

U.S.-Mexico Border Field Coordinating Committee Operating Procedures

The purpose of the U.S.-Mexico Field Coordinating Committee (FCC) is to promote, facilitate, and enhance communication and coordination between and among member bureaus and offices with respect to U.S.-Mexico border issues of Department of the Interior (DOI) interest and concern (FCC Charter, dated August 11, 1994, <http://www.cerc.usgs.gov/fcc/pubs/charter.pdf>).

Leadership and Membership

FCC Leadership Team – The FCC Leadership Team shall include a designated representative from each member bureau.

- Bureau of Indian Affairs (BIA)
- Bureau of Land Management (BLM)
- Bureau of Reclamation (Reclamation)
- Minerals Management Service (MMS)¹
- National Park Service (NPS)
- U.S. Geological Survey (USGS)
- U.S. Fish and Wildlife Service (FWS)

Representatives on the Leadership Team are designated by their respective bureau. Requirements for serving on the Leadership Team include:

- Broad working knowledge of their bureau's policies and programs relevant to the border region;
- Effective communications skills needed to serve as a liaison to all field, regional, and Headquarters' offices within their bureaus concerning FCC activities and border-related communications; and
- Support from their bureau with sufficient time and resources to effectively represent their bureau on the FCC on a year-round basis, and to attend at least one FCC meeting each year.

Members – Any interested DOI employee involved in activities or programs related to the U.S.-Mexico border region can be a member of the FCC, with the permission of their supervisor.

Ex-Officio Members – The DOI Office of International Affairs in Washington, D.C. and the Regional Environmental Offices of the Office of the Secretary of the Interior in Albuquerque, NM, and Oakland, CA, are ex-officio members of the FCC.

¹ The MMS only attends FCC meetings held in Washington, D.C. and does not participate in the business activities of the committee. However, MMS has requested that they receive copies of meeting notes, newsletters, and other materials (pers comm., James Kendall, MMS, May 2004).

Organization

Leadership Team – The FCC Leadership Team maintains administrative control over the membership and activities of the FCC. All decisions are made by a consensus of the Leadership Team. Nominations for Chair and Vice-Chair positions shall be taken at the spring meeting of the FCC with elections held at the following meeting in the fall. Any FCC member is eligible to serve as Chair and Vice-Chair. At any time, the Chair and Vice-Chair should not be from the same bureau. Ideally, they will have complementary professional responsibilities and backgrounds, i.e., one being a resource manager and the other being a practicing scientist. During their term, they or another FCC member from their respective bureau can serve on the Leadership Team. The FCC will seek diversity in its membership and leadership including, but not limited to, gender, ethnicity, geographic region, and professional discipline.

Chair – Shall preside at all meetings and have general charge of and control over the affairs of the FCC. The Chair shall communicate with appropriate DOI officials; schedule, arrange for, and chair FCC meetings; prepare and distribute meeting agenda prior to each scheduled meeting. The Chair shall serve a term of one year.

Vice-Chair – Shall serve as acting Chair of the FCC when the Chair is unable to perform assigned duties and shall assist the Chair in managing the affairs of the FCC. The Vice-Chair shall maintain the FCC Contacts database for distribution of periodic newsletters and other information; the FCC Membership database; and shall keep and distribute meeting notes to the FCC members and meeting attendees. The Vice-Chair shall serve a term of two years; the first year as Vice-Chair and second year as Chair.

Other Support Functions

Web Site Coordinator and Archivist – Shall host and maintain the FCC web site ensuring that all information made available to the public is relevant and current, and shall serve as custodian for all FCC publications, correspondence, meeting notes, newsletters, geospatial products, and other documents.

Newsletter Editor – Responsible for the preparation of periodic FCC newsletters. Independently solicits contributions from presenters at FCC meetings, FCC members, and other relevant organizations and individuals. Performs desktop publishing of final documents and coordinates distribution and posting of newsletters with the FCC Leadership Team.

Work Groups – The Leadership Team may establish a Work Group on an ad-hoc basis to address a specific problem area or topic deemed by the FCC to be of critical concern or interest to the Department or any of its bureaus. Work Groups are composed of experts from the member bureaus who have specific jurisdiction, special expertise, or bona fide interest in the problem area or topic. The Leadership Team shall appoint a Chair for a Work Group, who shall be responsible for establishing schedules, agendas, and activities to meet the goals and objectives established by the Leadership Team. The Work Group chair or designee shall report back to the FCC with measurable results, i.e., recommendations and/or products, and shall be terminated after the work of the Work Group has been completed.

Meetings

The FCC shall meet twice a year (spring and fall) on a date and location to be determined by the Leadership Team. Additional meetings will be held on an “as-needed” basis. Priority will be given to meeting at locations along the border. Meeting agenda will normally follow a defined structure, for example:

- Day 1: General interest presentations – Open to all FCC members and visitors from other Federal, state, and local agencies and Indian tribes in the U.S. and Mexico; and non-governmental organizations (NGOs).
- Day 2: Site visit – Open to all FCC members and visitors from other Federal, state, and local agencies and Indian tribes in the U.S. and Mexico; and NGOs.
- Day 3: Business session (1/2 day) – Open to FCC Leadership Team, FCC members, and FCC ex-officio members only.

Duration and Termination

The FCC Operating Procedures are consistent with the FCC Charter, dated August 11, 1994 (<http://www.cerc.usgs.gov/fcc/pubs/charter.pdf>), and can be revised as needed or terminated by consensus of the FCC Leadership Team.

Approved by the FCC leadership team:

Amy Heuslein 10/19/06
Bureau of Indian Affairs

Greg Thomsen 10/19/06
Bureau of Land Management

Lorenzo Arriaga 10/19/06
Bureau of Reclamation

Jim Kendall 12/19/06
Minerals Management Service

Ramon Olivas 10/19/06
National Park Service

Charles Ault 10/19/06
U.S. Fish and Wildlife Service

Jim Stefanov 10/19/06
U.S. Geological Survey