

# Terms of Reference

## Lake Michigan Fisheries Forum

### Purpose

This Forum is a citizen-based group. The charge of the Lake Michigan Fisheries Forum is to review and provide ~~input~~ recommendations into ~~statewide~~ the fishery goals, objectives and management plans for Lake Michigan. Members will assist Fisheries Management in charting the future course of fisheries management by advising the Lake Michigan Fisheries Team (DNR).

### Membership

#### Chair

The Sea Grant designated liaison will serve as the chair for the Forum. The Chair is responsible for facilitating the meetings and will work with the members and a Lake Michigan Fisheries Supervisor to establish meeting agendas and approve final minutes.

#### Fisheries Supervisor

A Lake Michigan Fisheries Supervisor assists the Chair in preparing the agenda, obtaining the appropriate speakers, facilitating meeting arrangements, and finalizing draft minutes for the Chair's review. The Lake Michigan Fisheries Supervisor works with the Chair and members to determine the direction of the Forum.

#### Members

Members are appointed by the Lake Michigan Fisheries Team (DNR) with input from the Chair of the Forum after taking into consideration the following factors:

1. The Lake Michigan Fisheries Forum should be representative of the diverse stakeholder interests including sport and commercial fishermen and geographic regions on Lake Michigan, as well as other interests such as academia, non-governmental organizations, agencies and governmental offices.
2. The members should represent a significant network of fisheries and other stakeholder interests.
3. The members should be capable of providing effective insight, knowledge and guidance from their own experiences and constituencies.

All members of the Lake Michigan Fisheries Forum at the time of adoption of these terms of reference will be asked to continue as a member. Fisheries Management and the Chair may appoint an alternate member for an organization to serve in the absence of the primary member. Only one member of an organization is permitted to participate in final recommendation-making processes, although primary and alternate members alike, and other visitors, are permitted and encouraged to participate in discussions leading to a recommendation.

Observers from other jurisdictions (federal, state, tribal, etc.) and the general public are encouraged to attend meetings. They would not be permitted to participate in final recommendation-making processes, but would be able to participate in the meeting discussions. The goal is to provide additional points of view and experiences to the meetings.

~~Primary and alternate members alike, and other visitors, are permitted and encouraged to participate in discussions. In addition to the Members, the meetings will be open to all interested persons.~~

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### Meeting Attendance

Member organization delegates or alternates are expected to regularly attend meetings. If a delegate or alternate does not attend or contribute toward any LMFF meetings for two consecutive meetings, the Chair and the primary DNR representative will assess their viability as a LMFF member and determine if changes to representation are needed.

### **Member Responsibilities**

Membership on the Forum comes with several responsibilities including, but not limited to the following:

Members are responsible for:

1. disseminating the Forum's activities and deliberations throughout their network of constituents and others in their community as appropriate.
2. seeking to resolve conflicts among user groups and constituencies.
3. regular attendance at meetings and participating in a respectful manner with fellow Forum members, DNR staff, and visitors.
4. representing the interests of their constituencies with the rest of the Forum.

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## **Procedural Rules**

### Making recommendations

When recommendations are required, they will be achieved based on the following in priority order:

- o "Will-Live-With" consensus: Recommendations whereby after a specified amount of discussion and/or negotiation time, all members involved in the recommendation process eventually agree with the recommendation. Agreement is reached when 100% of the delegates present indicate that they "will live with" the recommendation. If one member does not agree with the recommendation, "will-live-with" agreement has not been reached. The Chair may choose to continue the discussions/negotiations in hopes of reaching agreement, move to table the recommendation until a later meeting, or move directly to a "consulting recommendation".
- o "Consulting Recommendations": Recommendations whereby the Chair takes into account all opinions and input of the LMFF members regarding resolution of an issue, and makes a final, informed recommendation on the basis of that input. In the event of a "consulting recommendation" any dissenting opinions should be accurately reflected in the minutes of the meeting.
  - A majority vote of the delegates present can also bring an issue to a majority vote/Roberts Rules.
- o Majority vote/Roberts Rules if needed
  - A majority is defined as the majority of the delegates present at any given meeting.
  - Any dissenting opinions should be accurately reflected in the minutes of the meeting.

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### **Minutes**

Since the purpose of the Forum is to advise and make recommendations to the Lake Michigan Fisheries Team on fisheries issues related to Lake Michigan, detailed minutes will be recorded for each meeting. An effort will be made to provide members with a copy of the minutes within a month of the meeting. Minutes will be corrected via email with a review/comment/approval period of 2 weeks. Any significant changes would cause a second period of review. No reply from Forum members will be taken as an approval. At the following meeting, the Chair will distribute copies of the approved minutes to the members.

### **Agendas**

Any Forum member can bring an issue to the meetings by working with the Chair and the Lake Michigan Fisheries Supervisor to have their issue added to the agenda. The members are strongly encouraged to work with the Chair and Lake Michigan Fisheries Supervisor to place items on the Agenda. Agenda items will be solicited by the Chair and/or the Fisheries Supervisor at least 30 days in advance of the next meeting. An effort will be made to provide the members with the final agenda and meeting notice at least 7 days prior to the next meeting. Members will be expected to bring copies of any handouts or presentations that are provided electronically prior to the meeting.

### **Room Arrangement**

At LMFF meetings, the room will be arranged so that members sit in the front at designated areas. This will allow members to be seated in one location to promote discussion, exchange of ideas and proximity to the presenters when recommendations are being discussed. Other stakeholders at the meeting will sit behind the members.

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### **Lake Michigan Fisheries Team**

The Lake Michigan Fisheries Team will provide the following services to the Forum:

- 1) Coordinate with the Chair of this Forum on meeting logistics
- 2) Provide informational presentations on topics of interest
- 3) Host two meetings annually
- 4) Provide meeting notes, handouts and informational items to members and the public

### **Establishing Meeting Dates**

During the last meeting held each year dates will be established for meetings in the following year. The Chair and Lake Michigan Fisheries Supervisor may establish additional meetings throughout the year based on need or a desire by the Forum to address an issue sooner than the next meeting is scheduled.

### **Evaluation and Review**

The Forum, led by the Chair, will review and evaluate the effectiveness and direction of the Forum at least bi-annually.

### **Adoption**

These terms of reference were approved and adopted by the Lake Michigan Fisheries team on September 1, 2012.

### **Additional information outlining specific responsibilities**

WI Sea Grant Chair

- 1) Facilitating the meeting
- 2) Preparing the Final agenda
- 3) Obtaining speakers
- 4) Finalizing Meeting Arrangements (Date, time, place, continental breakfast (WI Sea Grant expense), lunch (DNR expense)
- 5) Communicating information to members and other interested stakeholders

DNR Representative

- 1) Assist Chair with preparing agenda, obtaining speakers and preparing draft minutes
- 2) Provide informational presentations
- 3) Host two meetings annually
- 4) Provide meeting notes from the previous meeting, handouts and other information to the LMFF