

Maryland's Coldwater Fisheries Advisory Committee (CFAC)

Operating Guidelines & Information

Background

In 2020 the Sport Fisheries Advisory Commission (SFAC), requested the re-convening of the previously run coldwater committee chaired by (the late) Commissioner Jim Gracie. Commissioner Jason Andrick volunteered to serve as acting chair until the committee can be formalized and vote on an official chairperson. The CFAC is organized with up to 14 members (including a chairperson and a vice chairperson) and staff support. The CFAC receives agendas, meets, discusses agenda topics, and develops consensus on motions that advise the Director of Fishing and Boating Services for the department (hereafter, Director) on matters referenced by the director. Meeting minutes are drafted following meetings that are held quarterly and are reported directly to SFAC.

Purpose and Role

Coldwater fisheries are important to the state's heritage and have always been one of the pillars driving the state's conservation efforts.

The Coldwater Fisheries Advisory Committee will work as a standing committee of SFAC. Tasks and topics may be generated by the committee or requested by the commission, and reports from the committee meetings will be given at each SFAC meeting or as requested by the commission chair.

Membership

The CFAC members shall have the following roles:

- **Prepare for Meetings:** Read distributed meeting information in advance of meeting; discuss pertinent issues with the constituents you represent; and prepare to communicate and discuss constituent's viewpoints at meetings.
- **Service Between Meetings:** Maintain regular communication with the constituents you represent, informing them on the status of the CFAC and representing the CFAC accurately.
- **Work in Meetings:** Attend to process; follow agenda; suggest solutions or compromises; search for closure.
- **Use the Capacities and Resources You Possess;** Promote the ideas, perspectives, and constituencies you represent while adhering to the purpose of the CFAC.

Chairperson(s): Chair and vice chair of the committee will be appointed by majority vote and serve for a term of 2 years, with the possibility of continuation of successive terms.

The chairperson shall fill the following roles:

Leader - Model leadership and governance behavior; preside in a fair manner; synthesize concepts; forge relationships; work towards committee consensus. Represent committee at SFAC meetings to update commission or appoint a member to represent the committee at commission meetings.

Meeting Facilitator - Ensure adherence to agenda and operating guidelines; involve membership; explore diversity of opinions and inputs; resolve discussions; facilitate public participation.

Support Staff: Fishing and Boating Services leadership shall designate staff support to the committee.

The assigned staff person(s) shall have the following roles:

Administrator - Work with chair and vice chair to prepare and distribute meeting agendas, summaries, and meeting support information. Arrange meeting space, and provide meeting materials and/or resources to facilitate meetings.

Attendance - Attend meetings; provide materials for members in absentia; cancel meetings when a quorum is not possible.

Summary - Maintain a master file of committee meeting agendas, actions, motions, and support information.

Members: Members are needed to volunteer for the committee, a minimum of seven members and a maximum of 14 are required. Over half the committee members must be present to hold a quorum during scheduled meetings. Membership terms are four years in length (for non-commission members), reappointment is permitted. Membership will include:

- Two or more standing SFAC members that participate in and/or represent coldwater fishery stakeholders, commissioner terms dictates committee terms.
- Five or more anglers or coldwater fisheries experts from the general public that participate in and/or represent coldwater fishery stakeholders. Membership determination follows general committee guidelines.

Agenda and Meeting Support Information

The agenda for CFAC meetings shall be established by the members and department support staff, and approved by the chairperson, and include any specific issues requested by the Director of Fishing and Boating Services or Secretary. An annual meeting schedule will be announced by the department by December of each year for the following year. Additional unscheduled

meetings will be announced two weeks in advance. The agenda and meeting support information shall be distributed electronically at least one day in advance of a CFAC meeting.

Attendance

In the event that you are unable to attend, you must notify the DNR support staff within 48 hours of meeting. A proxy attendee may be nominated to serve on behalf of the member. If a member is unable to attend half of the CFAC meetings during a calendar year, the department may recommend to the SFAC that the member be removed or an alternate be designated. A meeting may be cancelled by support staff in event that a simple majority of appointed members, or a quorum, is not possible.

Rules of Order

- 1) Only CFAC members (or approved proxy attendees) will sit at the meeting table, if in person.
- 2) The chairperson or vice chairperson will call the meeting to order.
- 3) Each member will focus on the agenda issue to keep the discussion moving forward.
- 4) Only one member will speak at a time and each member will have equal opportunity to participate.
- 5) Each member may make a motion (see below).
- 6) Public observers will be allowed to address the CFAC at a designated time period on the agenda for each meeting. For topics that are not on the agenda, the chairperson will use a public sign-up list or a virtual chat room to decide how to allocate remaining time.
- 7) Issues that are not addressed here will be managed with Robert's Rules of Order, <http://www.rulesonline.com/>.

Motions/Actions

Committee members may make a motion. The motion shall be written down as part of the meeting motions/action items summary. A motion shall be followed by an equitable amount of time for discussion amongst members and an equitable amount of time for public attendees. The CFAC will strive to make its decisions on a consensus model, but set forth that if consensus cannot be reached, then a simple majority can decide an issue. Following the discussion and comment period, the motion shall be seconded by a committee member, other than the member who made the original motion. A seconded motion shall be approved by the majority of the committee members in order to be adopted. Motions or action items from each meeting shall be disseminated electronically or by mail upon request within five business days to members following a meeting. Members within minority views can request that their views be explicitly included in any decisions and recommendations that are made to the director and SFAC.

Meeting Minutes

Meeting minutes will serve as communication to the SFAC and department, as well as the general public. They shall be prepared as a record of any CFAC meeting wherein official business is conducted. Meeting minutes shall include a verbatim record of meeting dialogue. Meeting minutes shall be distributed to members within 10 working days following the CFAC meeting to which the meeting minutes apply. Draft meeting minutes, with or without

amendments, shall be approved by a quorum of the members. Only approved meeting minutes may be distributed to non-members. Official positions or recommendations adopted by the CFAC, which members believe warrant the attention of the Secretary, shall be recorded in the CFAC meeting minutes and transmitted to the SFAC for their consideration in transmitting to the secretary as official correspondence.

Travel Reimbursement

The CFAC members are unable to receive reimbursement for travel.