

M E M O R A N D U M

TO: Council, SSC, and AP Members

FROM: Jim H. Branson
Executive Director

DATE: July 20, 1983

SUBJECT: Statement of Organization, Practices, and Procedures

ACTION REQUIRED

None. Review prior to September meeting.

BACKGROUND

With the passage of P.L. 97-453 (amendment to the MFCMA) we are required to update our SOPPs. Because the Federal Advisory Committee Act no longer applies to the Council, several provisions that were in the Council, SSC and AP Charters (now cancelled) should be incorporated into the SOPPs. Other changes required by the amendment, such as preparation of regulations by Councils, changes to the administrative provisions, review of permits, etc., have been included, and lastly, some changes I think the Council should consider on election of officers and minority reports.

The key to reading this document is:

- (a) Regular block type - verbatim from our current SOPPs.
- (b) Italics only - incorporation of the Charter wording into the SOPPs.
- (c) Italics and single underline - incorporation of P.L. 97-453.
- (d) Italics and double underline - suggested changes by staff and others.

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration
North Pacific Fishery Management Council
Statement of Organization, Practices, and Procedures

The North Pacific Fishery Management Council, created by Section 302(a)(7) of the Magnuson Fishery Conservation and Management Act (the Act), hereby publishes a revised Statement of Organization, Practices, and Procedures (SOPP), as required by Section 302(f)(6) of the Act. *This is the first revision of the SOPP published in the Federal Register January 14, 1981 (2142-2145) which was a revision of the original SOPP published March 1, 1977.* This revised SOPP for carrying out the Council's functions under the Act was adopted by the Council during its public meeting held on _____. Copies may be obtained by writing the Executive Director, North Pacific Fishery Management Council, P.O. Box 103136, Anchorage, Alaska 99510. The Council's permanent offices are in Room 166, 605 West Fourth Avenue, Anchorage, Alaska; telephone (907) 274-4563.

The Council's geographic area of authority includes the fisheries in the Fishery Conservation Zone (FCZ) of the Arctic Ocean, Bering and Chukchi Seas, and Pacific Ocean seaward of Alaska. The states of Alaska, Washington, and Oregon are represented on the Council.

PURPOSE

1. The Council shall prepare and submit to the Secretary of Commerce (Secretary) or his delegate a fishery management plan with respect to each fishery requiring conservation and management within its geographic area of authority and, from time to time, such plan amendments as are necessary.

2. The Council will request to review and comment on any applications for foreign fishing transmitted to it under a governing international fishery agreement by the Secretary of State under the terms of the Act.

3. The Council will prepare comments on any fishery management plan or amendments thereto prepared by the Secretary which are transmitted to it under Section 304(c)(2) of the Act.

4. The Council will conduct public hearings, at appropriate times and in appropriate locations in the Council's membership area to allow all interested persons an opportunity to be heard in the development of fishery management plans and amendments thereto, and with respect to the administration and implementation of the provisions of the Act. When conducting a hearing outside Alaska, the Council must first consult with the Council in that area.

5. The Council shall submit to the Secretary such periodic reports as the Council deems appropriate, and any other relevant report which may be requested by the Secretary.^{1/}

6. The Council shall review on a continuing basis, and revise as appropriate, the assessments and specifications contained in each fishery management plan for each fishery within its geographical area with regard to:

(a) the present and probable future condition of the fishery;

(b) the maximum sustainable yield from the fishery;

(c) the optimum yield from the fishery;

^{1/} Mandatory annual report requirement was dropped in 97-453.

(d) the capacity and the extent to which fishing vessels of the United States will harvest the optimum yield on an annual basis;

(e) the portion of such optimum yield on an annual basis which will not be harvested by fishing vessels of the United States and can be made available for foreign fishing.

7. The Council will conduct any other activities which are required by or provided for in the Act or which are necessary and appropriate to the foregoing functions.

8. The Council expects to participate in international negotiations concerning any fishery matters under the cognizance of the Council. The Council also expects to be consulted during preliminary discussions leading to U.S. positions on international fishery matters, including the allocation of fishery resources to other nations within its area of authority.

9. The Council will prepare the regulations which it deems necessary to carry out any fishery management plan, or any amendment to a fishery management plan, which it prepares. Those regulations shall be submitted to the Secretary together with the plan or amendment, for action by the Secretary pursuant to Sections 304 and 305 of the Act.

COUNCIL COMPOSITION

The North Pacific Council has 11 voting members and four non-voting members.

The voting members of the Council as provided by Section 302(a)(7) and 302(b) shall be:

1. The principal State official with marine fishery management responsibility in the states of Alaska, Washington, and Oregon,

who is designated as such by the Governor of the State, or the designee of such officials, so long as the official continues to hold such position;

2. The Regional Director, Alaska Region, of the National Marine Fisheries Service, or his designee; and

3. Five members shall be appointed by the Secretary from the State of Alaska and two from the State of Washington.

The non-voting members of the Council as provided by Section 302(c)(1) shall be:

1. The Regional Director of the U.S. Fish and Wildlife Service, Alaska Region, or his designee;

2. The Commander, Seventeenth Coast Guard District, or his designee;

3. The Executive Director of the Pacific Marine Fisheries Commission, or his designee;

4. A representative of the Department of State.

OFFICERS AND TERMS OF OFFICE

A Chairman and a Vice-Chairman are elected from the voting members of the North Pacific Council; both officers serve for a period of one year and may succeed themselves. The officers are elected at the first regular Council meeting held after August 11 (election meeting) with their terms of office expiring at the next meeting after August 11 of the subsequent year, unless their term as Council members expires before that time, in which case the office shall remain unfilled until the next election meeting. In a case where the Council terms of both the Chairman and

Vice-Chairman end before a regular election meeting the Council shall appoint interim officers to serve until the next election meeting.

ADMINISTRATIVE PROVISIONS

In accordance with the Act:

1. The Federal Advisory Committee Act (5 U.S.C. App. 1) shall not apply to the Councils or to the scientific and statistical committees or advisory panels of the Council.

2. The following guidelines apply with respect to the conduct of business at meetings of the Council, and of the scientific and statistical committees and advisory panels of the Council:

(a) Unless closed in accordance with paragraph 3, each regular meeting and each emergency meeting shall be open to the public.

(b) Emergency meetings shall be held at the call of the chairman or equivalent presiding officer.

(c) Timely public notice of each regular meeting and each emergency meeting, including the time, place, and agenda of the meeting, shall be published in local newspapers in the major fishing ports of the Council's region (and in other major fishing ports having a direct interest in the affected fishery) and such notice may be given by such other means as will result in wide publicity. Timely notice of each regular meeting shall also be published in the Federal Register.

(d) Interested persons shall be permitted to present oral or written statements regarding the matters on the agenda at meetings.

(e) Minutes of each meeting shall be kept and shall contain a record of the persons present, an accurate description of matters discussed and conclusions reached, and copies of all statements filed.

(f) Subject to the procedures established by the Council under paragraph 4, and the guidelines prescribed by the Secretary under Section 303(d), relating to confidentiality, the administrative record, including minutes required under subparagraph (e), of each meeting, and records or other documents which were made available to or prepared for on or by the Council, committee, or panel incident to the meeting, shall be available for public inspection and copying at a single location in the offices of the Council.

3. Each Council, scientific and statistical committee, and advisory panel--

(a) shall close any meeting, or portion thereof, that concerns matters or information that bears a national security classification; and

(b) may close any meeting, or portion thereof, that concerns matters or information that pertains to national security, employment matters, or briefing on litigation in which the Council is interested;

and if any meeting or portion is closed, the Council, committee, or panel concerned shall publish notice of the closure in local newspapers in the major fishing ports within its region (and in other major, affected fishing ports), including the time and place of the meeting. Subparagraphs (d) and (f) shall not apply to any meeting or portion thereof that is so closed.

4. Each Council shall establish appropriate procedures applicable to it and to its committee and advisory panels for ensuring

the confidentiality of the statistics that may be submitted to it by Federal or State authorities, and may be voluntarily submitted to it by private persons; including, but not limited to, procedures for the restriction of Council employee access and the prevention of conflicts of interest; except that such procedures must, in the case of statistics submitted to the Council by a State, be consistent with the laws and regulations of the State concerning the confidentiality of such statistics.

5. (a) A majority of the voting members shall constitute a quorum. All decisions of the Council shall be by majority vote of the voting members present and voting. The use of a proxy is not permitted.

(b) If any voting member disagrees with respect to any matter which is transmitted to the Secretary by the Council, such member may submit a statement to the Secretary, setting forth the reasons for such disagreement. Statements should accompany the full package submitted to the Secretary by the Council on the matter in question.

(c) Parliamentary procedure will be used in the conduct of the meetings. Agreement among Council members can be reached by consensus and non-voting members are expected to take part in all discussions and indicate their opinions on all specific issues. Those matters pertaining to the approval or disapproval of a fishery management plan or amendment, including proposed regulations, or comments for the Secretary on foreign fishing applications, or Secretariially-prepared management plans, require a vote.

(d) The Council shall conduct all meetings within Alaska, except meetings with other Councils when inter-Council resources are concerned. Hearings may be held in any of the member states, except that hearings in Oregon or Washington

may only be held after first consulting with the Pacific Fishery Management Council regarding the conduct of such hearings.

6. Those voting members of the Council who are not employed by the Federal Government or any State or local government shall receive compensation at the daily rate for GS-18 of the General Schedule when engaged in the actual performance of duties of the Council. The voting members of the Council and the non-voting Executive Director of the Pacific Marine Fisheries Commission or designee, shall be reimbursed for actual expenses incurred in the performance of their duties.

7. The Council may establish such subcommittees of its members as may be necessary.

8. The Chairman, or in his absence the Vice-Chairman, of the North Pacific Council has authority to convene and adjourn meetings and public hearings and designate members of the Council, Scientific and Statistical Committee, and Advisory Panel to attend meetings and public hearings. He will control meetings and hearings by recognizing speakers, establishing the order of business, and designating members of the Council and its Advisory bodies as members of committees and working groups. The Chairman certifies the minutes of the meeting as complete and accurate before they are available to general distribution.

STAFF

1. The staff of the Council shall be comprised of an Executive Director, Deputy Director, Administrative Officer, Plan Coordinators, Economist, Executive Secretary, and other staff as necessary.

2. The staff is responsible for administration and execution of Council operations. Functions include coordination of fishery

management plan development and maintenance; preparation of Council reports, statements, and correspondence; financial management, budget preparation, and procurement; record keeping; meeting logistics; and other administrative activities.

Employment Practices

The Council is an equal opportunity employer in full compliance with federal requirements for non-discrimination. Council staff positions are filled solely on the basis of merit, fitness, competence, and qualifications.

1. In setting rates of pay for Council staff, the principle of equal pay for substantially equal work shall be followed. Variations in basic rates of pay should be in proportion to substantial differences in the difficulty and responsibilities of the work performed.
2. Employees of the Council shall be granted paid leave for holidays, vacations or exigencies, sickness, and civic duties (jury, military reserve obligations) as determined by the Council.
3. The Council shall provide its employees group health insurance, life insurance, and retirement plan under the State of Alaska Public Employee System.
4. Employees will be entitled to promotions and associated pay raises solely on the basis of merit and performance. The Executive Director, acting for the Council, shall conduct performance reviews at least once a year with each Council employee and will approve promotions and raises based on the employee's performance, length of service, or special accomplishments. Pay raises for the Executive Director are to be established by the Council upon recommendation of the Finance Committee. Career development, including formal training, will be supported by the Council when directly beneficial to both the employee and the Council.

5. All staff employees serve at the pleasure of the Council. The Executive Director may be dismissed by the Council and other staff employees may be dismissed by the Executive Director acting for the Council.

STANDARDS OF CONDUCT

The Council and its staff shall maintain high standards of ethical conduct. These standards include the following principles:

1. No employee of the Council shall use his or her official authority or act in the name of the Council for the purpose of influencing the result of an election to or a nomination for any public elective office.

2. No employee of the Council shall be deprived of employment, position, work, or compensation made possible by the Act on account of any political activity or lack of such activity in support of or in opposition to any candidate or any political party in any national, state, county, or municipal election or on account of his or her political affiliation.

3. No Council member or employee shall pay, or offer, or promise, or solicit, or receive from any person, firm, or corporation, either as a political contribution or a personal emolument any money, or anything of value in consideration of either support, or the use of influence, or the promise of support, or influence in obtaining a Council decision or for any person, any appointive office, place or employment under the Council.

4. No employee of the Council or member of Plan Development or Maintenance Teams shall have a direct or indirect financial interest that conflicts with the fair and impartial conduct of his or her Council duties. Council members with a direct or indirect financial interest shall insure that it not conflict with the fair and impartial conduct of his or her Council duties.

5. No Council member or employee of the Council shall use or allow the use of, for other than official purposes, information obtained through or in connection with his or her Council employment which has not been made available to the general public.

6. No Council member or employee of the Council shall use Council property improperly or on other than official business.

STANDING COMMITTEES OF COUNCIL MEMBERS

The North Pacific Council has established one standing committee of Council members.

Inter-Council Salmon Coordinating Committee. The Inter-Council Salmon Coordinating Committee has been established to coordinate salmon management plan development in the North Pacific and Pacific Council areas of jurisdiction. It consists of three representatives from each Council with the members from the North Pacific Council appointed by the Chairman and serving at his pleasure. The Committee shall meet as required at the request of either Council Chairman.

MINUTES

Detailed minutes will be taken for all Council meetings. Council meetings will also be tape recorded. The Council will distribute as soon as possible after adjournment a newsletter summarizing Council meeting actions. Meeting minutes, tape recordings, summaries of Advisory Panel and Scientific and Statistical Committee meetings, and written material distributed at the meetings will be available for study at the Council headquarters.

HEARINGS

Public hearings will be held in communities of the member states of the Council. They will be advertised in advance in the

Federal Register and local news media. Agenda and subject matter will be available at the Council office in Anchorage at least one week prior to the hearings.

ADVISORY BODIES

The North Pacific Fishery Management Council has established a Scientific and Statistical Committee comprised of eleven members from the fields of biology, economics, statistics, and the social sciences appointed by the Council and serving at the pleasure of the Council, and an Advisory Panel of twenty-five members from the full spectrum of the fisheries field including fishermen and others based on a diversity of interests from the standpoint of geography, association with specific fisheries, etc.

SCIENTIFIC AND STATISTICAL COMMITTEE

Objectives and Duties

When requested by the Council, through the Council Chairman or the Executive Director:

1. *The Committee shall provide expert scientific and technical advice to the Council on the development of fishery management policy, on establishing the goals and objectives of fishery management plans or amendments thereto, and on the preparation of such plans or amendments thereto.*
2. *The Committee shall assist the Council in the development, collection, and evaluation of such statistical, biological, economics, social and other scientific information as is relevant to the Council's development and amendment of any fishery management plan.*
3. *The Committee shall assist the Council in determining what statistical, biological, economics, social or other scientific*

information is needed for the development of a management plan that meets the requirements of the Act; and shall advise the Council as to the best way of obtaining this information, including identifying entities with ongoing research programs that may be able to develop the needed information.

4. The Committee shall advise the Council on preparing comments on any application for foreign fishing transmitted to the Council by the Secretary of State or Secretary of State's delegate pursuant to subsection 204(b) of the Act.

5. The Committee shall advise the Council on preparing comments on any fishery management plan or amendments thereto prepared by the Secretary or Secretary's delegate which are transmitted to the Council pursuant to Section 304(c)(2) of the Act.

6. The Committee shall draft, or comment on, if required by the Council, any proposed regulations which the Council deems necessary to implement any fishery management plan or amendment to a fishery management plan which is prepared by the Council.

7. The Committee shall assist the Council in establishing criteria for judging plan effectiveness.

8. The Committee shall submit to the Council: (a) such reports as the Committee deems appropriate; and (b) such reports as are requested by the Council.

9. The Committee shall perform such other necessary and appropriate duties as may be required by the Council to carry out its functions under the Act.

Members and Chairman

1. The Committee of the North Pacific Fishery Management Council shall have a total of not more than 11 members, all of

whom shall be appointed by, and serve at the pleasure of, the Council.^{2/}

2. The Committee shall be composed of experts in biology, statistics, economics, sociology, and other relevant disciplines from the Federal, State, and private scientific communities and whatever other source the Council deems appropriate.

3. Members of the Committee shall be appointed by the Council for a period of two years, and may be reappointed at the pleasure of the Council. Vacancy appointments shall be for the remainder of the unexpired term of the vacancy.

4. The Chairman and Vice-Chairman of the Committee shall be nominated by the Committee from among the members of the Committee and confirmed by the Council.

5. Members assigned to the Committee as agency representatives may have an alternate.

Administrative Provisions

1. The Committee shall meet as a whole, or in part, at the request of the Chairman of the Committee, with the approval of the Chairman of the Council, as often as necessary to fulfill the Committee's responsibilities, taking into consideration time and budget constraints. It is estimated that the Committee will meet at least four times a year just prior to the scheduled Council meeting.

2. The Committee shall report to the Chairman of the Council or Council designee.

2/ If you want more flexibility, now is the time to build it in.

3. *The Executive Director of the Council shall, upon request of the Chairman of the Committee, provide such staff and other support as the Council considers necessary for Committee activities, within budgetary limitations.*

4. *Members of the Committee shall serve without compensation. They may be paid their actual expenses for travel incurred in the performance of their duties for the Committee in accordance with applicable law.*

5. *Members of the Committee shall attend regular meetings of the Council as required by the Chairman of the Council, and designated members of the Committee shall attend public hearings on management plans or other Council business as required by the Council.*

6. *Security clearances for Committee members shall be requested as necessary.*

ADVISORY PANEL

Objectives and Duties

1. *The Advisory Panel offers to the Council on a continuing basis advice on the assessments and specifications contained in each fishery management plan for each fishery within the Council's geographic area of concern. The Panel's major expertise concerns the capacity and the extent to which the fishing vessels of the United States will harvest the resources considered in fishery management plans, the effect of such fishery plans on local economies and social structures, and potential conflicts between user groups of a given fishery resource.*

2. *The Panel shall offer advice and/or prepare comments for the Council on (a) fishery management plans or amendments thereto*

during preparation of such plans or amendments by the Council; and (b) fishery management plans prepared by the Secretary and transmitted to the Council for review.

3. Panel members shall attend public hearings on fishery management plans, and amendments thereto, as requested by the Council Chairman.

4. The Panel, or members thereof, shall attend Council meetings at the request of the Council Chairman to advise the Council on particular fisheries, with particular reference to the socio-economic implications of managing those fisheries.

5. Panel members shall keep the Council advised of current trends and development of fishery matters.

6. The Panel shall perform such other necessary and appropriate advisory duties as may be required by the Council to carry out its function under the Act.

Members and Chairman

1. The Advisory Panel of the North Pacific Fishery Management Council shall have a total of not more than 25 members, all of who shall be appointed by, and serve at the pleasure of, the Council.

2. The Panel shall be composed of persons who are either actually engaged in the harvest of or are knowledgeable and interested in, the conservation and management of the fishery or group of fisheries to be managed. The Panel shall also reflect expertise and interest from the standpoint of geographical distribution, industry and other user groups, and the economic social groups encompassed in the Council's geographical area of concern.

3. *Members of the Panel shall be appointed by the Council for a period of two years, and may be reappointed at the pleasure of the Council with terms beginning at the December meeting on even years. Vacancy appointments shall be for the remainder of the unexpired term of the vacancy.*

Panel members are chosen by the Council from a list of nominees submitted by all interested persons and groups on the basis of their experience and expertise in various facets of fisheries in the North Pacific. The Council will attempt to appoint as broad a spectrum of interests as is possible, including the various fisheries around Alaska, commercial, sport, and subsistence, catching, processing, sales, consumerism, and general interest.

Persons wishing to serve on the Advisory Panel may submit their names with a short resume through the Executive Director. A list of nominees will be kept in the Council headquarters. The Council Chairman shall have authority to fill interim vacancies on the Advisory Panel from the list of nominees subject to confirmation by the Council at the next regular meeting.

The Panel will set up such workgroups as the Chairman of the Panel and the Council deem necessary to carry out the Panel's duties. All members of such workgroups will be appointed from the membership of the Advisory Panel.

4. *The Chairman and Vice-Chairman of the Panel shall be nominated by the Panel from among the members of the Panel and confirmed by the Council.*

Administrative Provisions

1. *The Panel shall meet as a whole, or in part, at the request of the Chairman of the Panel with approval of the Chairman of the Council, as often as necessary to fulfill the Panel's responsibilities, taking into consideration time and budget constraints.*

It is estimated that the Panel will meet at least four times a year just prior to the scheduled Council meeting.

2. The Panel shall report to the Chairman of the Council or his designee.

3. The Executive Director of the Council shall, upon request of the Chairman of the Panel, provide such staff and other support as the Council considers necessary for Panel activities, within budgetary limitations.

4. Members of the Panel shall serve without compensation. They may be paid their actual expenses for travel incurred in the performance of their duties for the Committee in accordance with applicable law.

5. Security clearances for Panel members shall be requested as necessary.

PLAN TEAMS^{3/}

The North Pacific Fishery Management Council shall appoint a Plan Team for each major fishery for which a fishery management plan either is being developed or has been implemented.

Composition

Each team will be comprised primarily of representatives of those agencies having major roles in the research and management of the fishery. The team should be small enough to work efficiently and effectively but sufficiently large to provide the diverse experience and knowledge needed to cover all aspects of a particular

^{3/} Not in current SOPPs--language adopted by the Council at July 1982 meeting.

fishery. For tasks outside the team's ability or manpower, the team members should serve as primary contacts with their agencies to draw on agency resources as required and deemed appropriate.

Operations

Given the team composition each team will be allowed to organize internally as appropriate to carry out the team's responsibility in an effective, efficient manner. This may for instance require appointment of a small subgroup to actively monitor the fishery or concentrate on specific writing assignments. Team members should choose a team leader, possibly on an annually rotating basis, to oversee the functions of the team.

Each team will recommend an annual schedule for amending their plan from calling for proposals to final consideration by the Council prior to initiating Secretarial review. These annual schedules should accommodate as well as possible the needs of the fishery, task loads of the involved agencies, and operations and meetings of the Council.

ADMINISTRATIVE MANAGEMENT SYSTEM

Office of Management and Budget Circular No. A-110 provides uniform administrative requirements applicable to the North Pacific Fishery Management Council, including standards for financial management, financial reporting, property management, and procurement. The Council will operate in full compliance with these standards.

FINANCIAL MANAGEMENT SYSTEM

Procurement/Property Management System - Management of this system will be a direct responsibility of the Staff Administrative Officer.

1. Contracts - Negotiated and advertised contracts will be administered under the same principles of equality and integrity outlined under the section "Employment Practices," and will generally follow the specifications normally characteristic of contracts with public entities, (e.g., public announcement, emphasis on competition, change orders, etc.).

2. Purchases - Commodities and services will be procured by means of a document-oriented system, with a receipt, check, or purchase order type document maintained on all transactions. Typical suspense systems will be maintained for any partial and undelivered procurements. Equipment and supplies available in the General Services Administration will usually be given primary consideration, except where cost-effectiveness and efficiency dictate otherwise. A petty cash fund for over-the-counter purchases will be maintained as necessary in the Council staff office.

3. Property - An accountability system of all durable or capitalized personal property will be maintained by means of an inventory system.

4. Real Property - The leasing, renting, and acquisition of real property and space will be effected in a manner consistent with customary practices related to contracts with public entities. Real property files will be maintained on all transactions, including litigation, connected therewith.

FISCAL MANAGEMENT SYSTEM

The finance and budget control systems will be a direct responsibility of the Administrative Officer, who will maintain full cognizance of, and compliance with, all Department of Commerce requirements, pursuant to the Act, Treasury Department (IRS) regulations as well as any applicable local requirements (state, municipal, etc.).

1. Financial control will be effected by means of a basic document-oriented accrual accounting system, which will include provisions for at least the following: direct labor (salary); indirect labor (employer contributions for FICA, life and health insurance, retirement, and unemployment taxes), travel expenses (transportation and subsistence), transportation of things, rent and utilities, taxes (non-employment), printing, communications, supplies, equipment, contracts, and any appropriate contra-accounts (contract accruals, etc.).

2. A general ledger, supported by appropriate journals, will be maintained on all obligations and expenses, including appropriate accruals, and will be used to prepare periodic reports for review by the Executive director, the Council, or Department of Commerce representatives. As a minimum, a complete financial status report should be completed on a monthly basis. The financial management system will be coordinated with the budget management system so that current and projected fund usage can be determined at any time.

3. A separate payroll register, indicating all applicable expenses and accruals, will be maintained on each member of the Council and the Council staff.

4. All financial records will be kept until audited or approved for disposal by the appropriate Department of Commerce representative.

5. Specific details related to implementing the above will, in general, correspond to the NMFS 1977 model accounting system for Regional Councils.

PACIFIC FISHERY MANAGEMENT COUNCIL

Magnuson Fishery & Conservation Act Subcommittee

The Committee on Operating Procedures under MFCMA as amended met from 8:00 a.m. to 9:00 a.m. on July 20, 1983 in the Cabrillo-Portolas room at the Pacifica Hotel. The Committee reviewed proposed operating procedures and investigated alternatives for Council implementation of the amended MFCMA regarding:

- A. Open Team meetings
- B. Public comment at Team meetings
- C. Distribution of draft documents at Team meetings

After substantial discussion the following paragraphs were suggested to replace paragraphs one and two of Council operating procedures for Plan Development/ Management Team meetings found on page 4 of the Magnuson Package:

Scheduled meetings of Plan Development Teams and Plan Management Teams for purposes of completing draft documents for submission to the Council shall be announced in advance in the Federal Register and in Council news releases which shall provide a tentative agenda. Unless otherwise announced, a scheduled Team meeting shall be of the same duration as the Council meetings during which they are held. These scheduled meetings shall be open to the public. Public comments will be accepted by the Team during a public comment period or at the discretion of the Chairman. Public comments shall be limited to items on the Team agenda. Policy issues, and decisions concerning final choices among options are the province of Council deliberations: therefore, it is in the Council forum that public comments on such matters shall be received: not in Team meetings.

Minutes reporting major Team actions and records and documents prepared for the Council shall be filed in the Council office, where they will be available for public review.

Because Team meetings are essentially working sessions for drafting materials for Council review, public taping of those proceedings shall be permitted only as specifically authorized by the Chairman. Documents prepared and discussed at these meetings will not be available for public distribution until after submission to the Council.