

# Operating Protocols

## Missouri Invasive Plant Council

Adopted  
July 7, 2021  
Protocol  
Missouri Invasive Plant Council

### Article I. Name

The name of this council shall be Missouri Invasive Plant Council. Its acronym is MoIP. The Missouri Invasive Plant Council is referred to as “council” throughout these Operating Protocols.

### Article II. Administration and 501(c)(3) compliance

The council is administered through Grow Native!, a program of the Missouri Prairie Foundation, a 501(c)(3) organization.

### Article III. Purpose & Objectives

The purpose of the council is to review, discuss, and recommend educational and regulatory action related to managing and controlling known and potential non-native invasive plants. The objectives of this council shall be:

1. To maintain a list of key invasive plants and their assessment scores in order to focus efforts.
2. To serve as a portal for invasive plant management information within the state and to contribute data to regional and national efforts (such as the Midwest Invasive Plant Network).
3. To develop recommendations intended to influence policy and strategies and promote action for the management and control of invasive plants within Missouri and the Midwest region, partnering with many stakeholders to reduce the influx, prevalence, and

- impact of invasive plants.
4. To reach new audiences.
  5. To operate within the limits of funding and capacity.
  6. To determine geographic priority areas for invasive plant control, awareness and other educational opportunities, i.e., areas with native biodiversity and high public use areas.
  7. To focus unified efforts for effective on-the-ground impact; establishment of priority geographic areas; and facilitation of agency cooperation and coordination.

#### Article IV. Council Members

Section 1. Membership is composed of entities rather than individuals. Multiple individuals can represent the member and attend meetings.

Section 2. Council members shall have expertise in invasive plant science and/or management or other experience, knowledge, or skills that are valuable to advance the purpose and objectives of the council. Members are approved by consensus of the existing council members. The council strives for representation from a diversity of disciplines, including landscape industries, agriculture, ecology, academia, outdoor recreation, land management, and other fields. Active council members shall hold four meetings each year to carry out the purpose of the council.

Section 3. New members. Any entity wishing to become a Council member will submit a brief summary of the entity representative's background and experience with invasives and reason for wishing to become a member. The Governance Subgroup will review and recommend action by the Council. Council will set a maximum number of members.

Section 4. Attendance: Any council member missing three consecutive meetings may be removed from the council.

Section 5. Compensation: Council members shall not receive compensation from the council for their work on the council. Note: The coordinator is not a council member.

#### Article V. Officers

Section 1. The officers of the council are chair, vice-chair, and chair-elect.

Section 2. Officer terms: The chair, vice-chair, and chair-elect shall each serve a two-year term, with concurrent terms.

Section 3. The council membership shall nominate candidate(s) from the standing membership to fill the expiring term for chair, vice-chair, and chair-elect at the third quarter meeting preceding the election. Voting shall take place at that time. The newly elected officers begin a two-year term at the close of the meeting.

## Article VI. Meetings of the Council

Section 1. Business meetings shall be scheduled quarterly and additionally as needed.

Section 2. Notice of business meetings shall be sent electronically to council members a minimum of 14 days prior to such meetings.

Section 3. Meeting agenda and format may be coordinated by a designated coordinator.

## Article VII. Voting

Section 1. Council members will vote on matters where a decision has to be made and vote to accept/reject minutes. There will be a roll call for all votes that are not unanimous. The voting protocol is as follows: a motion, a second, discussion, then voting.

Section 2. Each council member is entitled to one vote only on any voting issue. In cases where several individuals represent the same entity, that entity gets only one vote.

Section 3. A quorum shall be defined as at least 50% of council membership in attendance, physically or remotely (when facilities for remote attendance are available), and is necessary to conduct official business at a duly called meeting.

Section 4. A simple majority of the voting members of the council is required for passage of council business decisions.

Section 5. A two-thirds majority of non-abstaining voters present is required for passage of amendments to the Council Protocol.

Section 6. Government employees may abstain from voting as required by their agencies.

Section 7. The council will maintain a system for recording votes in the case of split votes.

Section 8. At the beginning of each meeting members will state if anyone has a conflict of interest, such as a personal financial benefit, with actions related to any agenda item.

Section 9. If desired by a council member, an individual's vote may be recorded by name.

Section 10. Voting procedures will otherwise be conducted according to Robert's Rules.

## Article VIII. Subgroups

Section 1. The council may, by chair or vice chair approval, form subgroups to execute council decisions beyond the scope of quarterly meetings and may delegate to such subgroups the powers and authority of the council in the management of business and affairs of the council. Subgroups may consist of persons who are not also members of the council and shall act in an advisory capacity to the council. Subgroups must include at least one council member. Voting does not occur in subgroups.

## Article IX. Associates

Section 1. Associates are individuals representing organizations or other entities that wish to receive and share with their constituents the council's official external communications.

Section 2. Associates may attend meetings but do not vote.

Section 3. An associate wishing to address the council must arrange with the council coordinator for a presentation time.

Section 4. Adding associates: Any entity wishing to become a Council associate will submit a brief summary of the entity representative's background and experience with invasives and reason for wishing to become an associate. The Governance Subgroup will review and recommend action by the Council. Council will set a maximum number of associates if deemed necessary.

## Article X: Communication

Official communications shall be developed by council coordinator and council members.

## Article XI. Policy Statements

Three or more members may propose policy statements at any time by submitting the proposal in writing to the chair. The proposal shall then be submitted to the membership for adoption or rejection by a two-thirds vote of the non-abstaining voters present.

## Article XII. Annual Review of Protocol Document

Annually, the council will review the protocol document.

## Article XIII. Amendment of Protocol Document

Voting members may, at any meeting of the council, propose an amendment to the council's

protocol document. Proposed amendments must be read at one council meeting, and voted on at the following meeting or, if needed, electronically.