Ashokan Watershed Stream Management Program (AWSMP)
Stakeholder Council Guidelines

Mission Statement: The mission of the AWSMP Stakeholder Council is to provide a regular opportunity for stakeholders in the watershed to provide feedback to AWSMP staff on activities related to the Watershed Program, to share information related to stream and watershed management and to extend the information back out to the watershed communities and agencies. Council members serve as ambassadors between resource managers, agencies, AWSMP, and watershed residents.

1. Role and Purpose

a) **Community Relations** – Assist in generating community support for AWSMP initiatives and help to lessen informational gaps between watershed agencies, municipalities and stakeholders.

b) **Implement & Evaluate** – Collaborate with AWSMP staff to implement projects and programs, and provides review of projects for program funding.

c) **Plan for Future** – Exchange information in order to strengthen capacity of local communities and agencies to manage streams and floodplains.

2. Membership

a) The Ashokan Stakeholder Council is comprised of:

    a. **The Executive Council**

        i. Comprised of two representatives from each of the active AWSMP working groups:

            1) Both representatives of a working group should not come from the same organization or agency.

            2) Representatives should be chosen annually by the working group through a majority vote.

            3) No person can represent more than one working group on the Stakeholder Council.

        ii. Executive Council role:

            1) To bring forward specific issues related to their working group area that are relevant to the program to help set program direction.

            2) To bring back information about the general program to the working group.

            3) To vote on program decisions brought forward by working groups, staff and regular members as needed.

            4) To vote on grant proposals recommended by the Grant Review Committee for funding.

        iii. At least one Executive Council member from each working group is expected to attend Stakeholder Council meetings.

        iv. Any Executive Council member may make a motion or 2nd a motion at Stakeholder Council meetings.

b. **AWSMP Staff - CCE Ulster County, Ulster County SWCD, DEP SMP Contract Manager for Ashokan Watershed**
    i. Staff role (for the Stakeholder Council):
        1) To organize and chair the Stakeholder Council Meetings:
            a. There will be at least 4 meetings per year. CCE is responsible for setting up the meetings.
            b. CCE Program Coordinator will chair, in her absence SWCD program manager will chair the meeting.
            c. CCE will compile the agenda with input from Stakeholder Council members and SWCD and DEP.
            d. CCE will send out program minutes.
    ii. To organize working groups and assist with reporting out working group recommendations.
    iii. To provide training and education programs at Stakeholder Council meetings to increase knowledge and capacity of Council Members.
    iv. DEP SMP Program Manager will provide the tie-breaking vote in the event an Executive Council vote is a tie.

c. **Regular Members - Membership in the Stakeholder Council is open to any interested and knowledgeable stakeholder**.
    i. Regular Members are required to:
        1) Complete an application and review program materials:
            a. AWSMP Action Plan
            b. AWSMP Program Brochure
            c. Esopus Creek Stream Management Plan
        2) Attend at least 1 Stakeholder Council meeting and one working group/training/volunteer program before being officially recognized as an active member.
        3) Once a member is active they must:
            a. Attend at least 1 Stakeholder Council meeting per year.
            b. Attend at least 1 training or volunteer program per year.
            c. Failure to actively participate as listed above will result in removal from the Stakeholder Council as a member.
        4) Regular members can:
            a. Add items to the meeting agenda.
            b. Recommend new working groups.
            c. Make formal recommendations to the Executive Council, including recommendations for funding.
            d. Request trainings.
            e. Assist in Stakeholder Council membership recruitment activities.

3. Functioning

a. Meetings:

   i. Quarterly meetings – meetings are open to the public.

   ii. Meeting agendas are set one week prior to meeting and agendas are sent to all members.

   iii. Meetings have formal facilitator, time keeper and note taker.

   iv. Meeting minutes go out within two weeks after meeting date.

   v. Working group report out is scheduled for every meeting.

   vi. Community update time is allotted for committee members at every meeting.

   vii. Every other meeting (bi-annual), a portion of the agenda will be dedicated to education and training for Stakeholder Council members.

b. Executive Council Voting:

   i. Although the AWSMP is not a legal corporation, it will strive to act in accordance with Section 715 of the New York Not-for-Profit Corporation Law pertaining to "self-dealing transactions." Any Executive Council Member (i) in which the Executive Council Member has a substantial financial interest, (ii) to the Executive Council Members is a party, or (iii) to which any other corporation, firm, association or other entity in which the Executive Council Member is a director or officer or has a substantial financial interest shall not vote to approve or recommend a funding award to which the AWSMP, is a party. A funding contract or transaction between the AWSMP and a member municipality shall not be considered a "self-dealing" transaction.

   ii. Following the rules for "self-dealing transactions", Executive Council members who are not entitled to vote will recuse themselves from voting.

   iii. Each Executive Council member has one (1) vote.

c. Executive Council Adoption of Funding Recommendations:

   i. Grant Review Committee recommendations for funding are adopted by a quorum of the Executive Council.

   ii. A quorum is defined as a majority of members entitled to vote, present in person or represented by proxy. A majority must be constituted by a minimum of three (3) Executive Council Members.

   iii. Proxy voting is a form of voting whereby some members of a decision-making body may delegate their voting power to other members of the same body to vote in their absence, and/or to select additional representatives. Executive Council members unable to attend meetings due to illness, work engagements, or travel may authorize a fellow working group member to cast their vote by proxy.

   iv. Executive Council Members may attend meetings through electronic means.

   v. The Executive Council may remand the Grant Review Committee's recommendation for funding back to the Grant Review Committee for further work with notes, and/or vote to approve funding of grants by a majority vote for each grant or grant category.

vi. Executive Council members may sit on the Grant Review Committee, but must recuse themselves from evaluation of proposals submitted by their Town or organization.

4. Working Groups and Function

a. <u>Highway Managers Group</u> – Open to any individual with knowledge and experience in road infrastructure and its relationship to streams – meets every other month.

b. <u>Stream Access and Recreation Group</u> – Open to any individual who works to improve and enhance public access to stream resources and stream-based recreational opportunities – meets quarterly.

c. <u>Stream Ecosystems Working Group</u> – Open to individuals with knowledge of research, assessment, monitoring or applied management, or individuals or representatives of community organizations that utilize science-based data and information for their watershed-related activities – meets two times per year.

d. <u>Education and Outreach Group</u> – Open to any individual who works with AWSMP staff to improve dissemination of information about stream and floodplain management - meets two times per year.

   i. Subcommittees of the E&O Working Group are put together for specific trainings – i.e. Contractor Training, Ashokan Watershed Conference.

e. <u>Flood Hazard Mitigation/Flood Response</u> – Open to any individual with knowledge and experience in flood mitigation. Works to improve flood resiliency in the watershed. Meets quarterly.

f. <u>Grant Review Committee</u> – Reviews AWSMP grant proposals and makes recommendations for funding. Grant recommendations for funding are brought to the general meeting for final vote by the Executive Council. Meets as needed.

g. <u>Stakeholder Council Rules Committee</u> – Responsible for assisting the AWSMP staff in developing rules and policies for the AWSMP program. Comprised of active members of the Stakeholder Council and Working Groups. Meets as needed.