

# **National HAB Observing Network (NHABON)**

## **Community of Practice**

### **Terms of Reference**

**March 2022**

#### **1. Purpose and Benefit:**

The National HAB Observing Network (NHABON) Community of Practice includes a broad spectrum of HAB observing experts, system operators, manufacturers, data managers, stakeholders, and others from around the country involved in or considering being involved in developing, operating, maintaining, or using data from US HAB observing systems.

The NHABON Community of Practice will foster scientific collaboration, information sharing, and other activities leading to the development, operation, and application of the NHABON at local, state, and regional levels.

Specific activities of the Community of Practice include:

- Collaborate on development and design of national and regional HAB observing systems
- Disseminate and discuss new and emerging technologies and new research methods, findings, and products through such activities as a webinar series and other fora
- Address operational issues or data needs through establishment of subgroups on specific topics or technologies of interest
- Disseminate news alerts, funding announcements, and collaboration opportunities
- Facilitate management and integration of HAB observing data with other data sets, emphasizing considerations including data security, liability, formats, accessibility, etc.
- Cultivate relationships among federal, state and local partners to understand, identify, and meet stakeholder needs related to HAB observing
- Engage and coordinate with experienced HAB observing system operators, federal leaders, stakeholders, and companies
- Identify topics of interest to the NHABON Community of Practice for further discussion.

#### **2. Steering Committee: Member Roles and Responsibilities**

The Steering Committee for the Community of Practice facilitates the activities listed above and has a number of unique roles and responsibilities including:

- Provide leadership and strategic insight to guide and advance HAB observing capabilities across the United States

- Serve as a point of contact for the Community
- Strive to foster active engagement by a wide diversity of participants
- Advocate for NHABON goals and objectives, including engaging the Community in targeted activities
- Identify and select discussion topics related to the operation of HAB observing systems, including troubleshooting issues, emerging issues, scientific and technological developments, and other issues related to the challenges of HAB observing
  - Sponsor forums for information exchange such as (but not limited to) webinars and town halls to facilitate the NHABON Community of Practice
  - Identify and contact potential speakers as necessary
- Connect with relevant networks and partners
- Guide development of NHABON communication and strategic documents
- Plan and attend monthly meetings, community events, and other activities as identified.

### **3. Steering Committee: Governance and Selection**

The Steering Committee will consist of between 9-15 voting members who will each serve 3-year terms. Each year the Committee will solicit nominations and prepare a slate of candidates for election for a third of the membership by the existing Committee members in June of each year.

In preparing the slate of candidates, consideration will be given to ensure that the Committee make-up includes individuals that can provide a wide variety of relevant perspectives, experience, and expertise including, but not limited to, the following:

- Experience in HAB observing in broad geographic regions,
- Individuals from end-user and/or stakeholder communities including, but not limited to, tribes, states, fishermen, aquaculture industries, drinking water managers, recreational users and more,
- Sectoral interests and views that include, but are not limited to, industry, manufacturers, academia, state and federal government, and non-profit organizations,
- Experience that includes, but is not limited to, observing technology development, data management, training, early career, etc., with topic areas expanded as needs arise,
- Connection to international HAB observing efforts,
- Representation from vulnerable, underserved, or underrepresented communities, and
- Representation from government agencies.

As part of the nomination process, prospective Committee members or their nominators will be asked to submit a resume, and complete an application form with responses to the following questions:

- 1) Please describe the nominee's experience with HABs and/or observing systems.
- 2) Why would the nominee be able to contribute effectively as a Committee member?
- 3) Specifically, what do you think the nominee can help the NHABON achieve during their term?

Based on the submissions, the existing Committee will select new members serving a three year term.

To establish staggered terms for Committee members, the slate will be as follows for the initial year (July 1, 2022- June 30, 2023): a third of the nominations will be for 1 year terms (expires in 2023) : another third for 2 year terms (expired in 2024): and a final third for 3 year terms (expires in 2025).

The Committee may also invite ex-officio members to serve three year, renewable terms. These non-voting members can be federal representatives contributing scientific and program management perspectives or past Committee members. Annually, the Chair or Co-Chair will review ex-officio membership and seek input from the Committee on appropriate actions.

The voting members of the Steering Committee shall elect a Chair or Co-Chairs to serve for a term of three years. Chairs or Co-chairs may be re-elected for a second consecutive term. Elections will be held by July 1st in the appropriate year. Past Chairs may continue to serve on the Committee as ex-officio (non-voting) members.

If a Chair or Co-Chair steps down or is unable to fulfill the term of service, the other Co-Chair will serve as sole Chair until a replacement is determined. At any time, the Steering Committee may hold an election to fill a vacant Co-Chair position for the remainder of a three year term.

#### **4. Steering Committee: Functioning**

The Committee will perform its responsibilities through meetings, conference calls and/or electronic correspondence.

Committee members must be present (either at an in-person meeting or at a conference call) to vote. A quorum is required for a vote to be valid - herein defined as more than 50% of the regular membership. Votes will be decided by simple majority. Only regular and *ex officio* members may attend regular meetings.

Ad hoc committees may be formed, the composition of which may include members not on the Steering Committee. All ad hoc committees shall include at least one member of the Steering Committee whose responsibility shall be to report back. The objectives and composition of ad hoc committees will be reviewed every two years. Ad hoc chairs will provide updates at regular meetings and conference calls.

No Steering Committee member may represent the Committee on any issue unless it has been discussed in advance by the committee and a position agreed upon by the committee.

Once a year, the Committee will provide the Community of Practice with a summary of the activities and goals for the coming year. The Committee will solicit feedback and input on future activities.

## **5. Review**

As the NHABON grows and develops overtime, these Terms of Reference shall be reviewed and any appropriate modifications made at least every three years. At that time, these Terms will be subject to a confirmation vote by the Committee and re-adopted. At any time, these Terms can be modified by a majority vote of the Committee.