

Maryland Black Bass Advisory Subcommittee
Operating Guidelines
July 6, 2016
revised March, 30, 2017

Background

At the April 26, 2016 meeting of the Sport Fisheries Advisory Commission (SFAC), the Commission recommended the creation of a Black Bass Advisory Subcommittee (BBAS). Since the early 1990's the Department has hosted informal meetings, as needed, called the Black Bass Roundtable to discuss black bass management. Based on the black bass population status in the upper Bay and Potomac River, some conservation actions have been implemented. However, more action is necessary in 2017 to hasten the recovery of these fisheries and the BBAS will make recommendations regarding these actions. Overall, the BBAS is responsible for making recommendations on black bass management to the SFAC. The BBAS will be an organized subcommittee with an appointed membership of tournament directors, fishing guides, conservationists, and bass anglers.

The Department will provide staff support. The BBAS will receive agendas, meet, discuss agenda topics, and develop recommendations that are reported directly to SFAC. The SFAC will report directly to the Secretary, when appropriate. The meetings will be open to the general public. Meeting minutes will be drafted following meetings and serve as communication to the general public that cannot attend.

Members

The BBAS members serve 4 years, with possible reappointment, and may continue to serve until a successor is appointed. Members may apply to the Department within three weeks of notice that will be issued as a press release, through social media and other electronic services. Applications will be considered by the Director of Fisheries Service. The Director will provide recommendations to the SFAC and BBAS members will be appointed by SFAC.

BBAS 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 constituents' viewpoints at meetings.

Service Between Meetings - Maintain regular communication with the constituents you represent, informing them on the status of black bass issues, obtaining their feedback and represent the BBAS accurately.

Work in Meetings - Attend to process; follow agenda; suggest solutions and work toward informed consent, participate in discussion and motions.

Participate - Use the capacities and resources you possess; promote the ideas, perspectives, and constituencies you represent while adhering to the purpose of the BBAS.

Chairperson

The members of the BBAS shall appoint a Chairperson by a majority vote.

The Chairperson shall have the following roles:

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

Meeting Facilitator - Ensure adherence to agenda and operating guidelines; involve membership; explore diversity of opinions/inputs; resolve discussions; facilitate public participation in a fair and equitable manner while maintaining an atmosphere of civility and respect; allocate meeting time to accommodate discussion.

Administrator - Approve agenda items; approve BBAS correspondences; and track tasks of and/or requested by the BBAS.

Terms - Chairperson will serve a term of two years, with the possibility of continuation of successive terms.

Vice Chairperson

The Vice Chairperson shall be appointed by a majority vote of Commission members.

The Vice Chairperson will have the following roles:

Leader - The Vice Chairperson will act as Chairperson if elected Chairperson is not present.

Successor - A Vice Chairperson would automatically be considered as a potential successor for a Chairperson, but still require a majority vote by the BBAS. The Vice Chairperson will serve a term of two years, with a possibility of successive terms.

Support Staff

The Maryland Department of Natural Resources' Fisheries Service Director shall designate a staff person (s) to support the BBAS.

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

Administrator - Prepare and distribute meeting agendas, meeting summaries and meeting support information; arrange for meeting space; and secure materials and/or resources to facilitate meetings.

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

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

Agenda and Meeting Support Information

The agenda for BBAS meetings shall be established by the Members and approved by the Chairperson, and include any specific issues requested by the Director of Fisheries Service. 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/mail one week in advance of a BBAS 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 75% of the BBAS meetings during a calendar year, the SFAC may recommend that the member be removed or an alternate be designated.

Rules of Order

- 1) Only BBAS Members (or approved Proxy Attendees) and a DNR representative will sit at the meeting table.
- 2) The Chairperson or Vice Chairperson will call the meeting to order.
- 3) Each Member will focus on the agenda item 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 BBAS 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 in deciding how to allocate the available time on the agenda.
- 7) Issues that are not addressed here will be managed with Robert's Rules of Order, <http://www.rulesonline.com/>.

Meeting Summary/Minutes

Meeting summary or minutes will serve as communication to the SFAC as well as the general public. They shall be prepared by the Vice Chairperson or their designee as a record of any BBAS meeting wherein official business is conducted. The draft meeting summary shall be distributed to members within 10 working days following the BBAS

meeting. The final summary will be posted to the DNR website and distributed to non-members if requested within 20 working days following the BBAS meeting. This will provide members 10 days to provide amendments to the summary.

Motions/Actions

Subcommittee members may make a motion. The motion shall be written down as part of the meeting motions/action items summary. Following the discussion and comment period, the motion shall be seconded by a Subcommittee member, other than the member who made the original motion. A seconded motion shall be approved by a simple majority of the Subcommittee members in order to be adopted. Motions or Action items from each meeting shall be disseminated electronically or by mail upon request to members and SFAC members following a meeting. Members with minority views may be considered as a submission in addition to the Motions/Actions report and Meeting Summary/Minutes.

Minority views

There may be minority reports desired for any significant issue. All minority reports coming out of this subcommittee will consist of information and perspectives discussed in the committee in advance of their public dissemination. Such reports do not involve new information or research compiled subsequent to the meeting in which decisions were made about the minority report. After the BBAS decides on a matter, the Chairperson will ask whether there are minority perspectives for which one or more members request either their inclusion in the report of the subcommittee (more common) or the opportunity to write up a separate minority report and make it available to the SFAC for its consideration (less common). In the case where there is a request for the representation of minority perspectives, the Chairperson will ask for volunteers to summarize the perspective to be included and then for volunteers to write that up, either for inclusion in the majority Motions and Actions report or as a separate document that SFAC could choose to consider. It is understood that it is up to the commissioning body (e.g. SFAC) whether to accept a minority report for consideration. The majority report is the committee's report and the default presentation of the committee. It is understood that members of BBAS may choose to attend SFAC meetings and participate as individuals, recognized in the public comment portion of the meeting. In this situation the members of BBAS are expected to identify themselves as members of BBAS and make it clear that they are speaking now as individuals and not on behalf of any group of the subcommittee, nor representing or answering to any aspect of the BBAS discussions and functioning.

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