

**DRAFT NPFMC Charter Halibut Management Committee**

Terms of Reference and Standard Operating Procedures Updated: December 2023

1. **Establishment and Statement of Purpose:** The North Pacific Fishery Management Council (NPFMC) Charter Halibut Management Committee provides annual advice on charter halibut management measures (e.g., bag limits and size restrictions) that are expected to keep the charter halibut sector within its catch limit, while minimizing the negative economic impacts to the charter halibut sector to the extent practicable. The Charter Halibut Management Committee may also provide recommendations to the NPFMC on other actions related to the charter halibut fishery.
2. **Membership:** Committee members will be appointed by the Council chair from members of the public engaged in the charter halibut fishery during an open application process. When necessary, the Council will announce a call for nominations for the committee that identifies the requirements of the committee vacancy. Interested members of the public should submit a letter of interest and brief resume to the Council chair and Executive Director. The Committee will strive to have equal member representation from International Pacific Halibut Commission Area 2C and Area 3A and represent the regional and operational diversity of the charter halibut sector.
3. **Operations:**
  - **Chair:** The Committee chair will be a sitting member of the Council.
  - **Rules of order:** In general, rules of order will be informal. Committee advice will be reached by consensus, whenever possible. Committee reports will reflect the recommendations of the Committee.
  - **Agenda:** A draft agenda will be prepared in advance of each meeting by the Council staff in consultation with the Committee Chair.
  - **Meeting record and distribution:** A report of each committee meeting will be prepared by Council staff. The committee chair will maintain final approval of the committee report.
4. **Role and responsibility of members:**
  - Committee members are highly encouraged to attend all committee meetings.
  - Repeated absences from committee meetings is cause for dismissal and replacement.
  - Committee members are expected to read and review all meeting materials prior to the committee meeting.
  - Committee members are encouraged to solicit feedback from other charter stakeholders in their regulatory areas on the economic implications of proposed halibut management measures. Committee members may bring this feedback to the committee meeting.
5. **Public comment:** Written public comment can be submitted to the meeting agenda or to Council staff prior to the meeting. Opportunity for oral public comment during the meeting will be provided as time allows. The Committee chair will oversee oral public comment opportunities.