



North Pacific Fishery Management Council

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Community Engagement Committee Terms of Reference and Standard Operating Procedures

April 2021

1. **Establishment and Statement of Purpose:** The North Pacific Fishery Management Council (Council) established the Community Engagement Committee (committee) to identify and recommend strategies for the Council to enact processes that provide effective rural and Alaska Native community engagement. The Community Engagement Committee will continue to develop tools to facilitate improved communication and understanding between rural communities and tribes for the Council which are specific to the Council's purview. The committee will not conduct community engagement itself, nor provide fishery management policy advice to the Council.
2. **Membership:** Committee members will be appointed by the Council chair via nomination from members of the public. When necessary, the Council will announce a call for nominations for the committee that identifies the requirements of the committee vacancy. Committee membership will include no more than nine appointed public members and include members of small rural fishing communities, and/or Alaska Native or Tribal entities associated with those communities, in the Bering Sea/Aleutian Islands and Gulf of Alaska. Led by either a chair or co-chairs, the committee shall have no more than 11 total members. Interested members of the public should submit a letter of interest and brief resume to the Council chair and Executive Director. Council staff for the committee will be designated by the Council Executive Director.
3. **Organization:** The committee chair or co-chairs will be appointed by the Council chair from sitting members of the Council.
 - a. **Rules of Order:** In general, rules of order will be informal. Committee recommendations will be reached by consensus, whenever possible. Committee reports will reflect the consensus recommendations and discussion of the committee.
 - b. **Meetings:** Committee meetings will be held on an annual basis. The committee chair(s) may determine if an additional meeting is needed in a given year.
 - c. **Agenda:** A draft agenda will be prepared in advance of each meeting by the Council staff in consultation with the committee chair or co-chairs.
 - d. **Meeting record and distribution:** A report of each committee meeting will be prepared by Council staff for review by the committee chair or co-chairs prior to public distribution. The committee chair has discretion whether to allow an additional committee review prior to distribution, should time allow. The committee chair or co-chairs maintain final approval of the committee report.
4. **Attendance and Conduct:**
 - a. Committee members are highly encouraged to attend all committee meetings in person. Options for attendance via teleconference or videoconference may be provided at the

discretion of the committee chair(s). Repeated absences from committee meetings is cause for dismissal and replacement.

- b. Compensation and travel expenses for non-Council participants on the committee will not be provided by the Council.
 - c. Committee members are expected to read and review all meeting materials prior to the committee meeting.
 - d. Committee members are highly encouraged to engage stakeholders in their communities and bring feedback from stakeholders to the committee meeting.
5. **Proposals for committee consideration:** The committee may solicit proposals for committee consideration directly related to the committee’s purpose. If the committee solicits formal proposals, proposals must be submitted via the Council’s online agenda system and comply with the Council’s rules regarding written comments.
6. **Public comment:** Opportunity for public comment at each committee meeting may be provided as time allows at the discretion of the chair(s). Written comment will be accepted via the e-agenda or by emailing comments to the council staff person. Committee minutes will provide an account of who provided public comment, but not a summary of their comment.