Terms of Reference
Great Lake Citizen's Fishery Advisory Committee

Purpose:

This Advisory Committee is a citizen-based committee. The charge of a Great Lake Citizen's Fishery Advisory Committee is to review and provide recommendations and direction into the Great Lake fishery goals, objectives, and management plans of a basin. Members will assist Fisheries Division in charting the future course of fisheries management by providing voice to and for the diversity of citizens' interests in the basin.

Membership:

Chair:
The Chair is elected by a majority of the Members and serves at the pleasure of the membership. A request for nominations and vote for a chair will occur every three years or when the Chair becomes vacant. The Chair is responsible for facilitating the meetings and communicating recommendations of the committee and will work with the members and the Fisheries Division Basin Coordinator to establish meeting agendas and approve final minutes.

Vice-Chair:
The Vice-Chair is elected by a majority of the Members and serves the role of the Chair if the Chair is absent or vacant. Request for nominations and vote for Vice-Chair will occur when there is a vote for Chair or when the Vice-Chair becomes vacant.

Basin Coordinator:
The Basin Coordinator assists the Chair in preparing the agenda, obtaining the appropriate speakers, facilitating meeting arrangements, and finalizing draft minutes for the Chair's review. The Basin Coordinator works with the Chair and Members to determine the direction of the Committee.

Members:
Members are appointed by the Chair of the Advisory Committee and the Fisheries Division Basin Coordinator after taking into consideration the following factors:

1. The Committee should be representative of the diverse stakeholder interests and geographic regions within a Lake basin, as well as other interests such as media, academia, non-governmental organizations, agencies, and governmental offices.
2. The Members should represent a significant network of fisheries and other stakeholder interests in the Lake basin.
3. The Members should be capable of providing effective insight, knowledge and guidance from their own experiences and constituencies.

The Chair and the Fisheries Division Basin Coordinator may appoint an alternate Member for an organization to serve in the absence of the primary Member. Only one Member of an organization is permitted to participate in final recommendation-making processes, although primary and alternate Members alike, and other visitors, are permitted and encouraged to participate in discussions leading to a recommendation.

Members will be removed or replaced by the Chair and Basin Coordinator if they fail to follow the member responsibilities.

Meeting Attendance:

Members are expected to regularly attend meetings. If a member does not attend or contribute toward any committee meeting for two consecutive years, the Chair and the Basin Coordinator will assess their viability as a committee member and determine if changes to representation are needed. Alternate representatives and guests may attend meetings. Advance notice of attendance by alternate representatives or guests must be sent to the Chair or Basin Coordinator to accommodate those individuals at the meeting.

Member Responsibilities:

Membership on the Advisory Committee comes with several responsibilities including, but not limited to the following:

1. The Members are responsible for disseminating the Committee's activities and deliberations throughout their network of constituents and others in their community as appropriate.
2. The Members are responsible for seeking to resolve conflicts among user groups and constituencies.
3. The Members are responsible for regular attendance at meetings and participating in a respectful manner with fellow committee members, DNR staff, and visitors.
4. The Members are responsible for representing the interests of their constituencies with the rest of the committee.

Observers:

Observers from other clubs, organizations, or agencies in other states or province jurisdictions are encouraged to attend meetings. They would not be permitted to vote, but they would be able to participate in meeting discussions. The goal is to provide additional points of view and experiences to the meetings.

Procedural Rules:

Members Decision Making Process for Making Recommendations to the Fisheries Division:

When decisions are required, they will be achieved based on the following in priority order:

1. "Will-Live-With" consensus: Decisions whereby after a specified amount of discussion and/or negotiation time, all Members involved in the decision-making process eventually agree with the decision. Consensus or agreement is reached when each Member indicates that they "will live with" the decision. If one Member does not agree with the decision, "will-live-with" consensus has not been reached. The Chair may choose to continue the discussions/negotiations in hopes of reaching consensus, move to table the decision until a later meeting, or move directly to a "consulting decision".
2. "Consulting Decision": Decisions whereby the Chair considers all opinions and input of the Committee regarding resolution of an issue, and makes a final, informed decision based on that input.
   In the event of a "consulting decision" any dissenting opinions should be accurately reflected in the minutes of the meeting, including a vote tally from primary or alternate committee members.

Minutes:

Since the purpose of the Committee is to provide recommendations and direction to the Fisheries Division on fisheries issues related to the Great Lakes, detailed minutes will be recorded for each meeting. An effort will be made to provide Members with a draft copy of the minutes within a month of the meeting. At the following meeting or via email, the Chair or Basin Coordinator will ask if there are any corrections or additions to the minutes and if not, the minutes will be approved. If there are suggested changes then the minutes will be considered approved with the changes if there are no objections. If any proposed change in the minutes cannot be agreed upon, then the Chair will ensure that any objections are clearly recorded in the minutes. Minutes from meetings will be posted on the Michigan DNR internet website for committee members to look at and for the public and other stakeholders to view.

Agendas:

Any Advisory Committee Member can bring an issue to the meetings by working with the Chair and Basin Coordinator to have their issue added to the agenda or by requesting the Committee add the issue to the agenda at the outset of the meeting and prior to the agenda being approved by the Committee. The members are strongly encouraged to work with the Chair and Basin Coordinator to place items on the Agenda prior to the meeting. Agenda items will be solicited by the Chair and/or the Basin Coordinator 30 days in advance of the next meeting. An effort will be made to provide the members with the Agenda and meeting notice at least 7 days prior to the next meeting. Members will be expected to bring copies of any handouts or presentations that are provided electronically prior to the meeting.

Establishing Meeting Dates:

The Chair and Basin Coordinator will determine the meeting dates and committee members will be notified at least four weeks prior to the meeting date.

Evaluation and Review:

The Committee, led by the Chair, will review, and evaluate the effectiveness and direction of the Committee at least annually.

Adoption:

These terms of reference were originally approved and adopted by the following Great Lakes committees:

Lake Erie/Lake St. Clair CFAC approved the TOR on February 12, 2021
Lake Huron CFAC approved the TOR on March 3, 2021
Lake Michigan CFAC approved the TOR on March 7, 2021
Lake Superior CFAC approved the TOR on March 31, 2021