

Fall Meeting
Glens Falls, New York



NEANS

**NORTHEAST AQUATIC
NUISANCE SPECIES PANEL**



October 23-24, 2013



NEANS Meeting DRAFT Agenda

October 23-24, 2013

Queensbury Hotel

88 Ridge St

Glens Falls, NY

Wednesday, October 23, 2013

10:30 AM Northeast Aquatic Nuisance Species Council Board of Directors meeting

Luncheon provided for NEANC directors

(meeting recesses until 2:00 PM on October 24, 2013 for officer election)

11:15 AM NEANS Panel Steering Committee meeting

Luncheon provided for NEANS Panel Steering Committee members

1:00 PM Full Panel meeting: welcome, introductions, review of meeting agenda, and updates by Co-chair

Ann Bove, VT Department of Environmental Conservation and Mark Malchoff, Lake Champlain Sea Grant

ANS updates and Panel business:

- March 2013 meeting summary and August 2013 call summary acceptance – northeastans.org/meetings.htm
- Schedule mid-term Panel conference call in February 2014 – Ann, Mark, and Michele Tremblay
- Schedule May meeting in Vermont – Ann, Michele, and Mark
- Bylaws review and discussion – Ann and Mark
- 2013-2014 NEANS Panel budget – Meg Modley, Treasurer
- ANS Task Force June conference call and November 2013 meetings update – Laura Norcutt, US Fish and Wildlife Service and Ann and Mark
- Invasive Species Advisory Council and National Invasive Species Council – updates from members present
- Call for nominations and election of Panel co-chair
- Recognition of Ann Bove's two years of service as co-chair

2:00 PM Meeting recesses tour of Champlain Canal (Dunham Pool)

Hosted by NYS Canal Corporation

6:00 PM Meet in lobby for group supper at nearby restaurant

Thursday, October 24, 2013

- 8:00 AM** Work groups meeting time with continental breakfast provided for all participants
- 9:00 AM** NEANS Panel draft recommendations for Aquatic Nuisance Species Task Force for November 2013
Ann and Mark, discussion leaders
- 9:15 AM** Work group reports and votes on further project funding approvals
- 10:15 AM** Highlights from New York
Leslie Surprenant, NYS Department of Environmental Conservation
- 10:45 AM** Morphology and Function of Champlain Canal relative to AIS Transfer: Past, Present and Future
Ellen Marsden, University of Vermont
- 11:30 AM** Chinese Mitten Crab project
Alyson Eberhardt, NH Sea Grant and Judy Pederson, MIT Sea Grant
- 12:15 PM** Public comment period
- 12:30 PM** Luncheon for NEANS Panelists
- 2:00 PM** Northeast Aquatic Nuisance Species Council Board of Directors for brief meeting resumption to elect officers



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Meeting Summary Draft • March 14, 2013
Providence Biltmore • Providence, RI

Panelists present in Providence and via conference call/webinar (c/w): Nancy Balcom, University of Connecticut Sea Grant; Beth Bisson, Maine Sea Grant College Program; Ann Bove, VT Department of Environmental Conservation; Kevin Cute, RI Coastal Resources Management Council; Chris Deacutis, Narragansett Bay Estuary Program; Paul Gregory for John McPhedran, ME Department of Environmental Protection; Larry Harris, University of New Hampshire; Mark Malchoff, Lake Champlain Sea Grant Project; Meg Modley, Lake Champlain Basin Program; Theresa Portante-Lyle, New England Interstate Water Pollution Control Commission.

Others participating: Alyson Eberhardt, NH Sea Grant UNH Cooperative Extension; Leah Elwell, Invasive Species Action Network; Niels-Viggo S. Hobbs; Meaghan Johnstone, The Nature Conservancy; Susan Mangin, Aquatic Nuisance Species Task Force; and Michele L. Tremblay, NEANS Panel contractor Program Manager (naturesource communications).

Full Panel meeting: welcome, introductions, review of meeting agenda, and updates by Co-Chairs – Ann Bove, VT Department of Environmental Conservation and Mark Malchoff, Lake Champlain Sea Grant welcomed everyone to the meeting and outlined the agenda for the NEANS Panel meeting, field trip, and joint reception and meeting with the Great Lakes Panel.

ANS updates and Panel business:

- The Panelists and guests introduced themselves and their organizations.
- The November 2012 meeting summary was accepted.
- The February 2013 call summary was accepted.
- NEANS Panel Business and Fall 2013 meeting scheduling – The Fall 2013 meeting location is Vermont near the canal system. Venues include Rutland as well as Glens Falls, Whitehall, or Saratoga in New York.
- The mid-term call will be scheduled for August 2013.

Action: Michele Tremblay will poll Panelists for date conflicts in November 2013.

Action: Michele Tremblay will poll Panelists for the first two weeks of August 2013 conference call and distribute a save the date message to Panel@NortheastANS.org.

Action: Michele Tremblay will poll Panelists for the second full week of August 2012 conference call and distribute a save the date message to Panel@NortheastANS.org.

- ANS Task Force (ANSTF) report – Susan Mangin indicated that the Spring meeting is tentatively scheduled for the WEEK OF in Duluth, MN and hosted by the Great Lakes Panel. However, it is not yet decided if the meeting will occur given the sequestering. The Recreation Guidelines document has been updated and there is a

committee of about fifty individuals whom have worked on the revision. It is in the Federal Register process.

- Me FEDERAL REGISTER
- Leah Elwell thanked the Panel for its participation ETC.

Highlights from Rhode Island – Kevin Cute, RI Coastal Resources Management Council presented a synopsis on the freshwater and marine plan programs and its use of the State Management Plan funding. The program is building a volunteer network with a focus on education, training, and target audiences. The presentation is online at <http://www.northeastans.org/docs/meetings/201303/>

Northeast ANS Roundtable (Additional updates may be found at http://www.northeastans.org/forum/?page_id=62)

Michele L. Tremblay, New Hampshire Rivers Council, reported on the River Runners program. River Runners is in its third year. During the first two years, Student Conservation Association members performed surveys. It was a challenge to supervise and manage these members. Equipment was lost or damaged in the field and the outreach and local involvement objectives were not easily met. The Council is now working with existing watershed groups. The Council trains them and provides support for them to conduct surveys in the summer and fall and report their findings. Outreach is built in with this approach because volunteers are connected with municipal governments, such as conservation commissions and other groups.

Connecticut

Nancy Balcom, Connecticut Sea Grant, reported that they have hired a staff to develop displays and other collateral draft Hazard Analysis and Critical Control Points for suction and mechanical harvesting.

Maine

Beth Bisson, Maine Sea Grant, reported on a meeting yesterday in Augusta. The participants discussed about research and outreach needs including assigning point people. It is not yet in Maine but it is getting closer. It is not clear if behavior changes are appropriate given that there is not yet a full understanding of vectors and other invasive factors.

Paul Gregory, ME Department of Environmental Protection, reported that Maine's Invasive Species program is supported by a dedicated fund from boat registrations, which have been flat. Their contractor has trained over 3,000 volunteers. They are transitioning to a train-the-trainers program to provide better coordination. There is \$90K in funding for courtesy boat inspections, which are now required at fish tournaments. The tournament organizer is responsible for arranging inspections or may work with a lake association or other group. Wardens are enforcing the new rule. Overall, the collaboration has been fruitful and offers the sport improved publication relations. Communications in Maine have changed with messages coming directly from the executive branch or their department commissioners. Agencies must work with them on their outreach priorities. There is less press being generated on invasive species issues. Control Hydrilla and Asian milfoil. Surface use restrictions by the DEP and inland wildlife are being used to address control by curtailing access temporarily to public waters.

Vermont

Ann Bove, VT Department of Environmental Conservation, reported that her agency's focus has been on boat launch inspections. There are about twenty-five local programs. The program increased with an additional 9,000 inspections. There are three training sessions this year. Individuals are training state park staff.

Meg Modley, Lake Champlain Basin Program, reported that they are participating in an Asian Clam event in April with participants from all over the country. The Adirondack received a NISAW/ANS Task Force award for its invasive species award. Meg said that there is a lake defenders film on aquatic species and invasion in Vermont. The boat launch program support has increased by about a third for the summer program through Labor Day.

New Hampshire

Alyson Eberhardt, NH Sea Grant, reported that she is engaging with regulatory agencies, volunteer monitoring groups, and other entities to coordinate its Mitten Crab. There is an unconfirmed sighting of the crab, which is being analyzed.

Rhode Island

Kevin Cute, RI Coastal Resources Management Council, provided his updates during the Highlights from Rhode Island session of the agenda.

New York

Mark Malchoff, NY Sea Grant, reported his program convened a smelt and alewife interaction workshop that analyzes spatial and temporal populations. Model scenarios were examined. Smelt appear to be viable in variety of scenarios. Andy Mann contacted him for Eurasian Rudd samples. It has hybridized with the common shiner with the vector being bait. They have completed a study of spread prevention attitudes and behaviors with fishing tournament participants. Most participants have been accepting the program and cooperating with it.

Meaghan Johnston, The Nature Conservancy, reported that the spiny water flea is in the Adirondack along with four other waterbodies. She is part of a work group that is writing a paper that will provide recommendations on visual inspections and boat decontamination units. The paper is slated for completion in April. Asian clam and spiny water flea monitoring protocols are under development. The aquatic invasive plant and animal program that she coordinates conducted three trainings in June. Last year, there were one hundred participants. The strategy is to locate the boat decontamination stations located closer to infested lakes.

Federal, nonprofit, and academia

Susan Mangin, US Fish and Wildlife Service, thanked the NEANS Panel for its efforts. The Service is anticipating a 5% across-the-board cut so some programs may be cut less or more. This is because there are some areas that cannot be cut so the decreases will be borne by other programs. The Service is working on an Asian Carp surveillance plan, due for completion at the end of this month. Snakehead plan and classroom guidelines are due for ANS Task Force acceptance.

Larry Harris, University of NH, reported that they are watching several species Asian grasslaria dominating native, European oysters coastal and islands, and heteropinia is

now really common and expanding rapidly. *Didemnum* is flourishing in the mild winters of the Gulf of Maine, where in some cases, covers bottom habitat. There is a new tunicate in Connecticut.

Leah Elwell, Western Regional Panel and Invasive Species Action Network

reported that the Western Regional Panel's primary concerns include inland issues lately with Quagga and zebra mussels with boat inspection programs for both commercial and recreational vessels. For the coastal issues, the Panel has noted that tsunami debris garnered a lot of attention and interest. Communication plan developed for similar events. The region is concerned with the European green crab.

NEANS Panel draft recommendations for Aquatic Nuisance Species Task Force

Susan Mangin will consider the recommendation on recognition of the Lake Champlain canal system as significant threat for inter-watershed invasive species transmission. The Panel asked if an Act of Congressional is needed to implement the recommendation.

The Panel discussed the possibility of having State Management Plan funding be granted every two years with half of states converting to the system in the first year and the second half in the following year. This would allow two years of funding for states and lessen the burden for US Fish and Wildlife by only writing half of the number of agreements each year. When fully implemented, states would have two years to spend their grants.

The Great Lakes Commission is working on an organisms in trade Internet-based program. The program will crawl the web looking for invasives species for sale on the web. The biggest challenge has been the non-standard use of common species names. They are exploring incentives for participants in Habitattitude. It was noted that New York State regulatory authority for candidate organisms. Open source code for the NEANS Panel or others to work on or improve the project outside of the Great Lakes Region.

Paul Gregory asked if Stop Aquatic Hitchhikers (SAH) has been tested for its efficacy with recognition and behavior change. Given the effectiveness of awareness in New Zealand for *Didymo*, can North America duplicate that success with its own campaign? He pointed to the amazing success with the Smoky the Bear "Only you can prevent forest fires" messaging. *Didymo* and other invasive species could be characterized as the equivalent of a slow burning forest fire for marine and freshwater habitats. A recommendation could be made to the Task Force for testing SAH with the general public. The adoption in the western part of the country may be greater. The testing could be focused on how well and where the SAH is meeting its objectives. The ANS Task Force Education and Outreach Committee is undergoing a revitalizing effort, which could explore these issues.

Action: Meg Modley and Mark Malchoff will draft a recommendation for the ANS Task Force on canals, for consideration and vote of the Panel during its August 2013 mid-term call.

Action: Meg Modley and Mark Malchoff will draft a recommendation for the ANS Task Force on organisms in trade, for consideration and vote of the Panel during its August 2013 mid-term call.

Action: Nancy Balcom and Ann Bove will draft a recommendation for the ANS Task Force on State Management Plan funding issues, for consideration and vote of the Panel during its August 2013 mid-term call.

Action: Paul Gregory will draft a recommendation for the ANS Task Force on conducting a test/evaluation of the Stop Aquatic Hitchhikers campaign, for consideration and vote of the Panel during its August 2013 mid-term call.

Action: A placeholder will be added to the November 2013 meeting agenda item list regarding organisms in trade and state regulatory assessment.

Rapid Assessment Survey

Niels Hobbs's presentation is posted at

<http://www.northeastans.org/docs/meetings/201303/>

NEANS Panel Chinese Mitten Crab Management Plan

Kevin Cute presented the status of the plan. It includes significant changes on risk assessment and monitoring network outreach and education. The rapid response section is being revised significantly with recommendations in parts two and three, (post-response information will be incorporated into the rapid response sections). The plan has incorporated many links on NortheastANS.org. This strategy reinforces the need to verify dysfunctional external links as well as repairing the control technologies dynamic tools. The draft is slated for completion at the end of April 2013.

Action: Via email, Kevin Cute will solicit volunteers to review the draft Mitten Crab EDRR Plan via email.

Rapid Response Fund

Meg Modley distributed the draft rapid response fund revised work plan. The Panel had already approved \$5,000 for development of the guidelines, which have since been updated. Agencies for accountability and add a requirement for partnership with Panel member organizations. The decision today is to approve the guidelines and to add an additional \$5,000 is requested to fund fully the program at \$10,000. An incentive to add a match requirement or cite it as being a reason for a higher score. Language offering guidance on the expected amount of the award will be added. The objective is a fast decision for rapid response.

Action: Those present at the March 2013 meeting recommend that the Panel accept the guidelines as revised during the meeting.

Action: Those present at the March 2013 meeting recommend that the Panel accept the rapid response work plan and add \$5,000 to the rapid response fund so that the total amount available is \$10,000.

Action: Meg Modley will revise the rapid response guidelines pursuant to the March 2013 meeting discussions.

Work Group reports

Ann Bove has been working on the Hydrilla Watch Card. She has incorporated into the final version the comments of about a dozen reviewers. Isabelle Simard offered to translate the card into the French. Michele found a QR code that is smartphone and tablet "scanable" in a very small format. She volunteered to help Ann solicit orders and obtain printing quotations.

The mapping project and Lake Greeter plans and funding have been re-allocated to the key chain project. Ann presented the key chain work plan and showed floating coated foam samples that Michele provided from a local distributor for a good price. The key chains would include brief language and contact information along with the Stop Aquatic Hitchhikers logo. A QR code would be included that would link to a

special page on NortheastANS.org. Michele volunteered to fulfill orders if the Panel paid for the shipping charges.

Mark presented a plan to create new products and repair issues with the existing webpage. He proposed \$1,300 for Web-sites.com to perform this work as a follow up on their previous repair work.

Beth Bisson discussed the climate change working group establish network for collecting data on maximum and minimum temperatures over annual bases, species present in freshwater and marine environments, identifying sentinel organisms for the region, change in biodiversity (presence of native vs. nonnative species), identifying species for northern, southern, and introduced species, and floristic quality. Their proposal is to convene a workshop in conjunction with the May 2014 Panel meeting. A conference call will be convened to decide on next steps and scheduling.

Decision: Those present at the March 2013 meeting recommend that the Panel accept the final version of the Hydrilla Watch Card, which will be printed for the previously approved amount of \$5,000.

Decision: Those present at the March 2013 meeting recommend that the Panel accept the key chain work plan and that it be funded for \$6,800 for approximately 10,000# units plus shipping to NEANS Panel member agencies recipients.

Decision: Those present at the March 2013 meeting recommend that the Panel contract with Web-sites.com for up to \$1,300 to complete the website repairs and provide a new file upload product.

Action: Michele will place on the next Steering Committee agenda the March 2013 Panel meeting recommendations for its votes.

Northeast Aquatic Nuisance Species Council fiscal agent policy

Nancy suggested that the discussion be postponed until the Panel and Council are faced with another request for outside monies.

Proposed NEANS Panel bylaws revision

Ann provided background on the process to date including the February 21, 2013 conference call. Ann thanked Nancy Balcom for her work in reviewing and compiling the comments. Nancy led the discussion on the proposed changes to the bylaws. There was some discussion about whether or not a letter of appointment from the ANS Task Force vs. only from the NEANS Panel is necessary. The bylaws will be revised accordingly. Some felt that proxies would be more accurately tracked and managed vs. an alternate or alternates. Concern was raised by former committee members whom were considered in the past to be Panelists but were not voting members. This created confusion with some organizations having many votes vs. other organizations having only one. This made the membership roster as well as the voting composition appear uneven. Having one vote for each organization mirrors the structure of the ANS Task Force as well as other Panels. Further changes were made in the Steering Committee composition and voting. Standing committees are eliminated in the proposed draft in favour of work groups that can (and do) include individuals whom are not Panel members. There was some discussion about Panelists, proxies or alternates, and observers. Observers would not vote. Proxies or alternates would not vote unless the Panelist was not present. The Panel discussed the need to have at least two voices for each state and province to accommodate freshwater and marine. In the case of Vermont, it would have two members from two agencies. The Panel has a list of interests for prospective Panel membership. A suggested was made to re-name “observers” to “contributors” to recognize their work. The Panel can provide letters to

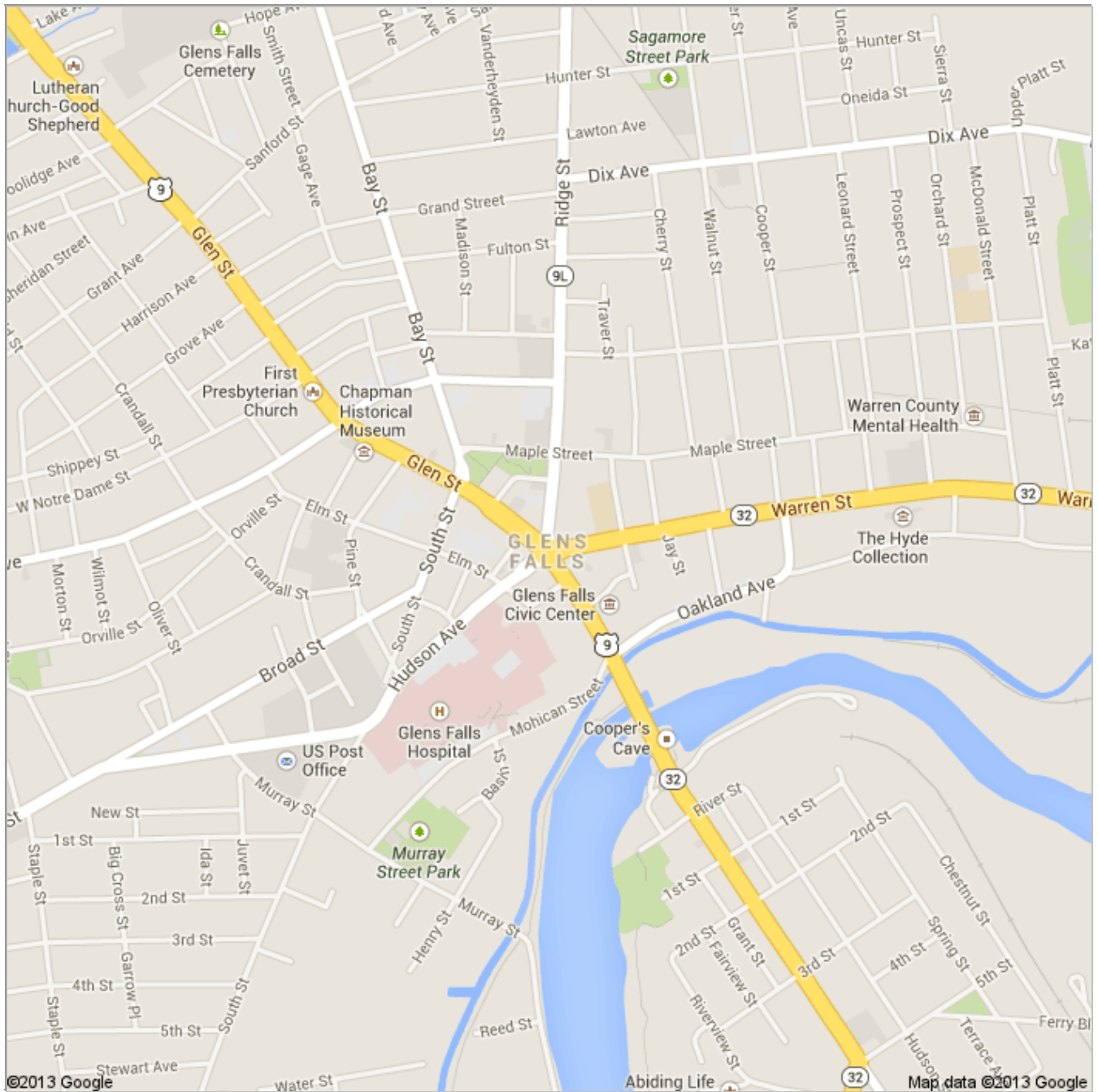
agencies indicating the work group members' participation is vital to the Panel's work. There have been issues recently with the quorum requirements. There could be changes to allow non-government or others to be part of the quorum. If Panelists are not present and there is not a quorum, the business must be decided by the Steering Committee.

Action: Nancy Balcom and Ann Bove will revise the bylaws proposed revision by the end of April and solicit additional comments for a vote by the Panel during its August 2013 conference call.

Public comment period

There were no comments from the public.

Meeting summary prepared by Michele L. Tremblay, natresource communications



Dear NEANS Panelists and ANS friends,

This document provides you with instructions, links, and credentials for conference call and webinar access.

The **webinar** is desktop sharing style so you will be able to see the presentations as they appear on the projection screen at the meeting. To hear the presenters and participate in discussions, you will need to **dial into the conference line**. *You may dial-in without having to use the webinar.*

Here are your dial-in credentials all days and times

Your dial-in number for is 646.307.1300

Your guest code is 7962615#

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Wednesday, October 23, 2013 from 10:30 AM to 2:00 PM, which includes the Northeast Aquatic Nuisance Species Council and Northeast Aquatic Nuisance Species Panel Steering Committee meetings.

<http://www.freeconference.com/DesktopConnect.aspx?E=15a14f2a77cb5f50bf27e9f43f3a8312&B=13460902&AC=1>

Thursday, October 24, 2013 morning only

<http://www.freeconference.com/DesktopConnect.aspx?E=22fdd7953b778b721099cb38c37fc4c7&B=13460942&AC=1>

Thursday, October 24, 2013 after lunch only

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Prior to the meeting (a day or a few hours before), please be sure to visit

<http://www.freeconference.com/desktop-sharing.aspx> and make sure that your browser has all of the necessary Java and Javascript updates and that it is tested and ready to go.

If you cannot make the meetings, I will be posting presentations (where presenter permissions are provided to me) at <http://www.northeastans.org/panel-members.html>. Your briefing book is now posted. Please be sure to take a moment to click on the meeting forum link for the Fall 2013 meeting and add your update.

Should you encounter any difficulties, please call me at the number below or email me. I will endeavour to respond as I am able during the meeting.

Safe travels, keyboarding, and dialling.

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Michele L. Tremblay

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Bylaws of the Northeast Aquatic Nuisance Species Panel

ARTICLE 1 ENABLING LEGISLATION

The Northeast Aquatic Nuisance Species Panel (hereafter NEANS Panel) was recognized in July 2001 under the provisions of the National Aquatic Nuisance Prevention and Control Act (NANPCA) of 1990 [reauthorized as the National Invasive Species Act (NISA) of 1996] by the approval of the Federal Aquatic Nuisance Species Task Force.

ARTICLE 2 MISSION, GOALS, AND OBJECTIVES

Mission: Protect the marine and freshwater resources of the Northeast from aquatic invasive species (hereafter AIS) through commitment and coordinated action.

Goals:

- A. Prevent the introduction, establishment, and dispersal of AIS in the Northeast.
- B. Control the spread of AIS already introduced into the Northeast.
- C. Mitigate the harmful ecological, economic, social, and public health impacts associated with the introduction, establishment, or spread of AIS in the Northeast.

Objectives: (see Appendix A)

ARTICLE 3 FISCAL MANAGEMENT

All funding for the NEANS Panel will be housed and managed by the Northeast Aquatic Nuisance Species Council, a 501(c)(3) not-for-profit organization. The NEANS Panel will operate on the same fiscal year as the Federal Government, from October 1 to September 30.

ARTICLE 4 MEMBERSHIP

Members with formal NEANS Panel appointments shall comprise the NEANS Panel.

- A. **Panel members:** The Panel votes on issues brought before it, including budgetary, programmatic and membership related-questions/issues. The Panel may authorize the Steering Committee for any level of decision making. For new potential Panel members nominated to represent a specific sector of interest on the Panel, if the Panel raises no objections to the nominee(s), then the USFWS is notified of the new panelist(s). Panel members represent northeastern state governments, U.S. federal government agencies, eastern Canada provincial governments, Canadian federal agencies, trade, scientific, or professional associations/societies, non-government organizations, and academic institutions that have a significant interest or role in the

prevention, control, mitigation, or impacts of AIS. Panel members representing Canadian organizations or government agencies are prohibited from voting on funding related issues only. Panel members from U.S. organizations and government agencies have full voting rights on all issues. In the event that a Panel member is unable to participate in a meeting or conference call of the full NEANS Panel, he or she may designate a proxy from the entity he or she represents to take his or her place. The Panel member or the Panel member's supervisor must submit a written statement (e-mail is acceptable) to the AIS program manager in advance that states the proxy is designated to take the place of the absent Panel member during a specified meeting or conference call. **Terms:** Panel members serve on the NEANS Panel at the pleasure of the State, Province, agency, NGO, or other organization that they represent, which will determine the length of service for its representative(s).

1. **Northeastern states and provinces.** Each of the following states from the northeastern region of the United States and provinces from eastern Canada may identify two representatives* plus one proxy for NEANS Panel membership. The process for selecting representatives is to be determined by each state or province. The proxy does not have voting rights during panel meetings or calls unless one or both of the two representatives is/are absent.
 - a. Maine
 - b. Massachusetts
 - c. New Hampshire
 - d. Vermont
 - e. Rhode Island
 - f. Connecticut
 - g. New York
 - h. Quebec
 - i. New Brunswick
 - j. Nova Scotia
 - k. Prince Edward Island
 - l. Newfoundland and Labrador

* One freshwater and one marine with the exception of Vermont.

2. **U.S. and Canada federal government agencies.** Each of the following agencies may designate a representative for NEANS Panel membership:
 - a. Agriculture Canada
 - b. U.S. Army Corps of Engineers
 - c. Atlantic States Marine Fisheries Commission
 - d. U.S. Coast Guard
 - e. U.S. Department of Agriculture
 - f. Canadian Department of Fisheries and Oceans
 - g. Environment Canada
 - h. U.S. Environmental Protection Agency
 - i. U.S. Fish & Wildlife Service (USFWS)

- j. U.S. National Oceanic and Atmospheric Administration
- k. U.S. National Park Service
- l. Transport Canada

3. **Trade, scientific, or professional associations and societies, non-government organizations (NGOs), and academic institutions.** The Panel will identify and recommend organizations in this category to the USFWS for membership.

- B. **Panel Contributors.** A contributor is someone who, while not formally appointed to the NEANS Panel, actively attends and participates in Panel meetings or other functions regularly. Encouraged to join in Panel discussions and participate in Panel Committees and Workgroups, contributors can seek and receive letters of support from the NEANS panel in support of their participation. A contributor has no voting rights on any matters before the Panel unless he/she also serves in the capacity of proxy for a Panel member.
- C. **Public / Observer:** An observer or the public are essentially periodic guests – those individuals who are neither formally appointed as Panel members nor regularly participate in NEANS Panel meetings and/or activities. They may be invited to attend specifically or are interested in providing public comment. Observers may contribute to Panel discussions and participate in Panel Committees and Workgroups, but they have no voting rights on any matters before the Panel.

ARTICLE 5 OFFICERS

The Officers shall consist of two Panel Co-chairs and an Immediate Past Co-chair.

- A. **Panel Co-chairs.** The Panel Co-chairs jointly preside over the operations of the NEANS Panel and the Steering Committee. Panel Co-chairs must be NEANS Panel members. They are responsible for calling meetings/conference calls of the Steering Committee, presiding over Steering Committee meetings, preparing the annual budget with the Steering Committee, preparing contracts for paid NEANS Panel staff, and insuring that the NEANS Panel is working to accomplish its goals and objectives. Panel Co-chairs are chosen by the Panel members and serve for two-years as an active Co-chair and one year as an Immediate Past Co-chair. The terms of the two Co-chairs are offset, so that both Co-chair positions do not come up for election in the same year. All official NEANS Panel documents must be signed by one or both Panel Co-chairs. The signature of both Panel Co-chairs is not required if the action represented by the document was discussed and approved by the Steering Committee at a meeting or conference call in which both Panel Co-chairs were present, the approval is documented in the meeting minutes, and the Co-chairs concur that only one of them needs to sign. Co-chairs may also delegate the signing of official NEANS Panel documents to the AIS Program Manager.

- B. Immediate Past Co-chair:** The role of the Immediate Past Co-chair is to aid in the transition of Co-chairs and to follow through on initiatives begun during his or her term. The Immediate Past Co-chair will participate on Steering Committee calls and assist the current Co-chairs as needed.

ARTICLE 6 ORGANIZATION

The NEANS Panel is organized into a Steering Committee and project-specific Workgroups.

- A. Steering Committee.** The Steering Committee is responsible for the governance of the NEANS Panel, as authorized by the Panel, including preparation and approval of the annual budget. The Steering Committee consists of the two Panel Co-chairs who preside as co-chairs, the Immediate Past Co-chair, one member from each state, one member from each Canadian province, two federal or non-governmental representatives, and one representative of the USFWS. If a Panel Co-chair or Immediate Past Co-chair is a representative of a state, he / she will also serve as the Steering Committee member for his / her state. If a Panel Co-chair is a representative of a federal government agency or non-governmental organization, he / she will also serve as one of the two federal or non-governmental representatives on the Steering Committee. Canadian Steering Committee members may not vote on funding-related issues.
1. Steering Committee meetings (or conference calls) should be scheduled periodically, usually every one to two months. Either Panel Co-chair can convene a Steering Committee meeting.
 2. As the governing body of the NEANS Panel, official business will be decided by simple majority vote (see Article 9) until revoked. All decisions will be duly recorded in the meeting (or conference call) minutes.
 3. A Quorum for the Steering Committee will consist of at least one Panel Co-chair and at least four other Steering Committee members who have full voting rights.
 4. Proxy: In the event that a Steering Committee member is unable to participate in a meeting or conference call of the Steering Committee, he or she may designate a proxy to take his or her place. For the federal agencies, northeastern states or provinces, either the other state/federal/provincial designated Panel member or proxy can serve as proxy (refer to Article 4.A.1.). For all others, the member or the member's supervisor must submit a written statement (e-mail is acceptable) to the AIS program manager in advance of the call that states the proxy is designated to take the place of the absent member during a specified meeting or conference call.
- B. Workgroups.** A Workgroup is created by the Panel to accomplish specific tasks or projects of the NEANS Panel in areas such as education, outreach, policy, legislation, science and technology. Workgroups exist only as long as a particular project is

being carried out.

1. During Panel meetings, ideas for Panel projects can be proposed by Panel members or contributors. After a brief description of an idea and discussion, the Panel will decide by simple majority vote which projects should be pursued. Panel members will then be asked to volunteer to join workgroups to undertake the further framing of the proposed projects.
2. Once a Workgroup is formed, it is responsible for finalizing the proposed budget and workplan to accomplish the task. A formal workplan and budget must be submitted to the Steering Committee for final approval before proceeding with the project.
3. Workgroups are responsible for conducting their own meetings/conference calls. Workgroups will usually meet during NEANS Panel meetings.
4. Workgroups can recruit their own participants; there is no limit on the number of participants a workgroup can recruit. Workgroup membership roles will be shared with the AIS Program Manager. Individuals can serve on more than one Workgroup.
5. Each Workgroup will elect a lead or co-leaders.
6. Workgroup lead or co-leaders will provide progress reports to the Panel at Panel meetings and interim reports for Steering Committee conference calls, as requested.

ARTICLE 7 QUORUM

A quorum for conducting business at a NEANS Panel meeting will consist of at least: one Panel Co-chair; four state representatives (from four different states) and one representative of a U.S. federal agency or one other member group from Article 4(3), none of whom are serving in any other position that is needed to form a quorum. For example, a designated state representative who is also a Panel Co-chair cannot fill both positions when determining if a quorum is present.

ARTICLE 8 MEETINGS

Meetings are to be held twice a year at locations rotating through the member states in the Northeast Region and twice a year by conference call. Upon occasion, Panel meetings may be hosted by a member Canadian province or agency. Locations for subsequent meetings can be selected by the Panel as a whole at the preceding meeting. If a quorum is not present, a meeting can still proceed, but no official business (e.g. election of officers) can take place. Any deferred Panel business due to lack of a quorum must be addressed by the Steering Committee during its next call or meeting.

ARTICLE 9 DECISION MAKING

A. Voting.

All Panel decisions will be determined by a simple majority vote by all members present who have voting rights; Canadian members can vote on any issue except those that involve funding.

B. Elections.

1. Panel Co-chairs are elected by the NEANS Panel. A new Co-chair is elected during the first meeting held after 1 October each year. The senior (non-retiring) Panel co-chair will call for nominations. Any NEANS Panel member can nominate or be nominated. If there is more than one nominee, each will be given an opportunity to address the Panel. Panel members will then designate their vote on paper and the nominee receiving the most votes will be selected as Panel Co-chair. If there is only one nominee, the acceptance of the nominee as Co-chair will be undertaken by simple majority vote.
2. The new Panel Co-chair assumes the leadership position immediately following the end of the Panel meeting.
3. Workgroup leaders/co-leaders are elected by their respective membership by a simple majority vote during their first meeting.

**ARTICLE 10
AMENDMENTS**

These bylaws can be amended by a majority vote of the Panel.

**ARTICLE 11
PAID CONTRACT STAFF**

The NEANS Panel may contract with an AIS Program Manager and other contractors as deemed required to fulfill the goals and objectives of the Panel. The Panel Co-chairs will determine the duties and responsibilities, and compensation for paid staff will be detailed in an annual contract. On behalf of the Panel, the NEANS Council will review and vote to approve all paid contracts.

Appendix A. Objectives of the Northeast ANS Regional Panel

- 1) Provide regional coordination and leadership to federal, state, provincial, and tribal governments and commercial, private, and public organizations conducting invasive ANS programs or activities.**
 - A) Advise the ANS Task Force regarding national and regional priorities and projects. Respond to specific requests from the ANS Task Force providing regional perspectives and recommendations.
 - B) Encourage partnership among agencies and organizations to enhance efforts limited by financial or staff resources. Stimulate and strengthen partnership with stakeholders.

- 2) Provide regional support for and encourage commitment to state, provincial, and regional Aquatic Invasive Species (AIS) policies.**
 - A) Secure the commitment of states and provinces within the geographic scope of the Panel to recognize the significance of AIS, elevate awareness, and advance efforts to develop and implement AIS policies and management.
 - B) Develop and establish regional policy guidance to encourage consistency among the states and provinces within the geographic scope of the Panel.
 - C) Encourage states and provinces within the geographic scope of the Panel to develop and adopt AIS policies.

- 3) Provide regional support for the use of regulatory and legislative authorities, when necessary, to prevent and control invasive AIS.**
 - A) Encourage states and interstate organizations within the geographic scope of the Panel to develop and implement comprehensive ANS management plans. Encourage Canadian provinces to develop and implement similar management plans and to participate in developing and implementing plans for bi-national waters.
 - B) Develop guidance to assist states and provinces in evaluating existing legislative authorities and law enforcement practices.
 - C) Encourage states, provinces, and tribal authorities to develop and establish consistent legislation and enforcement to address invasive AIS.

- 4) Increase AIS awareness among all sectors of the public emphasizing the need for and importance of prevention.**
 - A) Stimulate legislative and resource manager awareness to promote the importance of AIS and the implementation of prevention and eradication techniques.
 - B) Increase awareness among stakeholders emphasizing the critical role they can play in AIS prevention.
 - C) Increase awareness among state, federal, and provincial law enforcement agencies with importation inspection responsibilities.
 - D) Increase awareness among the general public to advance general understanding of the harmful impacts associated with invasive species, to promote support from the public for increased funding to address invasive species issues, to foster proper use of prevention techniques, and to advance early detection and surveillance efforts through volunteer monitoring efforts.

- 5) Support and foster research initiatives that advance control, eradication, base line monitoring, and prevention of invasive AIS. Support and foster research that contributes to the understanding of the biology, ecology, and potential impacts of invasive AIS and the vectors by which they are dispersed.**
- A) Support AIS inventory and assessment research initiatives in freshwater and marine ecosystems.
 - B) Support research studying species-specific biology, ecology, and control vulnerability to advance control and management of AIS.
 - C) Support research exploring new prevention alternatives that could be easily conducted by the general public.
 - D) Support research investigating alternative control technologies.
 - E) Encourage funding agencies to support invasive € research.
- 6) Serve as a regional resource or clearinghouse to coordinate and promote information sharing among all the states and provinces within the geographic scope of the Panel.**
- A) Ensure that state, provincial, and regional information and data is available to resource agencies, stakeholders, and the public.
 - B) Provide a mechanism for researchers to share technical and scientific information with Panel member agencies and organizations for efficient dissemination to stakeholders and the public.
 - C) Ensure that information and data is shared with existing invasive AIS clearinghouses or data centers (e.g. National Aquatic Nuisance Species Clearinghouse maintained by New York Sea Grant, National Nonindigenous Species Database maintained by US Geological Survey, Gainesville, FL).
- 7) Evaluate Panel progress and effectiveness to ensure the work of the Panel meets the needs of its members, is consistent with the Panel's Mission and Goals, add value to existing efforts, and contributes to the successful prevention, control, and management of AIS.**
- A) Prepare and submit an annual report summarizing the progress and accomplishments of the Panel to the ANS Task Force.
 - B) Prepare annual work plans outlining priority activities that the Panel and its committees will undertake.
 - C) Evaluate Panel membership as needed to ensure appropriate agencies, organizations, and stakeholders are represented.
 - D) Evaluate the Operational Framework of the Panel including the Mission, Goals, and Objectives as needed.

Adopted by the Northeast Aquatic Nuisance Species Panel on May 11, 2004

Amended by the Northeast Aquatic Nuisance Species panel on November 17, 2006

Amended by the Northeast Aquatic Nuisance Species Panel on November 10, 2009