

California Fish and Game Commission  
Marine Resources Committee  
Rules of Order and Procedures

**I. Authority**

California Fish and Game Code §105 requires the Commission to form a marine resources committee (MRC) to report to the Commission from time to time on its activities and make recommendations on all marine resource matters considered by the Commission.

**II. Membership**

A minimum of one, but no more than two members of the Commission will be elected to the MRC at the first Commission meeting of each calendar year.

**III. Frequency of Meetings**

The MRC will strive to hold a minimum of four meetings per calendar year on a quarterly basis and will schedule additional meetings as needed.

**IV. Location of Meetings**

MRC meeting locations will be established by the MRC member(s). All efforts will be made to conduct meetings in coastal locations.

**V. Development of Meeting Agenda**

MRC agendas will be developed by staff and will be comprised of topics referred by the Commission, topics requested by the Department and/or state and federal agencies, and standing items. Public requests for agenda items must be made to the Commission and subsequently referred to the MRC. Referred items will be heard by the MRC based on location of the meeting and work load requirements to prepare for the item.

At least one meeting per calendar year will focus, in part, on the goals and objectives of the MRC, a review of accomplishments and outstanding items, and identification and scheduling of topics for the coming year. Standing agenda items will be reviewed at this time and shall, at a minimum, consist of informational updates from the Department of Fish and Wildlife and the Ocean Protection Council.

Draft agendas will be circulated to the appropriate functions within the Department at least two weeks prior to the distribution deadline and comments must be received within one week of distribution. MRC member(s) and the Commission's Executive Director shall review the agenda prior to distribution.

In meetings of the second and/or third quarter of every year, the MRC will discuss marine-related legislation currently pending in the legislature and determine whether to recommend that the Commission either support or oppose such legislation, or take no position.

## **VI. Noticing of Meetings**

All meetings of the MRC shall be noticed at least 10 days prior to the meeting. The meeting agenda will be noticed on the Commission's website and distributed electronically to the MRC meeting distribution list.

## **VII. Meeting Logistics**

### **a. General**

Commission staff will secure appropriate meeting venues with preference given to those that are provided free of charge. Meetings will be chaired by the MRC member(s) and facilitated by Commission staff. Presence of uniformed personnel from Law Enforcement Division shall be determined on a meeting-by-meeting basis.

### **b. Structure and Flow of Meeting**

In general, meetings will be structured to provide the MRC member(s) maximum opportunities to engage in detailed discussions with Commission staff, Department staff, the presenter (if applicable), and stakeholders. MRC meetings will strive to provide an informal setting where all participants have an opportunity to provide input into the conversation. However, if required, the MRC retains the option to apply a more structured setting where discussion and public comment are governed by speaker cards and time limits.

### **c. Attendance of other Commissioners**

In the event that another Commissioner wishes to attend a meeting of the MRC, and there are two members of the MRC present at the meeting, that Commissioner may attend the meeting but must recuse himself or herself from any discussions related to Commission business.

## **VIII. Meeting Follow-up and Reporting**

Commission staff shall prepare a Meeting Summary following each meeting that summarizes the main discussion points and any recommendations developed by the MRC. Draft meeting summaries shall be provided to the Department and MRC member(s) prior to finalization for review and comment. The final Meeting Summary shall be posted on the Commission's website and serve as the formal record of the meeting. Any recommendations developed by the MRC shall be clearly identified in the Meeting Summary and presented to the Commission for consideration at a future Commission meeting.