



East Nimba Nature Reserve Co-Management Committee (CMC)

Zortapa Head Office, Zor Chiefdom
Gbaley-geh Administrative District
Nimba County-Liberia



BYLAWS AND CONSTITUTION

Revised and adopted on June 23, 2023

PREAMBLE

WHEREAS, the members of the East Nimba Nature Reserve (ENNR) Co-Management Committee (CMC), with representation from the Forestry Development Authority (FDA) on one hand and the Blei Joint Community Forest Management Body (JCFMB) on the other hand are parties to the ENNR Co-Management Agreement;

WHEREAS, the parties are mandated, in keeping with the 2003 Act creating the ENNR, to manage the reserve consistent with traditional, national and international conservation and environmental best practices to maximize the ecosystem benefits generated therefrom;

WHEREAS, the National Wildlife Conservation and Protected Area Management Law, 2012 calls for collaborative governance of protected areas particularly involving the communities, and that ENNR is the first protected area to be managed jointly by the Government of Liberia and the Community;

NOW THEREFORE, this Constitution and Bylaws is hereby amended and adopted to govern the activities of the ENNR Co-Management Committee.

ARTICLE I

This institution shall be known as the East Nimba Nature Reserve Co-Management Committee (CMC).

ARTICLE II: OBJECTIVES

The objectives of this organization are as follows:

- To manage the biodiversity of ENNR for present and future generations;
- To work together as community and government collaboratively in conserving the natural resources, including fauna, flora, and the entire ecosystem located at the ENNR;

- To create awareness in all communities around ENNR to ensure the effective and efficient management of the reserve;
- To build relationship with other stakeholders/partners and secure sufficient financial/technical support for the effective management of the ENNR;
- To engage in other activities that will enhance conservation within and around the ENNR; and
- To ensure that the benefits accruing from the sustainable management of the ENNR are justly and equitably distributed.

ARTICLE III: MEMBERSHIP AND PARTY REPRESENTATION

- (i) Membership of the CMC shall comprise of twelve (12) persons with equal proportion from the two parties who are signatories to the Co-Management Agreement: six (6) representatives from FDA and six (6) representatives from Blei JCFMB.
- (ii) The FDA representatives on the CMC shall ONLY be nominated from personnel assigned at the ENNR. The Chief Park Warden for ENNR, at all times, shall, by virtue of his/her occupation of such position, be a member of the CMC. Any representative selected from FDA who is reassigned at a protected area other than the ENNR shall automatically lose his/her membership status on the CMC. In case of such automatic removal of a member from the CMC as described herein, the FDA shall nominate a new member within thirty (30) days.
- (iii) The Blei JCFMB representatives on the CMC shall be nominated ONLY from individuals holding membership on the JCFMB. Any member who is legitimately removed from the JCFMB shall automatically lose his/her membership on the CMC. In case of automatic removal of a member from the CMC as described herein, the JCFMB shall nominate a new member within thirty (30) days.

ARTICLE IV: STRUCTURE AND FUNCTIONS OF THE CMC

Section I. Structure of the CMC

The leadership of the CMC shall comprise of six (6) members with equal representation from the JCFMB and FDA. Women representation is highly encouraged. Positions on the leadership shall include the following:

- Chairman
- Co-chairman for Operations and Technical Affairs
- Co-chairman for Awareness and Mobilization
- Secretary General
- Assistant Secretary General
- Chaplain

Section II: Functions of the CMC

Pursuant to the ENNR Co-management Agreement, the CMC shall undertake two major functions:

- (i) Under the supervision and command of FDA, conduct technical operations within the ENNR, such as patrolling, biomonitoring, law enforcement, research etc., and
- (ii) Under the supervision of the JCFMB/Communities, carry out community-related operations around/outside the ENNR, such as awareness raising, community

mobilizations, human-wildlife conflict investigations and reporting, settling grievance and disputes involving community members, etc., led by the JCFMB/Communities.

Section III. Functions of the Leadership

a) Chairman

- The Chairman shall be responsible for the overall coordination of the CMC activities and run the day-to-day operations. Other specific functions to be performed by the chairman are as follows:
- Call and preside over all regular and special/emergency meetings of the CMC;
- Appoint heads of committees in consultation with the leadership of the CMC
- Assist the FDA and other partners in the identification of funding sources to keep the CMC running;
- In consultation with CMC and advisors, prepare annual work plans
- Assist in the formulation of project proposals for the sustainable management of ENNR
- Represent the CMC at major meetings or designate any member of the CMC to participate in meetings with partners/stakeholders
- Be a principal signatory to all CMC's Bank Account
- Serve as the official chief spokesperson for the CMC.
- Submit annual financial and technical report on the operations of the CMC to the FDA senior management and other key stakeholders as necessary.

b) Co-chairman of Operations and Technical Affairs

The Co-Chair for operations and technical affairs shall be responsible for all operations and technical activities of the CMC. His/her functions include but are not limited to:

- Chair CMC meetings in the absence of the Chairman
- Prepare annual budget in consultation with the membership of the CMC
- Assist the chairman in developing the annual workplan and proposals
- Lead on the drafting of quarterly reports on the technical activities of the CMC including law enforcement patrols, biomonitoring, research activities, etc.
- Identify and secure funding resources for the CMC operations
- Be signatory to CMC's Bank Account

c) Co-chairman of Awareness and Mobilization

The Co-Chair for awareness and mobilization shall be responsible for all engagements and awareness activities of the CMC. His/her functions include but are not limited to:

- Conduct annual stakeholder analysis and develop stakeholders' engagement and awareness plan for the CMC
- Be responsible to mobilize both CMC members and communities around ENNR on all activities of the CMC
- Working with other partners/stakeholders, lead all awareness activities promoting the sustainable management of ENNR
- Serve as public relations officer for the CMC

d) Secretary

The secretary shall be the chief scribe of the CMC. His/her functions include but are not limited to:

- Serve as chief custodian of all communications, project documents and all documents of the CMC.
- Head the secretariat of the CMC.
- Record, prepare and read minutes of every meeting of the CMC.
- Produce and receive all incoming and outgoing communications of the CMC.
- Be a signatory to the CMC's Bank Account.

e) Assistant Secretary

The functions of the Assistant Secretary shall include but not limited to:

- Assists the Secretary in the compilation of the organization documents;
- Act as Secretary in the absence of the Secretary;
- Assist the Chairman in preparing annual budget;
- Lead on the drafting of annual financial report;
- Request payment for activities and prepare all invoices/financial reports for CMC to external vendor/funder;
- Be a signatory to the CMC's Bank Account.

f) Chaplain

The functions of the Chaplain shall include but not limited to:

- Serves as the religious focal person of the CMC;
- Is responsible to conduct prayers before and after every meeting of the CMC

Section IV. External Advice

The CMC may draw upon the expertise and advise of organizations supporting conservation within the ENNR as and when necessary.

Section V Appointment/Election to fill leadership positions of the CMC

- (i) As already indicated, in this constitution, the leadership position is hereby divided equally between the FDA and JCFMB as indicated below:
- I. In keeping with Article III (ii) of this Bylaws and Constitution, following positions shall be exclusively, and during the validity of the Co-Management Agreement for ENNR, reserved and occupied by a representative of the FDA:
 - Co-Chairman for Operations and Technical Affairs
 - Assistant Secretary General
 - Chaplin
 - II. Similarly, the following positions of the CMC shall be reserved and occupied a representative of the Blei JCFMB:

- Chairman
 - Co-Chairman for Awareness and Mobilization
 - Secretary General
- (ii) The minimum tenure of for positions occupied by the JCFMB shall be for five (5) years. Community members occupying leadership position may be reappointed as many times as possible. FDA shall appoint its members to the leadership. FDA personnel occupying positions on the leadership shall not be subject to tenure but may be removed based on the reassignment program of FDA.

Section VI Process for removal of an Officer/Member

1.1 All members designated to the CMC are required to attend meetings and other scheduled activities. CMC member who:

- (i) is absent from meetings on a regular basis;
- (ii) acts against community norms and Liberian Laws;
- (iii) conducts himself/herself in a way that is contrary to the CMC Agreement;
- (iv) engages in act that undermines the integrity and reputation of the CMC;
- (v) uses abusive language and fighting during CMC meetings or events; or
- (vi) engages in the abuse and unauthorized use of CMC equipment/property

shall receive a letter of warning on the first offense and suspended for a period determined by the majority of the CMC members at a called meeting after engaging in the same act for the second time.

1.2 Any CMC members who:

- (i) repeats an act for which he/she was suspended under section VI (1.1) following the completion of the suspension;
- (ii) engages in theft of CMC property;
- (iii) mismanagement of CMC funds;
- (iv) conducts an unauthorized withdrawal from CMC account; or
- (v) engages in the act of illegal hunting, possessing, transporting or trading or facilitating the illegal hunting, possessing, transporting or trading protected species;

shall be forwarded to the JCFMB or FDA following an approval of two thirds (2/3) of the CMC members, for immediate removal from the CMC. If the FDA or JCFMB does not act to remove the CMC member within thirty (30) days or provide a rebuttal to the CMC decision, such person shall be considered automatically removed from the CMC

ARTICLE V: MEETINGS

Section I. Regular Meetings

Regular meetings of the CMC shall be held quarterly with the presence of all members. Emergency meeting shall be called when necessary and said meeting shall be attended by all members of the CMC. Each CMC member shall take all efforts to attend meetings. CMC meetings will be held at the ENNR Headquarter or other location mutually agreed by the CMC as stated in the Co-Management Agreement. Approved minutes of regular meetings will be made public records and can be requested by any member of the public. Important decisions and conclusions shall be disseminated by any means possible.

Section II. Annual Meeting

There shall be an annual meeting of the CMC to review all operations, activities, achievements and challenges of the CMC at the end of a fiscal year. During this meeting, the Chairman of the CMC shall deliver an annual message outlining all activities and achievements of the CMC to all invited partners, donors, community representatives and other relevant stakeholders.

Section III. Quorum

A quorum of membership for a meeting/forum shall be a minimum of four (4) persons from each party (FDA and JCFMB) amounting to a total of 8 persons. Except as otherwise stated in this Constitution, decisions from CMC meetings shall be final only if majority of the total members attending a meeting vote in favor of such proposal/issue.

In event of a tied vote, the committee members shall make their best efforts to reach an amicable agreement with respect to the matter by reference to the committee’s formal role and the management needs of the ENNR to achieve its objectives. If the vote is still tied, a further meeting shall be called within two weeks to try to reach agreement following investigation, discussion and reflection. Should the vote remain tied for the second time, the Chair shall decide in consultation with the CMC leadership. .

ARTICLE VI: MANAGEMENT OF FUNDS

All funds received from partners/donors or generated by CMC shall be deposited in an account bearing the name of the CMC with the Chairman, Co-chairman of Technical Affairs SG and Assistant Secretary General as signatories. Said fund shall be used for the intended purpose only. All disbursement of funds shall be in accordance with standard accounting principles. A financial report shall be made to members of the CMC on a biannual basis.

There shall be 4 signatories to all CMC accounts. Two of the signatories shall be members from the JCFMB and FDA respectively. For withdrawals, there must be at least one member from the JCFMB and one member from FDA.

ARTICLE VII: AMENDMENTS

The By-Laws may be amended or revised through a proposal by any member of the CMC, by an affirmative vote of two-thirds of the total membership of the CMC. Copies of the proposed amendments shall be given in writing to all members of the CMC at least two weeks to one month prior to the meeting at which the consensus should be met.

Revised and adopted on this 23 day of June 2023 in the City of Sanniquellie, Nimba County.

On behalf of FDA:



Mr. El Amara Konuwah
Chief Park Warden, ENNR

On behalf of Blei JCFMB:



Mr. Saye Thompson
Chief Officer, Blei JCFMB