

# Atlantic States Marine Fisheries Commission

## Executive Committee

*May 1, 2019  
8:00 – 10:30 a.m.  
Arlington, Virginia*

## Draft Agenda

The order in which these items will be taken is subject to change;  
other items may be added as necessary.

*A portion of this meeting may be a closed session for Committee members and Commissioners only*

1. Welcome/Call to Order (*J. Gilmore*)
2. Committee Consent
  - Approval of Agenda
  - Approval of Meeting Summary from February 2019
3. Public Comment
4. Report of the Administrative Oversight Committee (*P. Keliher*)
  - Presentation of the FY20 Budget
  - Develop Process to Address Non-Payment of State Assessments
5. Discuss Allocation of Atlantic Coastal Act Plus-Up Funds (*R. Beal*)
6. Review Draft Standard Operating Procedures and Policies for Management Board Work Groups
7. Future Annual Meetings Update (*L. Leach*)
8. Executive Director Performance Review (**Closed Session**)
9. Other Business/Adjourn

***Please Note: Breakfast will be available at 7:30 a.m.***

The meeting will be held at the Westin Crystal City, 1800 S. Eads Street, Arlington, Virginia; 703.486.1111

*Vision: Sustainably Managing Atlantic Coastal Fisheries*

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## Draft Work Group Meeting SOPPS

In recent years, Commission management boards have established Work Groups (WG) to efficiently further explore complex management issues. The process and procedures in which individual WG and boards follow have varied by issue and/or board. As the practice to use WG to address issues by boards becomes more frequent, it is important standard policies and procedures are established so there is consistency and transparency in the process. Below are draft SOPPS for Executive Committee review.

### **Establishment**

- WGs can be established by a Species Management Board or the ISFMP Policy Board.
- Membership should be a limited subset of Board members approved by the Chair of the Board or the Board itself. Ideally, members will represent diverse perspectives on the issue at hand. WGs can request non-Board members to provide information to the WG but will not be members of the WG itself.
- Each WG should have a designated Chair, Commission staff should not be the Chair of the WG. Chairs of the WG do not have to be the Board Chairs.
- The WG Chair will facilitate and lead all WG meetings and conference calls.
- The Board should fully describe the task or issue the work group is to address. There should be a clear directive of deliverables and established timeline to bring issues back for Board for review.
- Membership of a WG should be limited to ensure efficiency.

### **Purpose**

- WGs are established when the Board needs extra time outside of quarterly meetings to work through an issue.
- WGs are not deliberative nor decision-making bodies of the Board. They are intended to explore and present a range of strategies that have the potential to address an issue the Board is trying to address.
- WGs are intended to deliver strategies to address issues for Board deliberation. Approaches the full Board believes have merit would then be fleshed out and analyzed by a technical committee or plan development team for further consideration.

### **Function**

- At the start of each WG meeting the Chair should remind the WG of the task assigned by the Board

- WG meetings and calls will be posted on the Commission web page at least 48 hours before each call. All calls are open to the public unless addressing confidential data.
- WG calls should be used to present ideas and engage in constructive discussion.
- WG members should reach out to other Board members for ideas, and the Board should reach out to WG members if they have ideas or are interested in an update on the progress of the WG.
- WG progress reports will be given to the Board at quarterly meetings by the WG Chair or Commission staff.
- All ideas from the WG should be presented to the Board, as well as key considerations for the Board to take into account.

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