

**MEETING SUMMARY OF THE  
ATLANTIC STATES MARINE FISHERIES COMMISSION  
EXECUTIVE COMMITTEE**

**Westin Alexandria  
Alexandria, VA  
August 2, 2016**

## INDEX OF MOTIONS

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2. **Approval of Meeting Summary from May 2, 2016 by Consent (Page 1)**
3. **Move to accept the SK funding priorities as follows: SEAMAP-SA Coastal Trawl Survey; Georgia, South Carolina and North Carolina Longline Surveys, with the remainder going to support the ME/NH portion of the NEAMAP Survey. Motion by Mr. Boyles; seconded by Mr. Keliher. (Page 2)**
4. **Adjournment by Consent (Page 2)**

## ATTENDANCE

### Committee Members

Pat Keliher, ME (AA)	John Clark, DE (AA proxy)
Doug Grout, NH (AA)	Roy Miller, DE (GA Chair)
Dennis Abbott, NH (LA Chair)	David Blazer, MD (AA)
David Pierce, MA (AA)	John M.R. Bull, VA (AA)
David Simpson, CT (AA)	Braxton Davis, NC (AA)
Jason McNamee, RI (AA)	Robert Boyles, SC (AA)
Jim Gilmore, NY (AA)	Spud Woodward, GA (AA)
Brandon Muffley, NJ (AA proxy)	Jim Estes, FL (AA proxy)
Andy Shiels, PA (AA proxy)	

**(AA = Administrative Appointee; GA = Governor Appointee; LA = Legislative Appointee)**

### Other Commissioners

Ed O'Brien, MD (LA proxy)

### Staff

Bob Beal	Pat Campfield
Laura Leach	Deke Tompkins
Toni Kerns	

### Others

Peter Aarrestad	Dan McKiernan
Michelle Duval	Mike Millard
Steve Heins	Derek Orner
Wilson Laney	

## **CALL TO ORDER**

The Executive Committee of the Atlantic States Marine Fisheries Commission convened in the Bell Room of the Westin Alexandria on August 2, 2016. It was called to order at 8:00 a.m. by Chair Doug Grout.

## **APPROVAL OF AGENDA**

The agenda was approved with the addition of a discussion on Saltonstall/Kenendy (SK) funding, and deferring the discussion of health benefits for retired ASMFC employees to the Annual Meeting.

## **APPROVAL OF PROCEEDINGS**

The summary minutes from the May 2, 2016 meeting were approved as presented.

## **PUBLIC COMMENT**

There was no public comment.

## **ASMFC LEAD STAFF ON ASSESSMENTS**

The Executive Committee discussed the practice of having ASMFC staff stock assessment scientists take the lead on stock assessments; concerned that this might cause less engagement of state technical staff. The Committee supported having ASMFC Stock Assessment Scientists take the lead on assessments. The Executive Committee committed to encouraging their technical staff members to be fully engaged in the stock assessment process.

## **CONSERVATION EQUIVALENCY**

At the Spring Meeting, the Executive Committee tasked staff to update the Conservation Equivalency Guidance Document to reflect the current practices of

the Commission. The Management and Science Committee (MSC) and Assessment and Science Committee (ASC) reviewed proposed revisions and made recommendations to the Executive Committee for its review. The Executive Committee discussed the proposed revisions and tasked staff to make changes to the guidance document. The revised document will be presented for approval at the Annual Meeting in October.

## **PDT MEMBERSHIP**

The Executive Committee discussed the composition of Plan Development Teams (PDT), specifically the question of whether or not Board members should be eligible to sit on PDTs. After much discussion, the Committee did not recommend any changes to PDT membership at this time.

## **COMMISSION-SPECIFIC MEETING PROCEDURES**

The Committee initiated development of Commission-specific meeting procedures and will follow-up on this issue at the Annual Meeting in October.

## **RENAMING THE HART AWARD**

At the Spring Executive Committee meeting Mr. Keliher requested that the Committee consider renaming the Captain David H. Hart Award, in light of Pat White's untimely death. At the Spring Meeting, Chair Grout suggested that this be a topic on the August agenda. After considerable discussion, the Executive Committee referred this issue to the Awards Committee for a recommendation. The Awards Committee will report back at the Annual Meeting in October.

## **FUTURE ANNUAL MEETINGS**

The Commission's 75<sup>th</sup> annual meeting will be held October 23 – 27, 2016 in Bar Harbor, Maine; in 2017 we'll meet in Virginia; and in 2018 we'll meet in New York.

## **OTHER BUSINESS - SK FUNDING**

The Committee discussed the allocation of the SK funding for FY17, as it decreased from a preliminary estimate of \$500,000 to \$200,000. The Committee agreed that the trawl surveys are the highest priorities, and unanimously passed the following motion: "Move to accept the SK funding priorities as follows: SEAMAP-SA Coastal Trawl Survey; Georgia, South Carolina and North Carolina Longline Surveys, with the remainder going to support the ME/NH portion of the NEAMAP Survey. Motion by Mr. Boyles; seconded by Mr. Keliher.

## **ADJOURN**

CHAIR DOUG GROUT adjourned the Executive Committee meeting at 10:25 a.m.

# ASMFC Standard Operating Procedures for Meetings

October 18, 2016

As established by the Interstate Fisheries Management Program Charter, the Atlantic States Marine Fisheries Commission (Commission) generally uses Roberts Rules of Order to conduct its business. There are some deviations from Roberts Rules adopted by the Commission. The following operating procedures are proposed to help make Commission meetings more effective and efficient.

**Quorum** – The following quorum provisions are included in the Commission guiding documents. These provisions are not subject to the chair’s discretion.

- The presence of Commissioners representing a majority of the state members (>50%) constitute a quorum at a meeting of the Commission.
- Any state shall be recorded as present when represented by one or more of its Commissioners.
- A quorum for any Commission group shall be a majority of the members of such body, provided that any such body may petition the Executive Committee in advance for approval of an alternative quorum procedure.

**Voting** – The following voting provisions are included in the Commission guiding documents. These provisions are not subject to the chair’s discretion.

- The Commission’s Business Session, and management boards and sections shall be by state (or by jurisdiction or federal agency) with one vote per state. A state’s vote shall be determined by the majority of that state’s delegation of Commissioners who are present. Based on the number of delegates present, votes may be cast in favor, in opposition, in abstention, or null. A null vote occurs when only two state delegates are present and they do not agree on a position. A null vote can also occur if three state delegates are present and one delegate abstains from participating in the state caucus and the other two delegate do not agree on a position.
- No person may, by proxy, vote more than once on any issue.
- Any Commissioner or Commissioner Proxy or duly authorized representative of a jurisdiction or agency that is a member of a management board/section may make or second any motion; provided the maker of the motion and second (when necessary) must each come from a different state, jurisdiction, or agency.
- Any meeting-specific proxy appointed by a Legislative or Governors’ Appointee Commissioner may not vote on a final action being considered by a management board/section. Meeting-specific proxies may vote on preliminary decisions such as issues to be included in a public hearing draft or approval of public information documents.
- A final action is defined as: fishery specifications (including but not limited to quotas, trip limits, possession limits, size limits, seasons, area closures, gear requirements), allocation, final approval of FMPs/amendments/addenda, emergency actions, conservation equivalency plans, and non-compliance recommendations. A meeting-specific proxy may participate in the deliberations of the meeting, including making and seconding motions.
- The roll must be called for all final actions unless there is no objection to the motion.

# ASMFC Standard Operating Procedures for Meetings

October 18, 2016

- A two-thirds majority, which is required for an emergency action, extending a management action, or amending/rescinding a final action, is defined by the entire voting membership. However, federal agency abstentions do not count when determining the total number of votes.

**Process** – The following are meeting best management practices for use by the chair to effectively and efficiently run Commission meetings. The chair has the discretion to manage the meeting conduct and application of the best management practices.

- All board members should have the opportunity to speak once prior to anyone speaking a second time.
- An individual may not be recognized to speak on a motion more than two times during a single board meeting.

## **Options for use of “one in favor/one against”:**

Option 1: At any time in the meeting based on concern regarding limited time availability to conduct the full business of the board/section or in cases when extensive debate on an issue has occurred, the chair can limit debate to one in favor/one against.

Option 2: After all members have had the opportunity to speak on an motion twice, the chair will limit debate to one in favor/one against. If there is no one left to speak in favor/against the chair will call the vote on the motion.

- If the chair believes there may not be opposition to the motion, he/she will seek board consent of the action by asking “If there is no objection, this item will be adopted.” After pausing for any objections, the chair states “As there are no objections, this item is adopted unanimously.” It is not necessary to ask for a show of hands.
- If the chair determines too much time is being consumed by speakers, he/she can set a time limit on such speeches.

## **Definitions**

**Postpone Indefinitely** – This action is taken when a board/section member intends to stop any further discussion of the issue at the meeting. The issue may be reintroduced at a later meeting.

**Postpone to Time Certain** – This action is used to delay action on a pending question until a specific day, meeting, hour or after a certain event. Then, when that time comes, the motion is brought forward for reconsideration by the board/section.

**Table** – This action is used to postpone discussion of an item until later in the meeting or at a later date. Many people think tabling a motion is tantamount to killing it, but it is used to set a pending motion aside temporarily in order to address a more pressing or urgent issue.

**Call the Question** – A board member may request “debate be limited”. Once the request is made, the chair must get board approval to terminate a debate.

**Divide the Question** – If a motion has several parts, and a board/section member wishes to vote differently on these parts, that member should move to divide the motion, addressing each issue separately.

**Amend** – This action is used to change a motion after it has been debated. Amendments enable you to affect changes to pending questions in the following four ways:

- By inserting (or adding, if placing at the end) words, sentences, or paragraphs
- By striking out words, sentences, or paragraphs
- By striking out and inserting words (with the words inserted replacing the words struck out)
- By amending by substitution (a form of strike out and insert applied to paragraphs or entire motions)

**Substitute** – A substitute motion is a form of amendment. If a motion is on the floor, first recourse should be to work with the motion and try to amend it through normal protocol. If, however, the motion is poorly worded, if new information comes to light during course of debate, or if other pressing circumstances develop, it may be necessary to substitute a new motion for the original motion or significant parts of a motion.