



# Northeast Texas Conservation Delivery Network *General Operating Guidelines*

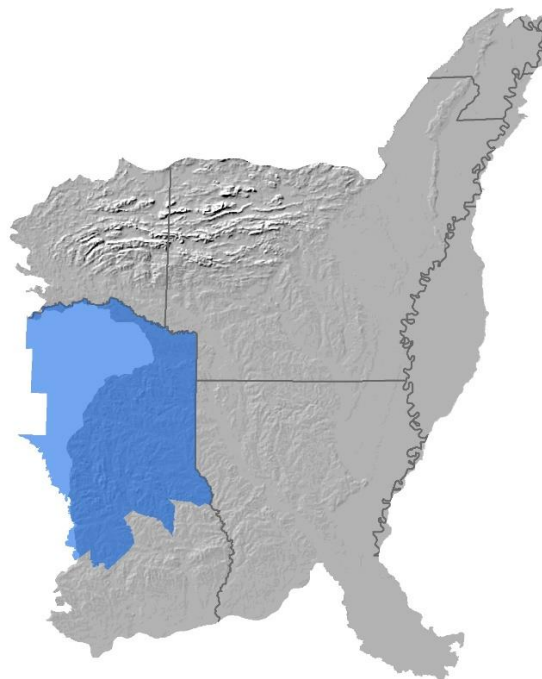
## Purpose

The Northeast Texas Conservation Delivery Network (NETX CDN) is a collaborative effort to leverage available expertise and funding in an attempt to achieve measurable goals at an ecoregional/landscape level. The NETX CDN is a member of the Lower Mississippi Valley Joint Venture (LMVJV). The strategic planning associated with this partnership will enable the NETX CDN to compete for grants and other opportunities that may otherwise be out of reach. Grant funds will be utilized to leverage available public and private funds.

NETX CDN will:

- 1) Promote biological diversity and ecological integrity of native habitats, and,
- 2) Assess, conserve, manage, and restore fish and wildlife resources and rare plant communities.

The NETX CDN includes, but is not limited to, all or parts of the West Gulf Coastal Plain in Texas. The primary service area includes portions of watersheds to include the Red, Sulphur & Cypress; Angelina & Neches, Sabine, and Trinity River Drainages.



**V.5 2023** - *Original Guidelines chartered in 2014; Modified 2017 adding Trinity county; 2019 Hunt county; 2022 Navarro, Freestone, counties; 2023 dropped list counties describing watersheds only.*



## **Membership and Membership Criterion**

Membership and participation is targeted at agencies and organizations having a functional, well-defined geographical and conservation mission, and dedicated resources capable of implementing conservation delivery actions on public and/or private lands within the NETX CDN. Operational management of NETX CDN will be supported by LMVJV staff and affiliates.

The two (2) functional areas of participation in the NETX CDN include:

**The Steering Committee** will provide oversight responsibilities for the NETX CDN and function as the formal voting body. It will be the organizational body through which meetings are scheduled and facilitated, as well as the body through which pertinent items of business and action are reviewed and coordinated. Membership and participation on the Steering Committee is reserved for agencies and organizations having a functional responsibility, a well-defined geographic mission and dedicated resources capable of implementing conservation delivery actions on both public and private lands within the CDN service area. Members commit to providing a vested leadership role in the decision-making processes and implementation of conservation delivery actions. It will be limited to a maximum of fifteen (15) members to efficiently carry out necessary administrative and conservation functions and includes:

**Boggy Slough Conservation Area**  
**Caddo Lake Institute**  
**USDA – NRCS**  
**National Wild Turkey Federation**  
**Texas Forest Service**  
**The Nature Conservancy**

**Texas Longleaf Team**  
**Texas Parks & Wildlife Department - Fisheries**  
**Texas Parks & Wildlife Department - Wildlife**  
**USFWS – Partners for Fish & Wildlife**  
**USFWS – Refuges System**

### **Leadership:**

Chair: The NETX CDN will be chaired by a Steering Committee member agency representative who will serve a two year term, with unlimited opportunity for re-election. Subsequent Chairs will be nominated by and selected through majority vote of the Steering Committee. Responsibilities of the Chair include:

Presides at the NETX CDN meetings;

1. Develops agenda for the meetings with the assistance from the Vice Chair;
2. Works with members to develop long range plans and coordinates pursuit of grant opportunities;
3. Represents the NETX CDN on the LMVJV Steering Committee, which will function to support coordination and communication across CDNs within the LMVJV region;

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4. Is responsible for annual reporting to the LMVJV Management Board.

**Vice Chair:** A vice chair will be a Steering Committee member agency representative who will serve a two-year term, with unlimited opportunity for re-election. Subsequent Vice-Chairs will be nominated by and selected through majority vote of the Steering Committee. Responsibilities of the Vice Chair include:

1. All duties and responsibilities of the Chair in their absence;
2. Any tasks delegated by the Chair.

**Participating Membership:** is non-voting and participation is not reserved to agencies, organizations, entities or individuals directly associated with the Steering Committee. Each CDN member agency/organization will determine the appropriate personnel within their ranks that will serve to support conservation delivery and provide resource expertise in the CDN service area. Participating members may include multiple personnel from a given organization, and these may be changed to best address the particular needs of a specific conservation delivery project/program. Members should have a functional responsibility or expertise in delivering conservation actions at the field level. They should be vested in their participation, are encouraged to attend meetings, and are vital for the NETX CDN to functionally deliver projects to the ground.

**Nomination Procedures for Participant Membership:** Nominations will be submitted by Steering Committee member through the Chair and Vice-Chair. A written nomination will be submitted that briefly (one to three paragraphs) outlines relevant information (**Organization's name, mission statement, natural resources role, geographical scope, resource funding and delivery potential, as well as staffing availability for conservation actions**). The Chair will determine the best means of coordinating discussion and comments associated with the nomination (e.g., conference call or email) and will share nomination information with the Steering Committee. Consideration of each nominee will include an assessment by the Steering Committee of whether the organization should also be invited to be a Steering Committee member. The Chair will call for a vote of the full Steering Committee as deemed appropriate. A simple majority vote will be required for the new member to be accepted. When a new member organization/agency is approved as a new member, the Chair will inform the full body of the NETX CDN of the election results. The election or removal of member agencies/organizations can be conducted at any time under these provisions.

In order to best serve conservation delivery while remaining a functional network, good communication and coordination is an absolute requirement. The overall maximum number of participating members will be determined by the Steering Committee membership. This determination will be based upon effectiveness of the NETX CDN and directly proportional to opportunities in conservation delivery.

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## **Committees or Working Groups**

Committees and/or working groups may be established to address needs on a case by case basis, as indicated by majority vote of the NETX CDN Steering Committee. Each committee or working group will be established for a limited period, as determined by Steering Committee members. The Chair will give each committee or working group clear, written direction regarding their purpose, goals and objectives, and a timeline to complete the tasks.

## **Meetings**

The NETX CDN will meet at least annually. Meetings will be scheduled and coordinated by the Chair. Minutes or meeting summary notes will be developed for each meeting in order to maintain a record of important discussions, decisions, and activities. This information will be distributed to all members.

## **Reporting**

As part of their duties the CDN Chair will provide a written report to the LMVJV Management Board highlighting the NETX CDN priorities, activities and accomplishments annually. The reporting deadline will be 30 days prior to the LMVJV Spring/Summer Board meeting. Annual reports should include:

1. General information on meetings (e.g., current Chair and Vice-Chair, dates, participating organizations, resulting priority action items);
2. Status of projects and funding of both active and planned activities (e.g., list of projects with purpose and participating partners; grants received; direct and in-kind funding from participating organizations; estimated project costs) ;
3. Accomplishments toward addressing the coordination priorities identified in the NETX CDN Charter; and,
4. Provide input on, or identify any specific planning needs the NETX CDN would like to convey to the Management Board.

## **Communication and Archives**

Communications platform for members is found on the LMVJV website. Meeting Notes, Request for Proposals (RFPs) Communications and news is contains current material, and past news and records; all NETX CDN material is available and is archived on the LMVJV website.

<https://www.lmvjv.org/ne-texas-cdn>

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