



## **Missourians for Monarchs Collaborative and Steering Committee Charter**

### **Introduction**

Following a state summit of agencies, non-governmental organizations, businesses, landowners and others in 2015, a concerted effort was made to bring greater focus to the plight of the monarch butterfly and pollinators in Missouri. Missourians for Monarchs transformed from a grassroots organization to the moniker assigned to an overall statewide initiative supported by a formal Missourians for Monarchs Collaborative (referred to hereafter as <Collaborative>). From the many ideas generated during the summit emerged a vision of monarch and pollinator habitat conservation that would combine the efforts of multiple entities and individuals through awareness, education, volunteerism, and non-regulatory, voluntary action. In addition to the expectation that this effort will assist in monarch and pollinator conservation it is the hope that the actions of the Collaborative will render the need for listing the monarch butterfly under the Endangered Species Act unnecessary.

The work of the Collaborative is supported by a Missourians for Monarchs Steering Committee (referred to hereafter as <Steering Committee>). The Steering Committee also oversees the implementation of the Missouri Monarch and Pollinator Conservation Plan (referred to hereafter as <Plan>).

This Charter outlines the principles, guidelines, and protocols by which the Collaborative and Steering Committee conduct their activities.

### **Mission**

The mission of the Plan is to engage Missourians to increase and sustain habitat for monarch butterflies and pollinators through citizen involvement, and to seek ways for partners, communities, and agencies to coordinate similar efforts.

### **Vision**

The vision of the Plan is that Missourians will learn to appreciate the importance and value of monarch butterflies and pollinators, and will work to conserve healthy habitats that support robust populations of these species statewide.

### **Scope**

- *Species:* Monarch butterflies and pollinating insects, recognizing that conservation solutions for these insects should also benefit other native invertebrates, vertebrates, and the overall ecological and environmental functionality of land where monarch and pollinator habitat improvements have been made in Missouri.

- *Geography:* Missouri, collaborating with neighboring states and the larger monarch flyway region as appropriate.
- *Stakeholders:* the Missourians for Monarchs Collaborative, which includes representatives from agriculture, conservation, citizen science groups, youth groups, beekeepers, the transportation and utility sectors, academia, and other interested parties.
- *Actions:* Representing and informing the Collaborative members and ensuring implementation of the Plan.
- *Focal Areas:* Focal areas may evolve over time; initial focal areas include: outreach and engagement with sectors as outlined in the Plan, habitat creation and enhancement as outlined in the Plan, collaboration with partners, and monitoring and support of research as outlined in the Plan.

### Objectives

The Steering Committee exists to support the Plan-related work of Collaborative members, to foster communication and collaboration among and between Collaborative members, and to ensure implementation of the Plan. Therefore, the Steering Committee will

- Develop and adopt rules and procedures for determining membership and decision-making.
- Determine evaluation metrics.
- Develop methods for including or removing collaborator organizations/initiatives.
- Create or dissolve advisory working groups as needed.
- Continually document and evaluate accomplishments of Collaborative members to fulfill the Plan.

The Steering Committee will encourage collective action to accelerate and extend the implementation of voluntary monarch conservation efforts to attain Plan goals. The Steering Committee recognizes the need to learn from and test the effectiveness of conservation efforts over time through accepted methods.

The members of the Steering Committee and Collaborative will evaluate their success in achieving these objectives over time and their effectiveness in contributing to a sustainable monarch population.

### Shared Principles

The Collaborative and its Steering Committee are founded upon the following principles for membership and collaborative engagement on issues related to Monarch populations:

1. Members of the Collaborative and its Steering Committee commit to being science- and outcomes-based with respect to an understanding of factors and solutions that influence monarch and pollinator conservation.
2. Members of the Collaborative and its Steering Committee commit to understanding each other's interests, respecting that interests can be divergent, and working toward solutions that value these various interests, including interests related to environmental, social, and economic viability.
3. Members of the Collaborative and its Steering Committee commit to working toward common-ground voluntary solutions where shared interests and agreement on current

science exists, and recognize that full agreement on all issues is not necessary to pursue specific opportunities for collaboration on certain issues.

4. Members of the Collaborative and its Steering Committee recognize the value of building upon and collaborating with existing efforts addressing monarch and pollinator conservation.
5. To the extent that the Collaborative and its Steering Committee discuss policy solutions, it will ensure up front that any members who may have a conflict of interest can participate in an advisory or ex-officio manner.

### Ground Rules

The following guidelines foster productive and collaborative working relationships among members of the Collaborative and its Steering Committee:

1. **Openness** - Remain open to outcomes while striving for collective, common-ground solutions. This requires trust, integrity, respect, and assumption of good intent.
2. **Confidentiality and Attribution** - Discussions are off the record and not for attribution – feel free to express your views, use discretion when characterizing the Collaborative and its Steering Committee to others. Consult the Media Protocols section of this charter when engaging with media.
3. **Perspectives** - Be mindful of the presence of multiple backgrounds and areas of expertise represented in the Collaborative and its Steering Committee – respect different perspectives and avoid the use of acronyms and technical language from your field. Agree, but succinctly; disagree, but judiciously.
4. **Participation** – Prepare for and actively participate in meetings. Be present; be respectful regarding use of smart phones and other technologies. Listen with attention; speak with brevity, clarity, honesty.
5. **Focus** - Respect time commitments in the agenda and maintain focus on the issues and objectives of supporting fulfillment of the Plan.

### Media Protocols

Media protocols are provided to ensure that members of the Collaborative and its Steering Committee utilize approved messages and processes when communicating on behalf of the Collaborative and that individual member's interests are protected through the accurate characterization of their association with the Collaborative and its Steering Committee.

- Use only pre-approved messaging that has been agreed upon by the Steering Committee when characterizing the Collaborative on behalf of its members, and when characterizing the roles and commitments of members.
- Modifications to the Missourians for Monarchs logo must be approved by the steering Committee.
- Be clear to delineate your/your organization's own opinion or interest from the agreed-upon messaging of the Collaborative.
- Do not characterize or attribute the opinions or positions of other Collaborative and Steering Committee members without their consent.
- Press releases of/on behalf of the Collaborative will be agreed to by the Steering Committee and reviewed by Steering Committee members prior to their release. A Steering Committee member or Coordinator will coordinate the development, review, and submission of talking

points and media releases under a timely process. Releases will be submitted by a designated Steering Committee member or Coordinator on behalf of the Collaborative.

- Individual Collaborative/Steering Committee members should not make official announcements on behalf of the Collaborative. Members planning their own media releases and/or other formal communications that reference or characterize the Collaborative or its Steering Committee—including but not limited to web copy and presentations—should include language agreed upon by the Steering Committee. A designated Steering Committee member or staff person will review the materials for consistency with agreed-upon messaging and, where necessary, coordinate with Collaborative or Steering Committee members for further review.

If you receive a media inquiry, you are encouraged to coordinate with the designated Steering Committee member or Coordinator prior to providing answers to interview questions; you may also feel free to refer the inquiry directly to the designated Steering Committee member or Coordinator.

## Organizational Components

### ***Stakeholders***

Stakeholders include the Missourians for Monarchs Collaborative, and all Missouri citizens with an interest in participating in the collaborative, which includes representatives from agriculture, conservation, citizen science groups, youth groups, beekeepers, the transportation and utility sectors, academia, and other interested parties.

Conditions of membership: Participation in the Collaborative as a stakeholder is open to individuals and organizations with demonstrated interest in working collaboratively to advance the mission and objectives of the Missouri Monarch and Pollinator Plan and abide by shared principals of this charter.

***Adding new members:*** New members with a demonstrated interest in monarchs and pollinators will be added as interest is expressed. There will be no membership fee required, only a willingness to collaborate and become signatory to the MOU.

### ***Collaborative***

***Overview:*** The Collaborative includes a broad range of organizations and individuals interested in working collaboratively to advance the conservation of monarchs and pollinators. The Collaborative as a whole supports the mission and objectives defined in this Charter and is guided by the principles, guidelines and media protocols. The primary functions of the Collaborative are information exchange, coordination and collaboration to amplify new and existing conservation efforts.

***Conditions of membership:*** Participation in the Collaborative is open to individuals and organizations with demonstrated interest in working collaboratively to advance the mission and objectives of the Collaborative.

***Adding new members:*** New members will be added upon review by the Steering Committee.

### ➤ ***Steering Committee***

**Composition:** Collectively, the Steering Committee includes diverse expertise and stakeholder perspectives on issues related to the conservation goals of the Plan. The Steering Committee is comprised of a subset individuals who attended the Monarch and Pollinator Summit in July 2015 (all Summit participants were invited to serve on the Steering Committee), or thereafter expressed interest in being a part of the Steering Committee. The Steering Committee will strive to include active members of each of the following sectors: seed/plant growers, volunteer organizations, conservation organizations, agriculture organizations, youth organizations, academia, utilities and rights-of-way, state and federal government and agribusiness.

**Adding new members:** New members will be added upon review by the Steering Committee.

A current listing of Steering Committee members will be maintained by the Coordinator.

**Attendance and Inactivity:** Steering Committee members that miss two consecutive meetings will be contacted by the Coordinator and/or another designated Steering Committee member to discuss their interest in continued participation at the Steering Committee level, barriers to participation and how they could be addressed, and willingness to retire their seat to another representative. This information will be communicated back to the Steering Committee so that the Committee can, at its discretion, identify the appropriate action or request regarding continued membership for the inactive representative.

**Removal of Members:** Removal of Steering Committee members may occur due to inactivity or due to failure of the member to adhere to the Shared Principles and/or Ground Rules contained in this Charter. The member in question may choose to remove themselves voluntarily from the Committee or may request a conflict resolution process. Removal of a member requires approval of a two-thirds majority of the Steering Committee inclusive of at least one representative of each sector.

**Roles and Responsibilities:** The Steering Committee is the primary decision-making body of the Collaborative, working to fulfill goals of the Plan and encouraging collaboration with the Collaborative as a whole. Steering Committee members are expected to attend all Steering Committee meetings (or send a fully informed proxy) and honor all aspects of this Charter.

**Meetings:** It is anticipated that the Steering Committee will meet in person four times per calendar year, in a physical location conducive to the majority of all Committee members and/or to a particular meeting agenda, e.g., a meeting held in a field location. Each meeting will be chaired by a rotating chairperson selected by the Steering Committee at the prior meeting. The chair shall help select a meeting date based on a poll of Steering Committee members, secure a meeting location, ask for RSVPs and make arrangements for meals, solicit membership and the state coordinator for agenda topics, develop an agenda and bring copies to the meeting, announce the meeting to the membership and chair the meeting.

**Decision-Making:** The Steering Committee will strive for consensus in all decisions. Consensus is defined as an agreement that participants can support or abide by and to which they do not formally object. (Thumbs up = In favor; Thumb sideways = "Willing to live with this decision"; Thumbs down = I don't support (and then further discussion ensues). Consensus building approach: aiming for 100% In Favor *or* Can Live With votes for a decision for members present at a meeting.

Group agrees to document every decision that happens in Steering Committee meetings, with a brief summary of the discussion that went into that decision recorded in the minutes.

In the absence of consensus, and unless otherwise specified, all decisions require approval of a two-thirds majority of the Steering Committee.

Steering Committee members (or fully informed proxy) must be present to vote.

**Quorum:** The presence of at least 50% of current Steering Committee members or their fully informed proxies constitutes a quorum.

### ***Working Groups***

Topical working groups may be formed based on interest and willingness of members of the Collaborative. Working groups may be formed or dissolved as needed by the Steering Committee, with formation or dissolution taking place via Steering Committee consensus, or, in absence of a consensus, two-thirds majority approval. If it is desired to add new members to a working group, or if inactivity of a member in a working group is an issue, guidelines for adding members/dealing with inactivity/removing a member as listed above for Steering Committee members, can be followed for working groups.

### ***Conflict Management Process (for Steering Committee or a Working Group):***

- 1) Refer to Shared Principles and Ground Rules in this Charter. *If this does not resolve it, then:*
- 2) Call for a Steering Committee group discussion and call for consensus. *If consensus is not possible, then the Steering Committee will vote.*

### ***Staff***

The Steering Committee agreed that a full-time, paid Monarch and Pollinator Conservation Plan Coordinator (referred to hereafter as <Coordinator>) would be critical to fulfilling the goals of the Plan. The Coordinator position is to be overseen by a Council of Administration (referred to hereafter as <Council>).

As determined by the Steering Committee, the Council is to be comprised of members from the Steering Committee, that are providing a minimum of 10% of the funding the position. The Council, will be directly charged with development of a final job description and an annual workplan. The Steering Committee will be provided opportunity to review and comment on the workplan annually prior to its approval by the Council. Steering Committee members will have two weeks in order to review and provide comments to the workplan, which will then be approved by the Council by consensus.

The scope of work in the Coordinator's annual workplan will be developed from the Plan.

The Coordinator(s) will attend all Missourians for Monarchs meetings and provide an update of activities to the Steering Committee in written form at these meetings. Any Steering Committee member may receive Coordinator monthly work reports and comment on them directly to the Steering Committee or Council.

Any member of the Steering Committee may approach the Council at any time if he/she has concerns about the direction of the position.

Protocol for administration, supervision, and funding of additional staff is to be determined.

### **Funding**

Funding for the Collaborative and its Steering Committee will be identified from participating organizations as well as other interested funding sources. A duty of the Coordinator or other staff may be fundraising. To promote shared ownership of the Collaborative's and Steering Committee's efforts and to ensure viability, members will be encouraged to provide reasonable resources to help support the Collaborative and its Steering Committee, which may include financial contributions or in-kind support.

*Approved by Steering Committee 7/26/2016*