

SOUTHEAST FLORIDA CORAL REEF INITIATIVE

Team Charter

June 2019

I. AUTHORIZATION

In 1998, the United States Coral Reef Task Force (USCRTF) was established by Appendix XII: Presidential Executive Order #13089 to lead U.S. efforts to preserve and protect coral reef ecosystems. In 2002, the USCRTF adopted the Appendix XIII: Puerto Rico Resolution, which called for the development of three-year Local Action Strategies (LAS) by each of its seven member U.S. states, territories and commonwealths, to identify and implement priority actions needed to reduce key threats to coral reefs and associated reef resources. The Florida Department of Environmental Protection (DEP) is the Governor-appointed agency for coral reef management in the State of Florida.

In 2003, with guidance from the USCRTF, the DEP and the Florida Fish and Wildlife Conservation Commission (FWC) established the Southeast Florida Action Strategy Team (SEFAST) to develop LAS targeting the coral reefs off mainland southeast Florida, from the northern border of Biscayne National Park in Miami-Dade County to the St. Lucie Inlet in Martin County. In 2004, SEFAST's membership was expanded by DEP Coral Reef Conservation Program (CRCP) to include non-agency representatives; in 2005, SEFAST was renamed the Southeast Florida Coral Reef Initiative (SEFCRI) Team. In 2009, DEP Office of Coastal and Aquatic Managed Area (CAMA), currently known as the Office of Resilience and Coastal Protection (RCP), implemented a new statewide policy for stakeholder participation in RCP programs. The SEFCRI Team Charter was revised in 2012 in accordance with the new policy.

This Charter describes the organization and objectives of the SEFCRI Team, the role of its members, procedural requirements regarding the appointment of SEFCRI Team members and officers, requirements for the conduct of SEFCRI Team members and meetings, and other requirements (See Appendix I: SEFCRI Organizational Chart). All SEFCRI Team activities must be conducted pursuant to this Charter.

II. SEFCRI MISSION STATEMENT

The mission of the SEFCRI is to develop and support the implementation of an effective strategy to preserve and protect southeast Florida's coral reefs and associated reef resources, emphasizing balance between resource use and protection, in cooperation with all interested parties.

III. OBJECTIVES OF THE SEFCRI TEAM

The SEFCRI Team was established to formulate, coordinate, and provide recommendations to the DEP CRCP Manager regarding the development and implementation of the SEFCRI LAS program, targeting coral reefs and associated reef resources in the southeast Florida region (Miami-Dade, Broward, Palm Beach, and Martin counties). This does not constitute authority to perform operational or management functions or make decisions on behalf of the DEP CRCP or to task DEP CRCP staff with assignments.

The Team is established for the sole purpose of developing, reviewing, and implementing proposed SEFCRI LAS projects for the southeast Florida region, providing recommendations to the DEP CRCP based upon their individual or organization's perspective, and to share information on the status and progress of SEFCRI LAS with their respective groups and organizations.

The SEFCRI Team shall draw upon the expertise of its members and other sources in order to provide recommendations.

1. SEFCRI Team members shall serve as liaisons between their constituents and/or communities and the DEP CRCP, keeping the DEP CRCP staff informed of issues and concerns, as well as performing supportive outreach to their respective communities regarding SEFCRI LAS.
2. The SEFCRI Team serves as a forum for consultation and deliberation among its members and as a source of consensus recommendations regarding the SEFCRI LAS to the DEP CRCP Manager (See Section VI.B.).
3. SEFCRI Team members shall be a resource to the DEP CRCP to identify, investigate, and secure possible funding mechanisms and other opportunities for SEFCRI LAS implementation.
4. The SEFCRI Team will meet as a whole and identify continuing (e.g., Appreciation and Awareness; Fishing, Diving, and Other Uses; Land-Based Sources of Pollution; and Maritime Industry and Coastal Construction Impacts; Reef Resilience) and emerging (e.g., climate change, ocean acidification, invasive species, coral diseases, etc.) threats to southeast Florida's coral reefs and associated reef resources and recommend and implement new priority SEFCRI LAS projects to address those threats (See Section VI.C.).

IV. ROLES OF THE SEFCRI TEAM

SEFCRI Team members represent the needs of the stakeholder groups that will directly affect or be affected by the SEFCRI LAS and will include both governmental agency and non-agency representatives:

1. Representatives from agencies key to the successful implementation of the LAS.
2. Individuals who intimately understand the current process of local action planning and resource management.
3. Representatives from non-governmental agencies and organizations critical to the successful implementation of the LAS.
4. Technical experts (including researchers and academia) in the areas required by the LAS.
5. Resource users that may be affected by the implementation of the LAS.

The SEFCRI Team shall consist of no more than **64** voting members, who shall be appointed by the DEP CRCP Manager and the SEFCRI Team Vice-Chairs (See Section IV.B.2.0) from among persons employed by local, state, or federal agencies with expertise in management of natural resources, conservation and other public interest organizations, scientific and educational institutions, representatives of local user groups, and the public interested in the protection and management of southeast Florida's coral reef resources. The membership is designed to be balanced in terms of points of view represented, geographic diversity, and advisory functions the SEFCRI Team will perform.

The following groups are examples that are critical to the success of, and/or are affected by, the SEFCRI LAS. If any of the example groups listed below is unable to provide a representative, that seat will remain vacant until such time as they can, or the group with the vacant seat and/or the SEFCRI Chair and Vice-Chairs determine that the group's participation is not possible or warranted. Such a vacant seat shall not constitute a portion of the full SEFCRI Team required to identify a quorum.

The SEFCRI Team will be comprised of, **but not limited to or restricted by**, balanced membership from the following agency and stakeholder group examples:

SEFCRI Membership
Federal Agencies (8 Seats)
National Oceanic and Atmospheric Administration – <i>Coral Reef Conservation Program</i>
National Oceanic and Atmospheric Administration – <i>National Marine Fisheries Service (SE Fisheries Sci Center)</i>
National Oceanic and Atmospheric Administration – <i>National Marine Fisheries Service (Habitat Cons. Division)</i>
National Oceanic and Atmospheric Administration – <i>National Marine Fisheries Service (Protected Resrcs Div)</i>
National Oceanic and Atmospheric Administration – <i>National Marine Sanctuaries (FKNMS)</i>
National Park Service – <i>Biscayne National Park</i>
National Park Service – <i>Dry Tortugas National Park</i>
National Park Service – <i>Everglades National Park</i>
U.S. Fish and Wildlife Service – <i>Hobe Sound NWR</i>
U.S. Army Corps of Engineers – <i>Regulatory</i>
U.S. Army Corps of Engineers – <i>Civil Works</i>
U.S. Coast Guard – <i>Sector Miami</i>
U.S. Department of Agriculture – <i>Regional/Local</i>
U.S. Environmental Protection Agency – <i>Regional/Local</i>
U.S. Geological Survey – <i>Regional/Local</i>
State Agencies (8 Seats)
Florida DEP – <i>Beaches, Inlets, and Ports Program</i>
Florida DEP – <i>Southeast Regulatory District (Submerged Lands & Environmental Resource Program)</i>
Florida DEP – <i>Southeast Regulatory District (Water)</i>
Florida DEP – <i>Southeast Regulatory District (Communications)</i>
Florida DEP – <i>Florida Park Service (Bill Baggs Cape Florida State Park)</i>
Florida DEP – <i>Florida Park Service (John D. MacArthur State Park)</i>
Florida DEP – <i>Florida Park Service (John Pennekamp Coral Reef State Park)</i>
Florida DEP – <i>Florida Park Service Dr. Von D Mizell-Eula Johnson State Park</i>
Florida DEP – <i>Florida Park Service (St. Lucie Inlet Preserve State Park)</i>
Florida DEP – <i>Aquatic Preserves (Biscayne Bay Aquatic Preserves)</i>
Florida Fish and Wildlife Conservation Commission – <i>Fish and Wildlife Research Institute</i>
Florida Fish and Wildlife Conservation Commission – <i>Division of Marine Fisheries Management</i>
Florida Fish and Wildlife Conservation Commission – <i>Division of Habitat and Species Conservation</i>
Florida Fish and Wildlife Conservation Commission – <i>Law Enforcement (Marine)</i>
South Florida Water Management District
County/Regional Governing Entities (8 Seats)
Miami-Dade County – <i>Division of Environmental Resources Management</i>

SEFCRI Membership
Broward County – <i>Natural Resources Planning and Management Division</i>
Palm Beach County – <i>Environmental Resource Management</i>
Martin County – <i>Coastal Management Division</i>
Local Drainage Districts
Utilities
Academia (8 Seats)
Education & Outreach – <i>Teachers, K - 12</i>
Education & Outreach – <i>SeaGrant/Nature Centers</i>
Research Institutes – <i>National Coral Reef Institute</i>
Research Institutes – <i>Smithsonian Institute</i>
Universities – <i>Florida Atlantic University</i>
Universities – <i>Florida Institute of Technology</i>
Universities – <i>Florida International University</i>
Universities – <i>Nova Southeastern University</i>
Universities – <i>University of Florida</i>
Universities – <i>University of Miami</i>
Non-Governmental Organizations (8 Seats)
Conservation/Environmental NGO - <i>Local</i>
Conservation/Environmental NGO – <i>National</i>
Conservation/Environmental NGO - <i>International</i>
Diving (5 Seats)
Charter Boat Operator
Dive Instructor/Store
Recreational Diver/Hunter
Reef Research Team Diver
Diving Club
Fishing (5 Seats)
Charter Fishing
Recreational Fishing
Commercial Fishing
Fishing Club
Fishing Tournament Organization
Private Business (8 Seats)
Consultants – <i>Environmental/Engineering</i>
Landscape Industry
Marine Industries – <i>Recreational Boating/Fishing</i>
Marine Contractors
Tourism
Other Stakeholder Groups (6 Seats)
Ports – <i>Port of Miami</i>
Ports – <i>Port Everglades</i>
Ports – <i>Port of Palm Beach</i>
Water Sports – <i>Surfing, Wind Surfing, Paddle Boarding</i>
Citizens at Large

A. General SEFCRI Team Membership

SEFCRI Team members are appointed, and the following procedures shall govern the application, nomination, and appointment of all SEFCRI Team members.

Minimum Participation Requirements

Understanding reasonable exceptions (e.g., travel constraints, illness in the family, maternity leave, etc.), each SEFCRI Team Seat (Member or Alternate) must meet the following minimum participation requirements:

- a) Serve as an informational point of contact on the LAS to their organization/ agency/stakeholder group.
- b) Attend (via phone or in-person) a majority of SEFCRI Team and Project Team meetings on a regular basis and dedicate the time required by the Team.
- c) Serve on (a minimum of) 1 Project Team, either as a Project Team Co-Lead or Project Team Member.
- d) Respond to a majority of SEFCRI Team and Project Team correspondences.
- e) Be a resource to identify possible funding mechanisms and other opportunities for LAS implementation.

Understanding reasonable exceptions (e.g., travel constraints, illness in the family, maternity leave, etc.), and not including the minimum participation requirements above, SEFCRI Team members may also be called upon at least once within their term limit to help with one of the following requirements:

- a) Staff (a minimum of) 1 SEFCRI educational booth event.
- b) Provide (a minimum of) 5 interactions with stakeholder group via electronic communication (email blast, online posts, social media, etc.)”
- c) Give SEFCRI-related presentations to stakeholder groups.

Member Appointments

a) Governmental Seats

Persons employed by local, state, or federal agencies with expertise in management and/or conservation of natural resources will be appointed, as appropriate, by the respective agency.

b) Non-Governmental Seats

Persons not appointed by an agency, can become a member through an application process. The Vice-Chairs will recommend the Chair of SEFCRI to invite stakeholders to participate at the end of a review process.

- Vacancy announcements shall be advertised to solicit candidates for new membership.
- In all cases, submission of written statements of particular interest, qualifications, and experience shall be required. Guidelines for applying shall be supplied at the appropriate time.
- Applications for vacant seats shall be submitted to the DEP CRCP Manager directly. Copies of all applications for each seat will be reviewed by a preliminary review panel, comprised of

one Vice-Chair, and one DEP CRCP staff, to ensure minimum requirements are met. Applications that meet the minimum requirements will be submitted to a review panel composed of the Vice-Chairs and the DEP CRCP Manager.

- Diversity of expertise and background is heavily weighted when selecting members.
- If there are no recommended applicants or a selection is not made, the seat will be considered open and a new application process restarted at the appropriate time.
- Any review panel member that has a conflict of interest (financial, personal, self-application, etc.) shall recuse him/herself from making a selection for the vacant seat. Selection from among those recommended by the preliminary review panel shall be made by the DEP CRCP Manager and the SEFCRI Team Vice-Chairs.

c) *Alternate Designations*

Members may, but are not required to, designate one alternate individual to represent them in the absence of the primary member. During open discussions and break-out sessions, the primary could yield to the alternate on a topic as necessary or appropriate. The Vice-Chairs and the DEP CRCP Manager shall be notified by the member before an alternate officially attends a meeting. The alternate may also be appointed by the Vice Chairs and CRCP Manager to complete a primary member's term if that member resigns or is removed.

Membership Terms

Members are appointed for a term of four years and may compete for reappointment. Should a seat become vacant, the official alternate may be appointed for the remainder of the original term. If an alternate is not available, the DEP CRCP Manager and SEFCRI Vice-Chairs shall be responsible for leading efforts to identify candidates for vacancies and appointing new members as specified above. The newly appointed member shall serve a full new term beginning on the next annual term start date. A representative's membership shall terminate at their request.

Member Removal

SEFCRI Team members serve at the discretion of the DEP CRCP Manager and the Vice-Chairs. With consensus among them, the SEFCRI Vice-Chairs and DEP CRCP Manager may recommend the removal of a member of the SEFCRI Team, Project Team, or Advisory Group, based on any of the following grounds if that member:

- a) Is convicted of any felony offense.
- b) Is found to have violated any environmental or cultural resource law.
- c) Is determined to have abused their position as a member of the SEFCRI Team, including:
 - Use of SEFCRI Team information or position for personal gain or to advance a personal agenda.
 - In any manner threaten or harm another member of the SEFCRI Team, DEP CRCP, or the community.
 - Misrepresent, or spread misinformation about, the SEFCRI Team or any of its members, the DEP CRCP, or any SEFCRI Team member affiliation(s).

- Refuses to recuse himself or herself if so requested by the DEP CRCP Manager and/or Vice-Chairs in a matter in which the member has a conflict of interest.
- d) Has a change to the professional affiliation(s) and/or personal circumstances that comprise a significant portion of that member's qualifications for being a member of the SEFCRI Team reviewed on a case by case basis as determined by the Vice Chairs and the CRCP Manager.
- e) Does not meet the minimum participation requirements as stated in Section IV.A.1
- f) Violates any term of this Charter.

B. SEFCRI Team Officer Positions and Roles

1. SEFCRI Team Chair (DEP CRCP Manager)

The Chair schedules and sets agendas for all SEFCRI Team meetings with the input of the SEFCRI Vice-Chairs; presides over all meetings of the full SEFCRI Team and ensures that meetings are run according to the meeting practices in this Charter (Appendix II: Meeting Guidelines & Facilitation Guidelines); ensures meeting minutes are recorded and meeting summaries prepared; and generally represents the SEFCRI Team's interests and concerns to the public.

2. SEFCRI Team Vice-Chairs

The SEFCRI Team shall elect **9** members based on recommendations by its members to serve as Vice-Chairs. Vice-Chairs will be knowledgeable in their field and have good communication and process skills. Vice-Chairs representing agencies are also responsible for representing the SEFCRI Team in their agencies and working to promote cross-linkages, program integration and support for LAS implementation. Vice-Chairs are responsible for communicating LAS progress and keeping the Chair informed. The Vice-Chairs serve as the Chair in his/her absence and assist as necessary in performing executive and administrative duties of the SEFCRI Team. The SEFCRI Chair and Vice-Chairs shall be responsible for leading efforts to identify candidates for SEFCRI Team vacancies.

- a) Terms of the Vice-Chairs are **2** years. The Vice-Chairs may serve a maximum of **2** consecutive terms (**4** years) if re-elected. The SEFCRI Team shall nominate and elect a new representative for a vacated Vice-Chair position. Election for all positions is by majority vote of a quorum of SEFCRI Team members.
- b) One Vice-Chair shall be elected for each of the 9 overarching groups: Federal Agencies, State Agencies, County/Regional Governing Entities, Academia, Non-Governmental Organizations, Diving, Fishing, Private Business, and Other Stakeholder Groups. If any of these groups is unable to elect a Vice-Chair, that seat will remain vacant until such time as they can, or the group with the vacant seat and/or the SEFCRI Chair and Vice-Chairs determine that the group's participation is not possible or warranted. Such a vacant seat shall not constitute a portion of the Vice-Chairs required to identify a quorum.

C. DEP CRCP Staff Roles

1. *DEP CRCP Manager*

Chair and non-voting member of the SEFCRI Team. Manages all aspects of planning, coordinating, and implementing the SEFCRI, including developing and managing grants, budgets, and contracts in support of the SEFCRI. Works with the Vice-Chairs in scheduling each meeting and approving the agenda to ensure that topics of discussion are relevant to the SEFCRI. Directs compilation of environmental data to assess coral reef resource management needs and local stakeholder needs. Promotes and coordinates research, resource management, and technical support to stakeholders and government agencies. May serve as a Project Team Co-Lead, if necessary. Assisted by DEP CRCP staff. SEFCRI Team meetings may not be conducted without the presence of the DEP CRCP Manager, his/her designee, or a Vice-Chair.

2. *DEP CRCP Assistant Manager*

Non-voting member of the SEFCRI Team. Assists DEP CRCP Manager in all aspects of planning, coordinating, and implementing the SEFCRI. Alternate designee in absence of Manager. Assists compilation of environmental data to assess coral reef resource management needs and local stakeholder needs. Promotes and coordinates research, resource management, and technical support to stakeholders and government agencies. May serve as a Project Team Co-Lead, if necessary.

3. *DEP CRCP Coordinators (formerly known as Focus Team Coordinators)*

Non-voting members of the SEFCRI Team. Full-time staff designated to lead all DEP CRCP funded, and coordinate all alternatively funded, SEFCRI LAS projects. Assist DEP CRCP Manager and Assistant Manager, as needed. Serve as Project Team Co-Leads.

V. PROJECT TEAMS AND ADVISORY GROUPS

A. Project Teams

The SEFCRI Team may establish Project Teams as necessary to fulfill LAS project Scope of Work development, guide project implementation, and support the use of all final products for SEFCRI LAS. Project Teams shall be recognized as official subunits of the SEFCRI Team and are subject to all requirements of this Charter. Project Teams shall be composed of members of the SEFCRI Team; official alternates; Project Advisors; and SEFCRI Advisory Group members. Project Teams of the SEFCRI Team created to address specific projects shall disband once the final deliverables/project outcomes/products are submitted to the DEP CRCP, as appropriate.

Specific duties for all Project Team members include, but are not limited to:

- a) Contributing to the development of the draft and final project Scope of Work (including goals and objectives, estimated line item budget, task descriptions, timeline and deliverables/project outcomes/products).
- b) Reviewing and providing constructive and timely feedback on project deliverables.
- c) Respond to a majority of Project Team correspondences.
- d) Attend (via phone or in-person) a majority of Project Team meetings.

Understanding reasonable exceptions (e.g., travel constraints, illness in the family, maternity leave, etc.), and not including the minimum participation requirements above, Project Team members may also be called upon at least once within their term limit to help with one of the following:

- a) Assist in identifying potential vendors/contractors to implement the project.
- b) Reviewing vendor/contractor proposals and assisting in the selection of vendors/contractors.
- c) Assist with project related public meetings.
- d) Assist in identifying and securing SEFCRI LAS project funding.

1. Project Team Co-Leads

Once a project team has been assembled by soliciting volunteers from the whole SEFCRI team, each Project Team must be co-led by one member of the Project Team and one DEP CRCP staff member. The Project Team Co-Leads will be knowledgeable in their field and have good communication and process skills. They should have professional experience with, or significant direct knowledge of, the subject matter central to the project. Alternates, if officially substituting for the SEFCRI Team member, Project Advisors, and SEFCRI Advisory Group members may serve as Project Team Co-Leads as needed and as agreed upon by the Project Team.

Project Team Co-Leads are the primary points of contact for the project and hold the overall responsibility for keeping the project moving ahead and on time. In addition to the Project Team member duties listed above, Project Team Co-Lead duties include:

- a) Leading Project Team development of the draft and final project Scope of Work (including goals and objectives, estimated line item budget, task descriptions, timeline and deliverables/project outcomes/products).
- b) Calling and facilitating Project Team meetings (e.g., notifying project team members, securing meeting locations, setting meeting agendas, and preparing meeting summaries). The Project Team Co-Leads set and approve agenda topics.
- c) Preparing/presenting written or verbal project progress reports to the SEFCRI Team, as needed.

2. Project Advisors

Project Advisors are persons outside the SEFCRI Team with specific knowledge of or experience in a particular topic necessary for a LAS project development/implementation, not represented by the Project Team. Project Advisors may serve on a Project Team as designated or recommended by a SEFCRI Team member or DEP CRCP staff member. Project Advisors will be knowledgeable in their field and have the expertise required to successfully implement the SEFCRI LAS project. Project Advisors are subject to Project Team member requirements as dictated above, but they do not serve as an official voting SEFCRI Team member.

B. Advisory Groups (e.g., SEFCRI Technical Advisory Committee)

Advisory Groups may be established by the SEFCRI Team or a Project Team for specific purposes or topics that need focused attention or expertise that cannot be accomplished or provided by the SEFCRI Team or a Project Team. Advisory Groups may be composed of members of the SEFCRI Team and persons outside the SEFCRI Team with appropriate levels of scientific and technical expertise including, but not limited to coral reef ecology, coral biology, coral pathology, coral physiology, fish ecology, fisheries management, engineering, water quality, mapping, and remote sensing. Advisory Groups shall be led by the Advisory Group Co-Leads and shall function under the purview of the SEFCRI Team. Advisory Group members may serve on a Project Team as designated or recommended by a SEFCRI Team member or DEP CRCP staff member.

Advisory Groups of the SEFCRI Team created to address specific issues shall disband once the final advice on the particular matter is submitted to the SEFCRI or Project Team, as appropriate. No members of Advisory Groups, including members who are also members of the SEFCRI Team, may receive financial compensation for participation in Advisory Group meetings or other related activities with the exception of travel and meeting coordination support, where funding for these specific purposes has been allocated.

1. Advisory Group Co-Leads

Each Advisory Group must be co-led by one member of the SEFCRI Team and one DEP CRCP staff member. The Advisory Group Co-Leads will be knowledgeable in their field and have good communication and process skills. They should have professional experience with, or significant direct knowledge of, the subject matter central to the specific issue(s). Advisory Group Co-Leads are the primary Points of Contact for the Group and hold the overall responsibility for keeping the Group focused on their specified purpose or topic(s). Advisory Group Co-Lead duties include:

- a) Facilitating Group meetings (e.g., securing meeting locations, setting meeting agendas, and preparing meeting summaries). The Advisory Group Co-Leads set and approve all agenda topics.
- b) Preparing/presenting written or verbal project progress reports to the SEFCRI or Project Team, as needed.

VI. OPERATIONS

A. Meetings

The following operational procedures apply to all groups and teams operating as or under the SEFCRI Team, unless otherwise specified:

1. Meetings are held at the call of the SEFCRI Vice-Chairs and DEP CRCP Manager.
 - a) The full SEFCRI Team shall meet as frequently as necessary, not to exceed once per month for voting meetings, but at least once every twelve months.
 - b) SEFCRI Team meeting places may be rotated among various locations throughout the southeast Florida region and meeting sites shall be chosen to accommodate anticipated public attendance and be reasonably accessible to those interested in attending.

2. A goal of the SEFCRI Team will be to build consensus among its members. Where consensus cannot be achieved, recommendations from the SEFCRI Team shall be made by a majority vote of those present, provided there is a quorum (more than half the voting members) (see Appendix III: Voting Guidelines). A recorded vote may be requested by the Vice-Chairs or DEP CRCP Manager.
3. SEFCRI Team meetings will be publicly noticed, including the time, place, and agenda of each meeting, according to DEP policies. The SEFCRI Team may not vote on any agenda or other item for which the above public notice was not provided. These requirements shall not apply to meetings scheduled by DEP CRCP or the SEFCRI Team to address strategic planning, administration, or specialized technical issues where no voting will be required.
 - a) Interested persons shall be permitted to present oral or written statements on agenda items, or other pertinent topics as part of “Public Comment”. Public comment periods will be included during SEFCRI Team, Project Team, and Advisory Group meetings, to provide an opportunity for the SEFCRI Team or TAC and DEP CRCP to receive input from the public about what they think the concerns and priorities are for the southeast Florida region.
 - b) For formal public comment periods, only written comments received within five business days following the scheduled meeting date will be included in the meeting summary.
4. A summary of each meeting shall be kept by the SEFCRI Vice-Chairs or DEP CRCP Manager and contain a summary of attendees and matters discussed; such minutes shall be available to the public.
5. The SEFCRI Team, and any sub-groups, are not considered an advisory committee subject to the Federal Advisory Committee Act (FACA), and may seek advice or input from interested, knowledgeable, or affected parties without being subject to the FACA.
6. Actions, recommendations, or discussions by the SEFCRI Team shall not be construed to limit the discretion or to override the decisions of any government or agency represented on the SEFCRI Team. Nothing in this Charter compromises or restricts the authority or power of any government or agency.
7. No member of the SEFCRI Team may receive financial compensation for attendance in any SEFCRI meetings, events, or presentations

B. Procedures for Providing Formal Recommendations

The SEFCRI Team may provide formal recommendations on a relevant issue or topic to the DEP CRCP Manager. Such consensus recommendations shall fairly represent the collective and individual views of the SEFCRI Team members. In formulating the consensus recommendations, the SEFCRI Team members shall recall that the primary objective of the DEP CRCP is coral reef ecosystem protection. SEFCRI Team requests for information, offers of assistance, or advice to or from the DEP CRCP, or other agencies, shall be made in writing and coordinated through the DEP CRCP Manager.

1. Formal recommendations topics must be placed on the agenda for discussion by the full SEFCRI Team.

- a) Information or recommendations resulting from discussion in Project Teams or Advisory Groups pertaining to the recommendation topic must be presented to, and considered by, the full SEFCRI Team and, as appropriate, incorporated into the SEFCRI Team's recommendation to the DEP CRCP Manager.
 - b) If the SEFCRI Team does not incorporate information or recommendations of a Project Team or Advisory Group, it shall inform the DEP CRCP Manager and explain in its recommendations or information the reasons for not incorporating the Project Team's or Advisory Group's recommendations or information.
2. Formal recommendations provided to the DEP CRCP Manager should be reached through consensus or a vote of the SEFCRI Team and reflected in the meeting summary.
 3. Draft recommendations and verbal discussions shall be considered by the DEP CRCP Manager as additional background information.
 4. Any comments or observations that the SEFCRI Team wishes to offer or express beyond the DEP CRCP Manager shall be voted on and approved by the SEFCRI Team. Because the SEFCRI Team was established specifically to provide recommendations to the DEP CRCP and operates through the DEP CRCP Manager, the DEP CRCP Manager must also approve comments or observations that go outside the DEP CRCP.

C. Recommending and Developing New LAS Projects

The SEFCRI Team shall establish a consensus process for recommending and developing new LAS projects including the following criteria:

1. New Scopes of Work (SOWs) shall be fully developed (including budget and timeline) before being considered and prioritized for funding. Projects ranked highest for funding each year will be included in grant applications.
2. All new LAS SOWs submitted for consideration by the SEFCRI Team shall include tangible outcomes and performance measures considering current strategic or other action plans including as appropriate, but not limited to:
 - a) DEP CRCP's Strategic Action Plan (Appendix IV: DEP CRCP's Strategic Action Plan: 2011-2016).
 - b) Florida's Coral Reef Management Priorities (Appendix V: Florida's Coral Reef Management Priorities).
 - c) Florida's Climate Change Action Plan (Appendix VI: Florida's Climate Change Action Plan).
 - d) Address existing or emerging local threats to coral reef conservation.
 - e) National Oceanic and Atmospheric Administration (NOAA) Coral Reef Conservation Program Roadmap 2018 Strategic Plan (Appendix VII: NOAA Coral Reef Conservation Program).
 - f) Promote federal/state or federal/local partnerships in support of the U.S. Coral Reef Task Force National Action Plan (Appendix VIII: U.S. Coral Reef Task Force National Action Plan).

- g) Meet the goals and objectives of the NOAA National Marine Fisheries Service Acropora Recovery Plan (Appendix IX: NOAA National Marine Fisheries Service Acropora Recovery Plan Appendix IX: NOAA National Marine Fisheries Service Acropora Recovery Plan).
- h) FWC Coral and Octocoral Mitigation Relocation Recommendations (Appendix X: FWC Coral and Octocoral Mitigation Relocation Recommendations)
- i) FWC Imperiled Species Plan (Appendix XI: FWC Imperiled Species Plan)

D. SEFCRI Team Goals and Performance Measures

The SEFCRI Team shall establish annual goals and performance measures to meet those goals, for its LAS process and projects. The goals and performance measures shall be tracked by the SEFCRI Vice-Chairs and reviewed by the SEFCRI Team annually to ensure successful performance is maintained.

E. Conduct of Individual Members

1. SEFCRI Team members may not use, or allow the use of, for other than official SEFCRI Team purposes, the information obtained through or in connection with their SEFCRI Team affiliation that has not been made available to the general public.
2. When speaking to the public or writing about any matter regarding the DEP CRCP or SEFCRI in a document for distribution beyond the SEFCRI Team, the DEP CRCP Manager or staff, a member shall clearly distinguish those recommendations, opinions or positions officially adopted by the SEFCRI Team as a body from those he or she may have as an individual. In no case shall a member represent individual opinions as those of the SEFCRI Team, the DEP CRCP Manager or staff.
3. Any SEFCRI Team, Project Team, or Advisory Group member that has an interest (financial, personal, or business interest) in any matter before the SEFCRI Team, Project Team, or Advisory Group, shall identify such interest prior to discussion and voting on such matter. No member shall cast a vote on any matter that would provide a direct financial benefit to the member or otherwise give the appearance of a conflict of interest under state or federal law. An affected member who may not vote on a matter may participate in SEFCRI Team deliberations relating to the decision after notifying the SEFCRI Team, Project Team, or Advisory Group, respectively, of the voting recusal and identifying the interest that would be affected.

F. Conduct of the SEFCRI Team as a Body

Any correspondence or other written documents that are intended to speak for the SEFCRI Team, Project Team, or Advisory Group as a body shall be coordinated with, and approved by, the SEFCRI Vice-Chairs and DEP CRCP Manager. The following disclaimer shall be placed in all documents originating from the SEFCRI Team:

The SEFCRI Team is an advisory body to the DEP CRCP. The opinions and findings of this publication do not necessarily reflect the position of the DEP, or any individual SEFCRI member agency, organization, or affiliation.

VII. OTHER TERMS OF THIS CHARTER

1. The SEFCRI Team, its Project Teams, and Advisory Groups shall operate pursuant to the terms of this Charter.
2. This Charter shall remain in effect for a period of five years from the date of signature.
3. Six months prior to the expiration of this Charter, the need for the SEFCRI Team will be evaluated by the DEP CRCP, with input from SEFCRI Team members, to determine whether to renew the Charter.
4. Revisions to the Charter may be made as determined necessary by the SEFCRI Team and DEP CRCP.

SEFCRI Vice Chair

 Date

SEFCRI Vice Chair

 Date

SEFCRI Vice Chair

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SEFCRI Vice Chair

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SEFCRI Vice Chair

 Date

Francisco Pagan
Manager, DEP Coral Reef Conservation Program

Date

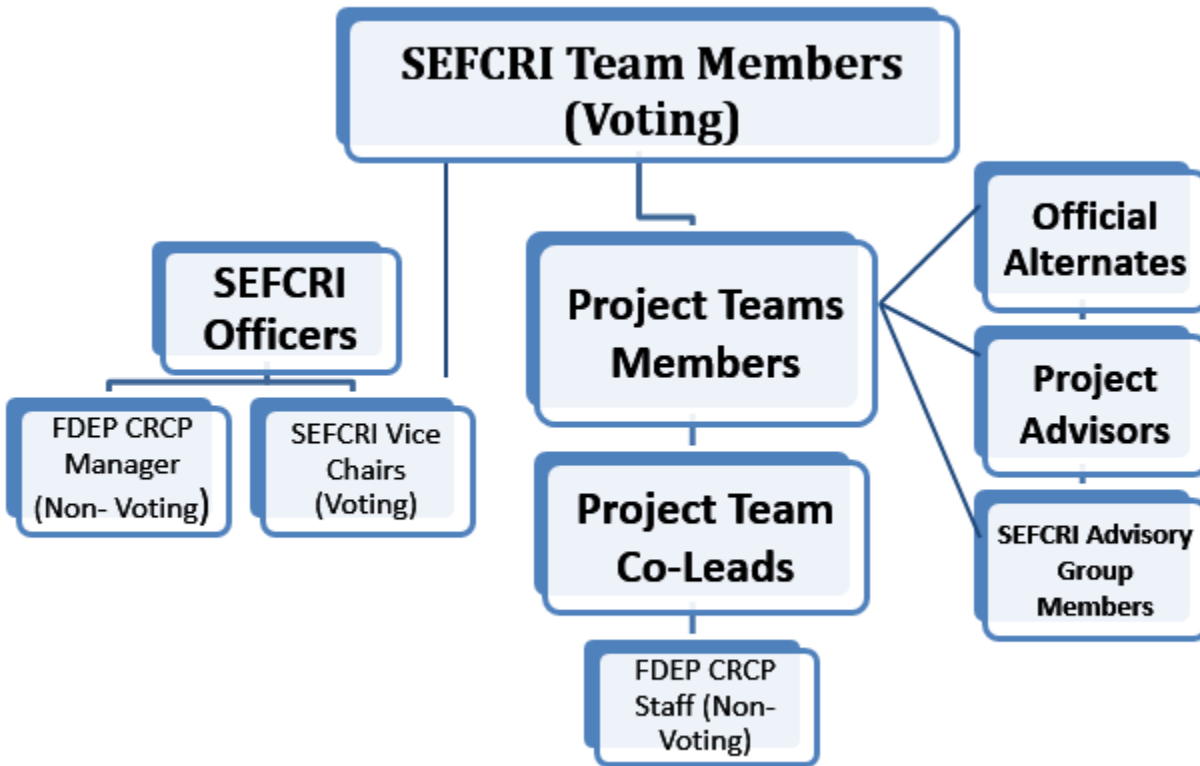
Kevin Claridge
Director, DEP Office of Resilience and Coastal Protection

Date

List of Appendices

- a) Appendix I: SEFCRI Organizational Chart
- b) Appendix II: Meeting Guidelines & Facilitation Guidelines
- c) Appendix III: Voting Guidelines
- d) Appendix IV: DEP CRCP's Strategic Action Plan: 2011 -2016
http://www.dep.state.fl.us/coastal/programs/coral/pub/CRCP_Strategic_Plan_2011-2016.pdf
- e) Appendix V: Florida's Coral Reef Management Priorities
https://www.coris.noaa.gov/activities/management_priorities/florida_mngmnt.pdf
- f) Appendix VI: Florida's Climate Change Action Plan
<https://www.frrp.org/SLR%20documents/FL%20Reef%20Action%20Plan-WEB.pdf>
- g) Appendix VII: NOAA Coral Reef Conservation Program 2018 Strategic Plan
<https://coralreef.noaa.gov/>
- h) Appendix VIII: U.S. Coral Reef Task Force National Action Plan
<http://www.coralreef.gov/about/CRTFAxnPlan9.pdf>
- i) Appendix IX: NOAA National Marine Fisheries Service Acropora Recovery Plan
https://www.coris.noaa.gov/activities/elkhorn_recovery_plan/
- j) Appendix X: FWC Coral and Octocoral Mitigation Relocation Recommendations
<https://myfwc.com/research/habitat/coral/>
- k) Appendix XI: FWC Imperiled Species Plan
<https://myfwc.com/wildlifehabitats/wildlife/plan/>
- l) Appendix XII: Presidential Executive Order #13089
<https://www.boem.gov/Environmental-Stewardship/Environmental-Assessment/13089/index.aspx>
- m) Appendix XIII: Puerto Rico Resolution 1
<https://www.coralreef.gov/resolutions.html>

Appendix I: SEFCRI Organizational Chart



Appendix II: Meeting Guidelines & Facilitation Guidelines

Facilitator Roles

- Help create an agenda.
- Ensure balanced participation; guide the flow of the discussion.
- Monitor meeting pace.
- Suggest alternative methods and procedures.
- Encourage members to participate.
- Provide group memory.
- Assist with group maintenance.
- Seek and test for consensus.

Guidelines for Discussion

- Only SEFCRI Team Members, Alternates, Project Advisors and members of SEFCRI Advisory Groups are participants, in addition to the participants, are invited speakers. Input from observers will be solicited during the public comment period.
- Be committed to achieving the SEFCRI MISSION STATEMENT.
- Be polite, courteous, and respectful.
- Turn off all beepers/cell phones and make/take all calls out of the room.
- Be concise.
- State issues/no personalizing.
- If you state a problem - give a potential solution.
- Don't repeat what has been said.
- Listen with an open mind.
- Explain reasons behind a statement.
- Agree on meaning of important words.
- Disagree respectfully but openly, not in private.
- No side conversations, they are distracting to others and disrespectful to the speaker.
- Keep tone positive.

Guidelines for Observers

- Public comment is limited to 3 minutes for each person speaking.
- If you wish to speak, please fill in a Comment Card and give it to the Facilitator or Registration staff.
- If you want your comments noted in the Meeting Summary/Minutes, you must submit a Comment Card found on the registration table.
- If you have materials you wish to give to the Committee/Team, please provide 20 copies and leave on the Registration Table.
-

Appendix III: Voting Guidelines

Consensus Rules

- Decisions can only be made at meetings at which a quorum is present or, via written communication with a quorum of team/committee members.
- A quorum is defined as a majority (> 50%) of team/committee seats. Ex officio members may take part in the deliberations, but do not participate in the consensus ranking process or formal voting.
- Every attempt will be made to make decisions by consensus (general agreement).
- Consensus may be shown as follows by:
 - A motion by a member to approve/disapprove a decision item, seconded by another member, and with no objections from remaining quorum.
 - Prior to the “show of fingers” vote, an “agree or disagree” option should be available for voting to attempt consensus with minimal time investment.
 - A show of fingers, where consensus is defined as everyone having no less than 3 fingers showing during a ranking:
- 5 Fingers means wholehearted support
- 4 Fingers means support
- 3 Fingers means neutral but will support fully to outside world
- 2 Fingers means you still have questions you need to ask
- 1 Finger blocks any decision
- In the event that anyone has shown 1 or 2 fingers, discussion of the issue will continue to answer questions or concerns of those parties. If there are no 1's or 2's, consensus is reached on that issue and you will move on to the next issue for discussion.
- Voting will only be used if consensus cannot be reached in a reasonable amount of time.
- If a vote is necessary, 2/3 of the voting members present will be required to pass an item.