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NORTH PACIFIC FISHERY MANAGEMENT COUNCIL

Angel Drobica, Chair | Diana Evans, Executive Director
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NPFMC Executive/Finance Committee

Terms of Reference and Standard Operating Procedures

Establishment and Statement of Purpose

The North Pacific Fishery Management Council shall establish and maintain an Executive/Finance Committee to discuss the following employment and internal administrative matters: 1) reviewing the status of Council finances, 2) providing advice to the Executive Director regarding management of Council finances and grants, 3) making executive decisions on behalf of the full Council when necessary (e.g., hiring/salary adjustments/firing the Executive Director), and 4) preparing formal performance evaluations for the Executive Director.

Membership

Committee membership shall include the Council Chair, the marine fisheries director or their primary designee for the individual states of Alaska, Washington, and Oregon, the NMFS Regional Administrator, and the designated PSMFC member. The Committee shall also seek advice from the NOAA Office of the General Counsel, as needed.

Operations and Meeting Record

Chair: The Committee Chair will be the Council Chair.

Rules of order: In general, rules of order will be informal. Committee advice will be reached by consensus, whenever possible. If consensus is not possible, decisions will be reached by a majority vote of the voting Council members who are on the Committee.

Agenda: A draft agenda will be prepared in advance of each meeting by Council staff in consultation with the Committee Chair.

Attendance: Only Committee members, NOAA General Counsel staff, and Council staff are authorized to be present. Others may attend (e.g., auditors to provide a report) by specific invitation from the Executive Director.

Meeting record and distribution: In most cases, the Committee will provide recommendations directly to the Executive Director and Council staff. When appropriate, a summary report of information discussed at the Committee meeting may be prepared by the Executive Director or other Council staff as appropriate to share publicly. The Committee Chair will maintain final approval of the Committee report. The final report will be posted to a Council meeting agenda or made available on the Council website.

Public access: The Committee will discuss only employment and internal administrative matters and therefore will meet in closed session consistent with Section 302(i)(3) of the Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C. 1852(i)(3).