

California Fish and Game Commission Committee Procedures¹

I. Authority

Section 108 of the Fish and Game Code requires the commission to adopt rules to govern the business practices and processes of the Commission.

Sections 105 and 106 of the Fish and Game Code require the commission to establish a minimum of two committees, the Marine Resources Committee and the Wildlife Resources Committee, respectively.

II. Membership

A minimum of one, but no more than two members of the Commission will be appointed to the committees at the first Commission meeting of each calendar year. All public are welcome to attend and participate.

III. Role of Committees

Committees serve in an advisory capacity to the Commission, and do not have authority to make policy or regulatory decisions on behalf of the Commission.

IV. Frequency and Location of Meetings

The Commission will establish the meeting schedule for committees each year as part of the annual rulemaking

¹ Proposed additions for MRC discussion on 3/24/2014 are shown in underscore.

calendar the prior November and may schedule additional meetings as needed.

V. Development of Meeting Agenda

Agendas will be approved at the Commission meeting before the committee meeting. 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 appropriate committee. Informational items not related to a scheduled rulemaking are preferred in written format in lieu of scheduling as a presentation. Informational reports submitted directly to the committees may be recommended for future agenda items at the discretion of the committee.

Agenda items to be considered for the year will be adjusted based on urgency, need, and interest as determined by the Commission. Findings and recommendations will be made to the Commission for possible action by the two chairs.

VI. Noticing of Meetings

All meetings of committees shall be noticed at least 10 days prior to the meetings. Meeting agendas will be noticed on the Commission's website and distributed electronically.

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 run by the two chairs and facilitated by Commission staff.

b. Structure and Flow of Meeting

In general, meetings will be structured to provide participants opportunities to engage in detailed discussions with Commission staff, Department staff, the presenter (if applicable), and stakeholders. Meetings will strive to provide an informal setting where all participants have an opportunity to provide input into the conversation. However, if required, the chairs retain 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

Non-chair Commissioner may attend committee meetings.

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 committee chairs. Draft meeting summaries shall be provided to the Department and committee chairs 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 a committee shall be clearly identified in the meeting summary and presented to the

Commission for consideration at a future Commission meeting.

Committee meetings may be taped and broadcast on the internet at the discretion of the Commission and available funding.