



Memorandum

To: CESU Council and CESU Directors
From: CESU Network National Coordinator
Subject: CESU Directors Participation at CESU Council Meetings
Date: 01 June 2023

In alignment with provisions outlined in the CESU Network interagency Memorandum of Understanding, whereby the CESU Council shall establish policies and standard operating procedures guiding the activities of the network, this memo hereby updates and supersedes the previous April 2021 memo establishing a standard process and practice for CESU Directors participation at CESU Council meetings. By mutual consent of the CESU Council and CESU Directors, the approach outlined herein shall be implemented from this date forward.

Background

The CESU Network represents a national consortium of federal and nonfederal partners working together to support informed natural and cultural heritage and public trust resource stewardship. As of May 2023, the network comprises 19 federal agencies and 500 nonfederal partner organizations across 17 bioregional CESUs, encompassing all 50 states, the District of Columbia, and U.S. insular areas. Each CESU is based at a Host University within its biogeographic region. The Host University designates a CESU Director, responsible for coordinating CESU activities as outlined in the CESU multi-partner agreement, and representing the CESU, on behalf of its partners and the Host University, with the CESU Network National Office, other CESU Directors, and the CESU Council. The CESU Council, with representatives from each participating federal agency, serves as the governing body for the network. The Council appointed National Coordinator leads the CESU Network National Office, working with the Council and Directors in administering the program network-wide.

Monthly group calls with CESU Directors are hosted by the National Coordinator. The calls were initiated following the 2012 biennial national meeting; prior to which, Directors seldom convened as a group. The calls provide opportunities for updates to Directors on Council and national program office actions, sharing and learning from one another, and discussing matters of mutual importance to CESUs across the country. CESU Council meetings are held quarterly to discuss program policy, planning, and operations, recurring Council actions (e.g., CESU renewals, agreements/amendments), persistent challenges, and emerging opportunities. CESU Director participation at CESU Council meetings has occurred intermittently over the life of the program, with Directors engaging with the Council on various topics on an ad hoc basis. Recent discussions among Directors and Council have acknowledged the utility of such interactions and advocated continuing this practice to foster opportunities for dialog on matters pertinent to individual CESU and CESU Network efficacy, effectiveness, and efficiency.

The remainder of this memorandum outlines the parameters, actions, and process steps for nomination, selection, and participation of individuals on behalf of the CESU Directors at CESU Council meetings.

CESU Directors Participation

Service on behalf of the CESU Directors at CESU Council meetings comprises the following.

- *Participate on behalf of the CESU Directors at CESU Council meetings on an ad hoc basis.*
- *Coordinate with the CESU Directors to identify topics to present at CESU Council meetings.*
- *Share agenda items with the National Coordinator in advance of CESU Council meetings.*
- *Collaborate with the CESU Council to address topics raised by CESU Directors, as appropriate.*
- *Foster and engage in information exchange in a non-advisory and non-voting capacity.*
- *Communicate CESU Council meeting discussions to the CESU Directors, in coordination with the National Coordinator.*
- *Participation does not preclude any CESU Director from communicating directly with CESU Council representatives, the National Coordinator, or others as individual CESU Director.*

Nomination and Selection

The CESU Council staff shall facilitate the nomination and selection of individuals to serve on behalf of the CESU Directors, as follows.

- *Solicitations for nominations and elections shall be executed by the National Coordinator in coordination with the CESU Directors, with results distributed/posted online.*
- *The CESU Directors shall select two Directors (i.e., Primary and Vice) to participate on behalf of the CESU Directors at CESU Council meetings.*
- *The CESU Directors shall select two Host University Authorized Organizational Representatives (AOR) (i.e., Primary and Vice) to participate on behalf of the CESU Directors at CESU Council meetings, as appropriate.*
- *Eligibility – Individuals must have served a minimum of one year as CESU Director or AOR at a CESU Host University prior to selection.*
- *The term of service shall be two years for each position. An individual may serve two consecutive terms, based on plurality of votes in successive elections.*
- *CESU Directors may submit one or more nominations for each position (self-nominations are allowed). Individuals may be nominated for more than one position, but may only be selected for and serve in one position.*
- *Nominations must include the following: (1) nominee's name, title, CESU affiliation, and contact info; (2) a brief supporting statement (e.g., highlighting past CESU involvement, describing relevant experience or qualifications); and (3) confirmation from nominee, accepting nomination and agreeing to serve, if selected.*
- *The National Coordinator shall provide the list of nominees to the CESU Directors for anonymous voting. Each Director shall cast one vote per position; with a quorum vote (66% of CESUs) required. The nominee with a plurality of votes for each position shall be selected. In the event of a tie, a run-off election shall be held among the tied nominees. Any subsequent tie shall be decided by a vote cast by the National Coordinator.*
- *The CESU Council shall recognize the selected individuals as participants on behalf of the CESU Directors at CESU Council meetings.*