

## Bylaws for Illinois Invasive Species Council

The Illinois Invasive Species Council (IISC) shall:

1. Provide recommendations to the Illinois Department of Natural Resources (IDNR) and Illinois Department of Agriculture (IDOA) regarding species of potential concern to the State of Illinois;
2. Assist with cross-department/agency/organization coordination within the state;
3. Establish and define a network of experts within the state to respond to and evaluate potential threats and associated risks as they are presented across the following taxa:
  - a. Terrestrial plants,
  - b. Terrestrial and avian wildlife,
  - c. Pests and pathogens or agricultural commodities and natural resources, and
  - d. Aquatic life.
4. Increase communication, general awareness, and implementation of professionally recognized and approved management strategies of invasive species to the public, agricultural and ornamental industries, municipal and other stakeholders within the state;
5. Utilize state and federal plans and protocols in making recommendations, including but not limited to those plans identified in Addendum A, and
6. Assist with inter-state outreach, education, and collaboration.

IISC Structure:

1. The IISC consists of the Executive Board, four Committees, and interested parties. It is the desire that the IISC Executive Board and Committees be comprised of a diverse representation of qualified individuals including but not limited to age, race, sex, and ethnic background.
  - a. Executive Board:
    - i. The Executive Board (Board) is the decision-making body of the IISC. Only the Board has voting authority and will make all final recommendations to IDNR and IDOA.
    - ii. The Board shall:
      1. Review recommendations and assessment evaluations completed by the Committees;
      2. Review, select, and distribute information, educational resources, and research on existing or potential species;
      3. Be responsible for leading and coordinating the work of the IISC;
      4. Be directed by a President, President-Elect, and Secretary;
      5. Consist of not less than seven and not more than 15 Board Members with representation from at least one and not more than three individuals for each field of expertise or organization, including non-governmental entities, and, when possible, represent different geographical regions from across the state. The goal for composition of the Board is a broad range of expertise so that critical areas of expertise are represented:
        - a. Representatives from accredited universities, institutions, and/or botanical gardens,
        - b. Land management, wildlife, aquatic and related subject matter professionals,

- c. Professional ecological systems managers,
    - d. Industry representatives,
    - e. Municipalities,
    - f. IDOA, and
    - g. IDNR.
  6. The President and President-Elect shall each be elected to one, two-year term with the President-Elect to assume the role of President at the end of their first term. The President and President-Elect shall be elected by the Board.
  7. IDOA and IDNR will have designated standing representation with no voting privileges. IDNR and IDOA roles will be to provide information and guidance to the voting members including on potential regulatory aspects and procedures associated with recommendations.
  8. Term of service for all Board Members other than IDOA and IDNR designees shall be two years with half of the Board Members elected to a three-year term for the first term followed thereafter by two-year terms. The other half of the Board Members shall be elected to two-year terms.
  9. Board Members shall be elected at the Annual Meeting of the IISC from a slate of candidates nominated in consultation with the Board and Committees.
  10. No Board Member shall be allowed to serve more than two consecutive terms. However, they shall be eligible to serve as a Board Member again after a period of one year has elapsed.
  11. Any vacancies due to death, resignation, or removal of any Board Member, may be filled by election by the Board. The Board Member shall be elected to fill a vacancy for the remainder of the term.
  12. Any Board Member may resign by giving sixty days advanced written notice to the Board.
13. Duties of IISC Board leadership
- a. The President shall have executive authority over the IISC and shall:
    - i. Determine agendas for meetings;
    - ii. Preside at meetings;
    - iii. Facilitate Board discussion;
    - iv. Facilitate communication and outreach, utilizing the Committees, both within the state and outside of the state.
    - v. Facilitate collaboration, utilizing the Committees, within the state and outside of the state.
    - vi. Oversee the development and distribution of reports and recommendations to the IDOA and IDNR with final approval from the Board;
    - vii. Oversee Board selection of Committee Chair and members of all Committees;
    - viii. Call for votes.
    - ix. The IISC Board leadership shall have the authority to revise the IISC By-laws as needed with any proposed changes being presented at the Annual Meeting. Changes shall be approved by a simple majority of the Board.

- b. The President-Elect shall perform all duties of the President in the absence or inability of the President to serve, or in the event of a vacancy in that office., and:
  - i. Serve as an ex-officio member of the Committees; and
  - ii. Lead a nominating body for elections.
- c. The Secretary shall:
  - i. Keep accurate and complete records of all meetings of the Board;
  - ii. Provide copies of the minutes of each meeting to the Board Members at least 14 days after any meetings;
  - iii. Facilitate communication between the Board Members and Committees; and
  - iv. Prepare reports to IDOA and IDNR as directed by the Board.

b. Committees

- i. Role of the Committees:
  - 1. Develop, implement and review Assessment Protocols for each species under review. Species listing recommendations from the IISC shall be based on the IISC Assessment Protocols. The protocols are designed to provide clear direction and processes for recommendations, evaluation, monitoring, or regulation of species across the four Committee categories as identified below;
  - 2. Provide direction and recommendations to the IISC Board;
  - 3. Collaborate and facilitate the development and/or distribution of educational materials and resources; and
  - 4. The Committee Chair person shall be a member of the IISC Board and shall present recommendations and address any questions of the Board.
- ii. There shall be four Committees. Each Committee shall be tasked to represent one of the following categories:
  - 1. Terrestrial plants,
  - 2. Terrestrial and avian animals,
  - 3. Pests and pathogens of agricultural commodities and natural resources, and
  - 4. Aquatic life.
- iii. Each Committee shall consist of at least 5 and not more than 15 individuals. An individual may serve on more than one Committee but may not chair more than one Committee. These individuals shall be appointed by the Board, through majority vote, and collectively shall have professional expertise in at least four of the following categories. In addition, where possible, these individuals should represent different geographic regions of the state:
  - 1. Education and communications,
  - 2. Industry,
  - 3. Botany, biology, and/or zoology,
  - 4. University or other research institution,
  - 5. Non-governmental entities, and
  - 6. Municipal, county, or township.

- iv. In the event of a dispute, the Chair of the Committee shall bring to the Board those issues in dispute for determination by the Board.

## 2. Board Meetings

- a. Meetings of the Board shall be held at any place designated by the Board within or outside the State of Illinois. Meetings may be opened to the observation of the general membership and public at the will of the Board.
- b. An Annual Meeting of the IISC shall be held, with at least ten days prior notice. The purpose of the meeting is to elect Board Members, conduct the IISC business, and present any changes to the By-Laws.
- c. An Annual Meeting Report shall be submitted to IDNR and IDOA within three months of the Annual Meeting and shall outline the status of all species under review, assessments, recommendations, communications, and collaborations taking place within the year both within and outside of the state.
- d. Meetings of the Board shall be held to discuss the business of the IISC and as determined by the Board. Reasonable notice shall be provided to all of the Board Members.
- e. A quorum shall be required for any meeting of the Board where business shall be transacted. A quorum shall be achieved by the attendance of more than 50% of the total Board Members.
  - i. Members of the Board may participate in a meeting through the use of a conference telephone or similar communications equipment as long as all Board Members participating are in simultaneous communication with one another.
  - ii. Voting by written proxy is permitted.
- f. All meetings shall be run according to parliamentary procedure.

## 3. Committee Meetings

- a. Meetings of the Committees shall be held at least annually and as often as necessary.
- b. Committee meetings may be held at any place designated by the Committee within or outside the State of Illinois. Meetings shall be opened to the observation of the general membership and public.
- c. Meetings of the Committees shall be held to discuss the business of the IISC and as determined by the Board. Reasonable notice shall be provided to all of the Committee Members.
- d. A quorum is not required for any meeting of the Committees.
  - i. Members of the Committees may participate in a meeting through the use of a conference telephone or similar communications equipment.
  - ii. The Committees do not have voting authority.

## ADDENDUM A

Following is a list of some of the plans that will provide a framework and foundation for the work of the IISC Board and Committees:

Plan Name	Link
Aquatic Nuisance Species Plan	<a href="https://anstaskforce.gov/State%20Plans/ilansplan.pdf">https://anstaskforce.gov/State%20Plans/ilansplan.pdf</a>
Illinois Wildlife Action Plan (Compilation of Comprehensive Wildlife Conservation Plan and Strategy (2005) and Implementation Guide (2015)	<a href="https://www2.illinois.gov/dnr/conservation/IWAP/Pages/default.aspx">https://www2.illinois.gov/dnr/conservation/IWAP/Pages/default.aspx</a>
Illinois Forestry Acton Plan	<a href="https://www2.illinois.gov/dnr/conservation/Forestry/Documents/IllinoisForestActionPlan2018.pdf">https://www2.illinois.gov/dnr/conservation/Forestry/Documents/IllinoisForestActionPlan2018.pdf</a>
Illinois Noxious Weed Law	<a href="https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1693&amp;ChapterID=40">https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1693&amp;ChapterID=40</a>
Injurious Species Ad Rule 17-805	<a href="https://www2.illinois.gov/dnr/adrules/documents/17-805.pdf">https://www2.illinois.gov/dnr/adrules/documents/17-805.pdf</a>
Exotic Weed Act	<a href="https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1735&amp;ChapterID=44">https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1735&amp;ChapterID=44</a>