

Pacific Northwest Crab Industry Advisory Committee

Terms of Reference

1. **Establishment.** The North Pacific Fishery Management Council (Council) shall establish a Pacific Northwest Crab Industry Advisory Committee (PNCIAC) for the king and Tanner crab fisheries of the Bering Sea/Aleutian Islands (BSAI) area pursuant to the provisions of the BSAI King and Tanner Crab Fishery Management Plan. The role of the PNCIAC is to provide the Alaska Board of Fisheries advice on preseason and in-season management measures for BSAI King and Tanner crab fisheries. The PNCIAC may also provide the Council with advice in the areas of management related to BSAI king and Tanner crab fisheries.
2. **Overarching Guidelines established in the Crab FMP.** “A special means of access to the BSAI king and Tanner crab regulatory process for nonresidents of Alaska will be provided through an advisory committee. This Pacific Northwest Crab Industry Advisory Committee (PNCIAC) shall be sanctioned by and operate under the auspices of the Council. This is necessary because State law does not provide for the formation of a Board advisory committee located outside the State. This PNCIAC shall be recognized by the State as occupying the same consultative role on preseason and in-season management measures as all other existing State of Alaska Fish and Game Advisory Committees, no more and no less. The Council shall establish general guidelines and membership qualifications for the advisory group, which shall be substantially similar to those guidelines established by the State pertaining to existing advisory committees. Within this framework the advisory committee shall establish its own by-laws and rules of procedure.

The PNCIAC shall be industry funded, and members will pay their own expenses to attend meetings. The PNCIAC may request staff support from the Council, NMFS, and ADF&G as needed. The PNCIAC shall meet at appropriate times and places throughout the year to review and advise the State and the Council on crab management issues, stock status information, and biological and economic analyses relating to the BS/AI king and Tanner crab fisheries. In addition, the PNCIAC shall report to the Council on any relevant crab management issue by filing reports as appropriate. The Council will also review reports as appropriate from other crab advisory committees that normally report to the Board. The PNCIAC shall review and advise the State on proposed preseason management measures. During the fishing season, the PNCIAC, on the same basis as any other Board advisory committee, shall monitor ADF&G reports and data, may recommend to ADF&G the need for in-season adjustments, and may advise on decisions relating to in-season adjustments and “emergency-type” actions. The PNCIAC may request review of any relevant matter to the Crab Interim Action Committee and may bring petitions and appeals in its own name pursuant to Chapters 9 and 10 of this FMP, as may any other Board advisory committee.”

Functions. The PNCIAC’s function is to provide the Alaska Board of Fisheries and the North Pacific Fishery Management Council with advice and recommendations regarding appropriate measures for the conservation and management of the BSAI king and Tanner crab fisheries. The PNCIAC committee’s primary role is to do the following:

- a) Develop regulatory and plan amendment proposals for submission to the Board and Council, as appropriate;
- b) Evaluate regulatory proposals submitted to them and make recommendations to the

- Board and Council;
- c) Provide a local forum for BSAI crab conservation and use, including any matter related to crab habitat;
 - d) Make other recommendations to the Board and Council relative to the conservation and management of BSAI king and Tanner crab resources and fisheries.
3. **Membership.** The PNCIAC will consist of 10 to 15 members (currently there are 11 voting members and 1 non-voting member who serves as secretary), appointed by the Council. PNCIAC members must have knowledge and experience relating to the crab fisheries of the BSAI. The PNCIAC will consist of persons having experience as vessel owners, captains, and/or crab processing. Appointments should reflect the PNCIACs' responsibility to evaluate and make recommendations on management of the fisheries. Appointments for PNCIAC members are for 2 years, with all members up for reappointment at the same time. No alternates are allowed for members that are unable to attend a committee meeting.
4. **Organization.** The PNCIAC will be directed by a chairperson.
- (a) **Rules of order.** In general, rules of order will be conducted according to the latest edition of Robert's Rules of Order. A quorum of a majority of the voting membership (for the current committee, this would equate to at least 6 of 10 voting members) must be present to conduct business. A quorum may be reached by the use of proxies. PNCIAC decisions will be reached by vote, and the opinion of the majority will prevail. Motions and votes will be recorded in the minutes. A proxy may be used on a meeting-by-meeting basis, after which, it (the proxy) will expire. No proxy may be used when the chairperson polls the committee on a specific item, when such polling is outside of a meeting. No email or telex votes will be allowed during a general meeting, or a special meeting.
 - (b) **Meetings.** An annual PNCIAC meeting will be held to discuss guideline harvest levels, status and management of the BSAI crab stocks. The PNCIAC chairperson may call other meetings as necessary. **If the chairperson determines that a vote by the membership is necessary on a specific item, and there is not sufficient time to call a general meeting, the chair shall poll the membership. No proxies will be allowed in this situation, but all forms of voting, including email and telex are acceptable. During any meeting, by approval of a motion, the committee may direct the chairperson to poll the membership on a specific item(s). The motion may also specify the timeframe for response. The chairperson shall conduct the poll as if he/she had determined that a vote by the membership was necessary.** Meetings may be called on the request of a majority of the voting membership with a minimum of two weeks' notice. A draft agenda will be prepared in advance of each meeting by the chairperson in consultation with the secretary and staff, and may be revised by the PNCIAC during the meeting. Notice of meetings, including the draft agenda, will be given at least two weeks in advance of each meeting, insofar as possible. The secretary will prepare minutes of each meeting and distribute them to the PNCIAC members for revision as necessary. (If the secretary is unavailable, the chairperson is responsible for the minutes.) The minutes shall be considered approved, unless one or more of the PNCIAC members has an unsatisfied concern regarding the text. In this situation, the formal approval of minutes not agreed to by all PNCIAC members shall be dealt with at the next PNCIAC meeting. The Chairperson (or a committee member designated by the chair) will report the committee's findings to the Board or Council, as appropriate. Telephonic attendance of a meeting is acceptable.
 - (c) **Selection of officers.** Officers (PNCIAC chairperson, vice-chair, secretary, and others as appropriate) will be selected, by majority vote of the committee, at the first PNCIAC meeting

following appointment, or as vacancies arise, during the first available meeting after the vacancy. If the current chairperson is reappointed by the Council, he/she shall continue as chairperson until the first meeting following appointments, at which time, elections shall be held. The officers selected will serve until their appointments expire. There will be no limit on the number of consecutive terms that officers may serve. The committee may replace an officer if: (1) the officer resigns, or (2) a quorum of the committee meets at an advertised committee meeting, and a majority of the full committee membership votes to remove the committee member from office. Officers shall be elected only by a majority of the total voting membership. In the event that the vote for chairperson results in less than such majority, the committee members present shall elect an acting chairperson, and conduct business. The acting chairperson, within one week, shall poll the membership regarding the two highest vote-receivers for chairperson who did not receive a majority. After the polling, the person who is elected by a majority of the entire membership shall immediately assume the position of chairperson.