



Community Engagement committee Terms of Reference and Standard Operating Procedures

December 2018

1. **Establishment and Statement of Purpose:** The North Pacific Fishery Management Council (Council) may establish and maintain a Community Engagement Committee (committee) to identify and recommend strategies for the Council to provide effective community engagement with rural and Alaska Native communities. The Community Engagement Committee will develop tools and processes to facilitate improved communication and understanding between rural communities and tribes for the Council but will not engage in 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. 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 co-chairs will be appointed by the Council Chairman from sitting members of the Council.
 - a. **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 recommendation of the committee.
 - b. **Meetings:** Committee meetings will be held as needed until the committee's objectives have been met.
 - c. **Agenda:** A draft agenda will be prepared in advance of each meeting by the Council staff in consultation with the committee co-chairmen.
 - d. **Meeting record and distribution:** A report of each committee meeting will be prepared by Council staff, distributed to committee members for review, and revised as necessary before the committee report to the Council. The committee co-chairs will 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 will be provided, if necessary. Repeated absences from committee meetings is cause for dismissal and replacement.
 - b. Committee members are expected to read and review all meeting materials prior to the committee meeting.
 - c. 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 for each issue may be provided as time allows at the discretion of the co-chairs. Written comment will be accepted by sending comment to the council staff person.

The Council adopted the following charter for the Community Engagement Committee:

The North Pacific Fishery Management Council’s Community Engagement Committee is established to identify and recommend strategies for the Council and Council staff to enact processes that provide effective community engagement with rural and Alaska Native Communities. Effective community engagement may involve two-way communication between the Council and communities at additional stages of the Council process or a project and allow for community concerns, information, perspectives, and priorities to be shared clearly with the Council, whether part of an active Council action or not.