

# **Terms of Reference**

## **Lake Superior Citizens Fishery Advisory Committee**

### **Purpose:**

This Advisory Committee is a citizen based committee. The charge of the Lake Superior Citizens Fishery Advisory Committee is to review and provide recommendations and direction into the fishery goals, objectives and management plans for Lake Superior. 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 Lake Superior basin.

### **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 Basin Coordinator to establish meeting agendas and approve final minutes.

#### **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 Superior 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 decision-making processes, although primary and alternate Members alike, and other visitors, are permitted and encouraged to participate in discussions leading to a decision.

#### **Meeting Attendance:**

Members are expected to regularly attend meetings. If a member does not attend or contribute toward any committee meetings for 2 consecutive years or more, 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 in order 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 located in Wisconsin, Minnesota, or Ontario may be invited to participate in committee meetings to share their viewpoints and insights. Such observers may attend meetings or phone in for specific agenda items depending on their schedules, abilities to travel, and level of interest.

## **Procedural Rules:**

### **Decision Making:**

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

- "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."
- "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 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. Minutes from meetings will be posted on the Michigan DNR internet website for committee members to look at and also for the public and other

stakeholders to view. At the following meeting, the Chair 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 insure that any objections are clearly recorded in the minutes.

**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. 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:**

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

**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 Lake Superior Citizens Fishery Advisory Committee on March 18, 2010, with amendments approved on April 11, 2012, September 30, 2013, and April 9, 2014.