

Terms of Reference

Northern Inland Lakes Citizens Fishery Advisory Committee

Approved April 10, 2015

Purpose:

This Advisory Committee is a citizen based committee. The charge of the Northern Inland Lakes Citizens Fishery Advisory Committee is to review, understand, and provide recommendations and direction into the fishery goals, objectives and management plans for lakes in the Inland Waterway and connecting waters. These major lakes include Crooked, Pickerel, Burt, Mullett, and Black lakes. 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 Waterway. Members will also act as a conduit for information exchange to the public from the DNR and other various managing agencies.

Membership:

Chair:

The Chair is elected by a majority of the Members and serves at the pleasure of the membership. The Chair is responsible for facilitating the meetings and the decisions of the Committee and will work with the Members and the Fisheries Division Facilitator to establish meeting agendas and approve final minutes.

DNR Facilitator:

The DNR Facilitator assists the Chair in preparing the agenda, obtaining the appropriate speakers, facilitating meeting arrangements, and finalizing draft minutes for the Chair's review. The Facilitator 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 Facilitator after taking into consideration the following factors:

1. The Committee should be representative of the diverse stakeholder interests and geographic regions within the Inland Waterway, 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 Inland Waterway.
3. The Members should be capable of providing effective insight, knowledge and guidance from their own experiences and constituencies, and should demonstrate leadership in providing shared information back to the general public.

The Chair and the Fisheries Division Facilitator 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 decision-making processes, although primary and alternate Members alike, and other visitors, are permitted and encouraged to participate in discussions leading to a decision.

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, other agencies, and visitors.
4. The Members are responsible for representing the broad interests of their constituencies with the rest of the Committee.

Procedural Rules:

Decision Making:

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

- o “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”.
- o “Consulting Decisions”: Decisions whereby the Chair takes into account all opinions and input of the Committee regarding resolution of an issue, and makes a final, informed decision on the basis of that input. In the event of a “consulting decision” any dissenting opinions should be accurately reflected in the minutes of the meeting.

Minutes:

Since the purpose of the Committee is to provide input and direction to the Fisheries Division on fisheries issues related to the Inland Waterway, detailed minutes (summary) will be recorded for each meeting. An effort will be made to provide Members with an email draft copy of the minutes within 2 month of having the meeting. The Chair will ask if there are any corrections or additions to the minutes via email, and if not, the minutes will be

considered approved. If there are significant suggested changes, then the updated minutes will be sent to the Members and if there are no additional suggested changes, the minutes will be considered approved. If proposed changes in the minutes cannot be agreed upon, then the Chair will ensure that the objections are clearly recorded in the minutes. The final approved minutes and agenda will be provided to the DNR website by the Chair or DNR Facilitator.

Agendas:

Advisory Committee Members are strongly encouraged to suggest agenda items by working with the Chair and DNR Facilitator to have their issue added to the agenda. Agenda items should be brought to the Chair and/or the Facilitator 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:

During the last meeting held each year, dates will be established for meetings in the following year. The Chair and Facilitator may establish additional meetings throughout the year based on need or a desire by the Committee to address an issue sooner than the next scheduled meeting.

Evaluation and Review:

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

Adoption:

These Terms of Reference were approved and adopted the Northern Inland Lakes Citizens Fishery Advisory Committee on: Date April 10, 2015