consultants may also be called upon to provide advice or information to the ISAC on an ad hoc basis.

Recommendation of Officers

- The ISAC Chairperson shall select a nominating committee to accept the nominations for officers.
- After wide consultation, a slate of officers is developed and agreed upon by a majority of ISAC members. ISAC forwards this slate as a formal recommendation to NISC.
- The Executive Director of NISC selects and appoints the ISAC officers based on the ISAC recommendation.

Section IV: MEETING PROCEDURES

A. Agenda

Development of agendas relative to themes/focus for ISAC meetings:

1. First draft of agenda is provided by Steering Group well in advance of meeting
2. Review of agenda by full ISAC with opportunity for comments prior to meeting
3. Provide final agenda to ISAC well in advance of meeting
4. Identify lead for each agenda item to facilitate discussion
5. Provide discussion time for each agenda item
6. Include “new business” agenda item for introduction of new issues
7. Periodically conduct “reality check” to assure reasonable workload

The Designated Federal Official (DFO) must approve the agenda in advance of any meeting of the ISAC.

B. Minutes and Records

The ISAC Secretary shall take notes on all action items and formal recommendations agreed upon at the meeting for inclusion in the Executive Summary, which shall be communicated to the full ISAC within 30 calendar days of meeting adjournment.

- a. Prior to adjournment, the ISAC Secretary and members shall agree on all recommendations, action items, and other decisions taken during the course of the meeting.
- b. NISC Staff will prepare a draft of the minutes for the ISAC Secretary who will review them for accuracy before distributing to the entire membership for approval and adoption.

Minutes of all ISAC meetings are provided in accordance with FACA. Meeting minutes are available for review by ISAC members and the public in the NISC offices during normal business hours.

C. Meetings

The ISAC will meet at the call of the Chairperson with the approval of the DFO, no less than twice per year, if funds are available. Meetings may be held less frequently if the workload of the ISAC permits. A quorum will consist of a simple majority of the members of the ISAC.

ISAC may not meet without the attendance of the DFO, or his/her appointed alternate.

The DFO will have the authority and be required to adjourn any meeting under circumstances in which he/she considers such action to be in the public interest.

Section V: VOTING

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

- Individuals to recommend to the Secretary of the Interior as ISAC Officers
- Recommendations to submit in writing as advice to NISC
- Endorsement of products created by ISAC Subcommittees
- Specific positions on invasive species related issues
- Issues or statements to be brought before NISC by the ISAC Chairperson on behalf of the full ISAC.

A majority of ISAC members must vote in favor of any measure voted upon in order to pass.

Section VI: ROLE OF COMMITTEE OFFICIALS

ISAC officials consist of the Chair, Vice-Chair, Secretary, as well as the Designated Federal Official (DFO). By accepting the positions, ISAC officers agree to:

- Resolve logistical and administrative issues (e.g., formal document production, review and approval.)
- Assure adherence to meeting procedures/rules of conduct.
- “Moderate” discussions to facilitate progress towards resolution.

A. Chairperson

The Chairperson will approve the agenda for the meetings; and preside over and adjourn meetings under normal circumstances in conjunction with the DFO. The Chair, or his/her designee, will also be the official spokesperson for ISAC, which is needed for presentations/briefings to NISC, external entities including Federal agencies and Congress.

B. Vice-Chairperson

The Vice-Chairperson will undertake such of the Chairperson’s responsibilities as may be delegated and may chair meeting in the absence of the Chairperson. The Vice-Chairperson also serves as the lead of the Steering Group. In the event that the current Chairperson resigns his/her ISAC membership, the Vice-Chairperson will fill the position in an acting capacity until such time as the full ISAC can vote on a recommended replacement, and that replacement is formally appointed by the Secretary of the Interior.

C. Secretary

The Secretary is responsible for recording recommendations and action items from each meeting, ensuring that they are accurate and agreed upon by the full ISAC prior to meeting adjournment. The Secretary will work with NISC staff to produce minutes for the meeting and will also certify their accuracy prior to their being made available to the public. The Secretary will also assist in preparing written correspondence directed by the ISAC, and assist in preparing an annual report on ISAC activities; as well as performing other administrative duties as directed by the Chairperson, with support from NISC staff.

D. Designated Federal Official (DFO)

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

As stated above, the DFO will have the authority and be required to adjourn any meeting under circumstances in which he/she considers such action to be in the public interest.

Section VII: EXPENSES AND REIMBURSEMENT

Members of the ISAC and its subcommittees will serve without pay. However, while away from their homes or regular places of business in the performance of duties of the ISAC, members will be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the Government Service, as authorized by 5703 of Title 5, United States Code. Other Federal, State, and Tribal experts and individuals as invited by ISAC to attend meeting may be allowed travel expenses as specified in this section.

Section VIII: HEARINGS AND PUBLIC INVOLVEMENT

Meetings of the ISAC will be open to the public except when a determination is made in writing by the Secretary of the Interior or her designee that any or all portions of a meeting should be closed in accordance with 5 U.S.C. 552b (c). Public notice of meetings (or closure of meetings) will be published in the *Federal Register* in accordance with FACA regulations.

For all open meetings, a public comment period will be scheduled as the last agenda item at the end of each day, and also prior to adjournment of the meeting.

Section IX: ADDITIONAL INFORMATION

A. Roles and Responsibilities for Steering Group

The rationale for the ISAC Steering Group is to enable a representative sub-set of ISAC to facilitate and support the ISAC Chairperson, Vice-Chairperson and Secretary in mobilizing ISAC membership. The Steering Group is not a substitute for ISAC. It is not an executive committee, and does not make decisions for the full ISAC.

- The role of the Steering Group is to take actions necessary to ensure effective ISAC operation during meetings and in follow-up actions. Activities include, but are not limited to:
 - preliminary agenda development
 - production of “strawman” documents as starting points for ISAC discussions
 - rapid response to issues which arise intersessionally
- The Steering group is comprised of no more than eight (8) members (including the ISAC Vice-Chairperson, who will serve as the lead). Members will be drawn from both new and reappointed members of ISAC, with a balanced mix of sectors represented. In addition, the ISAC Chair, ISAC Secretary and one NISC staff member (generally the DFO or designee) would participate in the Steering Group as ex-officio members, for a maximum of 11 participants.
- The Steering Group shall be elected by ISAC members.
- Activities of the Steering Group will be open and transparent to the full ISAC membership. The ISAC Vice-Chairperson will communicate meeting schedules in advance and will report deliberations of the Steering Group to the full ISAC through e-mail.
- Meetings will be held by teleconference unless a physical meeting is determined to be necessary due to subject matter or complexity of topic. To the extent practicable, NISC will cover travel costs for physical meetings.
- At a minimum, the Steering Group will meet:
 - once soon after a full ISAC meeting
 - once at mid-point between full ISAC meetings
 - once just before full ISAC meeting

B. Roles and Responsibilities of Subcommittees, Task Teams, and Ad Hoc Working Groups

As deemed necessary, the Committee Chairperson, in consultation with the NISC Executive Director, and as agreed upon by the full ISAC, may convene subcommittees, task teams or ad hoc working groups to support ISAC functions. Such groups will report directly to the ISAC. To the extent practicable, such subcommittees should follow open meeting and balanced membership requirements; and shall include at least one ISAC member.

Subcommittees are standing subcommittees that remain in place until the ISAC Chair and NISC Executive Director determine the subcommittee is no longer necessary. Task Teams shall be established for a specific purpose, task or project; at the task team shall dissolve upon completion of its assignment. Ad hoc working groups may be established during a meeting of the ISAC to accomplish a specific task and shall dissolve upon adjournment of the meeting.

General

- Subcommittees may be created for any purpose as approved by ISAC (and NISC, if Federal employees are involved.) Their creation and continuation is at the discretion of ISAC and NISC.
- Active subcommittee numbers are limited to maximize participation.
- Subcommittees will form a process for addressing issues, including information exchange. Subcommittees will report out to ISAC.
- Meetings are by teleconference unless the activity is of sufficient complexity to require a physical meeting.
- Subcommittees should conduct a “scoping exercise” to ensure connection and relevance to the Invasive Species National Management Plan; and create a timeline and action strategy for all referred issues.

- ISAC may communicate subcommittee products to higher levels within Federal agencies and departments.

Process

- Subcommittees will be established by ISAC working with NISC staff and agency representatives to conduct activities related to specific issue areas.
- Subcommittees do not communicate directly with NISC. All findings must be reported to ISAC which, in turn, provides recommendations and advice to NISC.
- Subcommittees and their members do not represent ISAC.
- Issue areas to be addressed by subcommittees may be proposed by anyone, but must be consistent with group's purpose as agreed upon by the subcommittee itself and approved by ISAC.
- Subcommittees may:
 - Collect information for delivery to ISAC.
 - Summarize options and provide pros and cons for each.
 - Draft documents that provide advice and/or recommendations for ISAC consideration.
 - Communicate with various State, Tribal, local, national and international organizations to discuss issues, and collect and distribute information.
- Subcommittee Chairpersons shall be selected by the subcommittee.
 - Final approval will be by ISAC (and NISC, if a Federal employee is proposed.)
 - If required, replacement of leaders will be by mutual agreement of the ISAC Chairperson and NISC Executive Director.
- Subcommittees will use teleconferences, physical meetings, or any other form of interaction and communication as needed and appropriate to addressing the issue, as proposed by the leader with concurrence of members.
- Subcommittee meetings will be scheduled by the leader with concurrence of members. Any meetings, including teleconferences, requiring NISC funding will require approval by the NISC Executive Director and the ISAC Chairperson.

Participation

- Subcommittee members are solicited from:
 - ISAC Members
 - ISAC Member recommendations
 - NISC Policy Liaison recommendations
 - Subcommittee Leader recommendations
- Members will include at least one member of ISAC, State, Tribal and Federal agency staff, Non-Governmental organizations, and any others appropriate to the issue and process.
- Number of subcommittee members, specific list of members, and any necessary removals or replacements will be determined by mutual agreement of the subcommittee members and then submitted for approval by ISAC and the NISC Executive Director (and also by NISC Policy Liaisons, if Federal members are included.)

Products

- Subcommittee leaders should provide an agenda for all meetings, as well as a one-page summary of subcommittee activities and outcomes at least 30 days prior to each ISAC meeting.
- Subcommittee leaders should attend ISAC meetings if requested. Leaders will be notified in advance that their issues will be addressed. He/She should be available to answer questions about the subcommittee as they arise.

- Subcommittees will provide copies of products to NISC staff as they are created for distribution to ISAC members for review.

Guidance

- Subcommittees will present critical issues to the ISAC and request guidance.
- Subcommittees will submit updates on current issues to be included briefing binders distributed to ISAC members prior to regularly scheduled ISAC meetings.
- ISAC minutes will reflect a summary of subcommittee issues and guidance suggested.

Section X: AMENDMENTS

Amendments to the bylaws, subject to review and approval of the NISC Executive Director and the Department of the Interior's Office of the Solicitor, may be proposed by a two-thirds (2/3) vote of the total current membership of ISAC.